



Advertisement No. IIT(BHU)/IPCell/e-Auction/2019-20/493

Dated: 11<sup>th</sup> October 2019

## TENDER DOCUMENT (*e - Procurement*)

AUCTION FOR UNSERVICEABLE STORES/GOODS LYING  
*at various Departments of the Institute*



Issued on:

11<sup>th</sup> October 2019

INSTITUTE PURCHASE CELL  
INDIAN INSTITUTE OF TECHNOLOGY  
(Banaras Hindu University)  
VARANASI-221005  
INDIA

INVITATION FOR BIDS  
Notice Inviting Tender (NIT)

INDIAN INSTITUTE OF TECHNOLOGY  
(BANARAS HINDU UNIVERSITY)  
INSTITUTE PURCHASE CELL  
VARANASI-221005

**e-Procurement Notice**

**Ref. No. : IIT(BHU)/IPCell/e-Auction/2019-20/493**

**Dated : 11<sup>th</sup> October 2019**

Online tenders are hereby invited in **single cover system** for;

- DISPOSAL OF UNSERVICEABLE STORES /GOODS lying at **One** departments i.e. (i) Main Workshop, IIT(BHU) in the shape of lots.

Bidders can download complete set of bidding documents from e - procurement Platform <https://eprocure.gov.in/eprocure/app> 11.10.2019 onwards. Bidders need to submit the bids online for the interested lots by uploading all the required documents through <https://eprocure.gov.in/eprocure/app>.

**Last Date/ Time for receipt of bids through e-procurement is: 01.11.2019 upto 04:00 PM.**  
(Server time). Late bids shall not be accepted.

For further details regarding Tender Notification & Detailed terms & conditions, please visit website: <https://eprocure.gov.in/eprocure/app> and [www.iitbhu.ac.in](http://www.iitbhu.ac.in).

**CRITICAL DATE SHEET**

Published Date	11-10-2019 (02:00 PM)
Bid Document Download Start Date	11-10-2019 (02:00 PM)
Clarification Start Date	11-10-2019 (02:00 PM)
Clarification End Date	25-10-2019 (05:00 PM)
Bid Submission Start Date	11-10-2019 (02:00 PM)
Bid Document Download End Date	01-11-2019 (04:00 PM)
Bid Submission End Date	01-11-2019 (04:00 PM)
Submission of Hard Copies of all desired documents	01-11-2019 (04.00 PM)
Bid Opening Date	04-11-2019 (03:00 PM)
Bid opening venue	Meeting Room (Ground Floor) of the Administrative Building of IIT(BHU)

## SCHEDULE OF TENDER

1	Auctioneer Name	Registrar Indian Institute of Technology (Banaras Hindu University) VARANASI-221005 Website – <a href="http://www.iitbhu.ac.in">www.iitbhu.ac.in</a> Email– <a href="mailto:deputy.registrar@iitbhu.ac.in">deputy.registrar@iitbhu.ac.in</a> , <a href="mailto:ipcell@iitbhu.ac.in">ipcell@iitbhu.ac.in</a> 0542- 2366674
2	Auction Schedule	Last date for submission of online bid is 01.11.2019 at 16.00 Hrs. Last date of submission of hard copies up to 01.11.2019 at 16.00 Hrs. .
3	Inspection	For inspection of various lots, the bidders are advised to contact in the office of the I.P. Cell between 11.00 Hrs. to 13.00 Hrs. on any working day from 14.10.2019 to 30 .00.2019
4	Annexure	<input type="checkbox"/> Notice Inviting Tender (NIT) – Annexure – I <input type="checkbox"/> Schedule of Tender – Annexure – II <input type="checkbox"/> Reserved Price & E.M.D. – Annexure – III <input type="checkbox"/> Declaration Regarding Clean Track by Bidder – Annexure IV <input type="checkbox"/> List of Documents Enclosed – Annexure – V <input type="checkbox"/> Letter Submitting Offer/Bid/Tender – Annexure – VI <input type="checkbox"/> Terms & Conditions of Sale – Annexure – VII <input type="checkbox"/> Price Bid related to lot no. (location wise) : 1 to 6 (The bidders are advised to inspect the site before submitting their offer “AS IS WHERE IS” AND “WHAT IS BASIS”) – Annex-VIII
5	Special Instructions	Bidding in the last minutes and seconds should be avoided. Any postal delay will not be considered in such cases.
6	EMD	Form of Fixed Deposit Receipt (FDR) in favour of the Registrar, IIT(BHU)) to be submitted with the offer as per Sl. No. 10.
7	Cost of Tender documents	FREE OF COST (can be downloaded from the website)
8	Tender Processing Fee	Rs.1,000/- to be submitted with the offer in shape of Demand Draft in favour of the Registrar, IIT(BHU).
9	Important Instruction	The bidders are also instructed to deposit the EMD in the shape of Fixed Deposit Receipt necessarily along with their offer, failing which offer will not be considered. However, the same shall be returned after finalization of the contract to unsuccessful bidders or the same may be adjusted with the award value in case of successful bidder.
10	Reserve Price & E.M.D.	As per Annexure III

## ANNEXURE-III

*Name of the Department / Unit / School / Unit / Office;*

*Main Workshop:*

<b>Sl. No.</b>	<b>Location</b>	<b>Lot No.</b>	<b>Reserve Price (Rs.)</b>	<b>E.M.D. (Rs.)</b>
1.	Machine Shop		2,28,750/-	22,875/-
2.	IDC Lab		87,500/-	8,750/-
3.	Electroplating		2,500/-	250/-
4.	Fitting		41,250/-	4,125/-
5.	Welding		19,000/-	1,900/-
6.	Carpentry		3,600/-	360/-
7.	Foundry		7,750/-	775/-
8.	Black Smith		2,000/-	200/-
9.	Sheet Metal		1,250/-	125/-
10.	Office		9,100/-	910/-
11.	IDC Lab, Machine Shop & Main Store (Annexure gallery of Machine Shop)		6,47,425/-	64,743/-
12.	In front of Black Smith, Carpentry, Foundry & Sheet Metal Shop		1,07,050/-	10,705/-
13.	In front of Electroplating Shop		30,375/-	3,038/-
14.	In front of Automobile Shop		45,000/-	4,500/-
15.	In front of Welding & Fitting Shop		45,375/-	4,538/-
16.	CNC Shop		1,250/-	125/-
<b>Total</b>			12,79,175/-	1,27,918/-

**DECLARATION REGARDING CLEAN TRACK BY  
BIDDER**

(on Company's / Firm's letterhead)

Date: .....

The Registrar,  
Indian Institute of Technology  
(Banaras Hindu University)  
Varanasi – 221 005

Sir,

Re.: Tender Enquiry No.:..... Dated ..... for disposal of unserviceable stores / goods lying at various Departments, IIT(BHU) in shape of Lot Nos.

I/we carefully gone through the Terms & Conditions contained in the above referred Tender Document. I/we hereby declare that my company / firm is not currently debarred / blacklisted or no legal case pending by any Government / Semi Government Organizations / Institutions in India or abroad. In addition to this there is no vigilance / CBI / FEMA case pending against the firm / company. I/we further certify that I am competent officer in my company / firm to make this declaration.

Or

I/we declare the following

No.	Country in which the company is debarred / blacklisted / case is pending	Black listed / debarred by Government / Semi Government Organizations / Institutions	Vigilance/CBI / FEMA case pending	Reason	Since when and for how long

(NOTE: In case the company / firm was blacklisted previously, please provide the details regarding period for which the company / firm was blacklisted and the reason(s) for the same)

Yours faithfully

(Signature of the Bidder)

Name .....

Designation.....

Seal

**LIST OF DOCUMENTS ENCLOSED**  
(on Company's / Firm's letterhead)

Date: .....

The Registrar,  
Indian Institute of Technology,  
(Banaras Hindu University)  
Varanasi – 221 005

Sir,

Re.: Tender Enquiry No.: ..... Dated ..... for disposal of unserviceable stores/goods" lying at various Departments, IIT(BHU) in the shape of Lot No..

I/we are enclosing following documents:

- |   |          |
|---|----------|
| 1. Non – refundable Tender Processing Fee of Rs.1,000/- | YES / NO |
| 2. Earnest Money Deposit (EMD as illustrated below;     | YES / NO |

Sl. No.	Department	Lot No.(s)	E.M.D. (F.D.R. No. & Date)	Bank
1.				
2.				
3.				
4.				
5.				

- |   |          |
|---|----------|
| 3. GST registration certificate   | YES / NO |
| 4. Documents regarding existence and registration of the firm                   | YES / NO |
| 5. PAN Card   | YES / NO |
| 6. Declaration regarding Clean Track Record (Annexure – IV)                     | YES / NO |
| 7. Price Bid (BOQ). However, the same will be uploaded on e-Procurement Portal. | YES / NO |

Yours faithfully

(Signature of the Bidder)  
Name .....  
Designation.....  
Seal

**LETTER SUBMITTING OFFER/BID/TENDER ON THEIR OWN PAD****Dated:****The Registrar**

Indian Institute of Technology  
 (Banaras Hindu University)  
Varanasi-221005

Dear Sir,

1. With reference to your Notice inviting Tender for various condemned items (Lot No: 1 to ....), I / We do hereby submit the lot-wise offer to purchase the same as mentioned in the tender document.
2. I / We have seen/inspected the lots to be purchased and read the general terms and conditions carefully as mentioned in the tender document. I/We, hereby unconditionally agree to confirm with and to be bound by the said conditions.
3. I / We have enclosed the Earnest Money Deposit (EMD) i.e. Rs..... by F.D.R. No:..... Dated ..... and Demand Draft No.:..... Dated ..... Rs .1,000/- for Tender Processing Fee, as sought.
4. I / We do hereby agree that the EMD shall be forfeited by the IIT(BHU) in the event of my / our tender is accepted and I / we fail to make payment of the initial deposit as per terms & conditions by any reason whatsoever.
5. I/We further declare that I/we intend to purchase the condemned items in question at my / our own risk and that the information revealed by me/us in the Tender Document is true and correct to the best of my/our belief. I / We agree that if any of the statement/information revealed by me/us is found to be incorrect and/or untrue, the quotations submitted by me/us is liable to be cancelled and in such case, the Earnest Money Deposit paid by me/us are liable to be forfeited by the IIT(BHU).
6. If I/we am/are not able to complete the transaction within the time limit specified in the offer letter for any reason whatsoever and/or fail to fulfill any/all the terms and conditions of the quotations and offer letter, the Earnest Money Deposit and any other amounts paid by me/us along with the quotations and thereafter, are liable to be forfeited by the bank and that the IIT(BHU).
7. I/We have inspected the lot before making the above offer; the decision of the IIT(BHU) on any dispute arising out of the offer shall be binding on me/us.

**Yours faithfully,****Signature of the Bidder**

Name of the bidder.....

ADDRESS:

(1) OFFICE: .....

(2) RESIDENCE: .....

TEL No.: Office..... Residence .....

FAX No.: .....

**E-mail ID:****Mobile No. :****(Mandatory)**

**TERMS & CONDITIONS OF SALE**

1. Online tenders, in single-bid system, are invited for auction of unserviceable materials (both general scrap items and e-waste) on AS IS WHERE IS AND WHAT IS basis with related terms and conditions.
2. Bidders would be required to register on the Central Public Procurement Portal at [www.eprocure.gov.in](http://www.eprocure.gov.in), using a valid Digital Signature Certificate (DSC) and valid email address to be able to participate in the bidding process. On registration with the Portal, they will be provided with a user id and password by the system through which they can submit their bids online.
3. Digital Signature Certificate (DSC) may be obtained from any authorized agencies registered with the Certifying Authority (CA), through National Informatics Center (NIC) in India.
4. Bidders can download the bid document from Central Public Procurement Portal website at [www.eprocure.gov.in](http://www.eprocure.gov.in) Bidders are required to submit the bid online by scanning and uploading all the relevant documents through [www.eprocure.gov.in](http://www.eprocure.gov.in).
5. Tender document can also be downloaded from the Institute website at [www.iitbhu.ac.in](http://www.iitbhu.ac.in) For further details regarding Amendment/Addendum / Extension, please visit website: [www.eprocure.gov.in](http://www.eprocure.gov.in) or [www.iitbhu.ac.in](http://www.iitbhu.ac.in).
6. While submitting the bids online, the bidder shall read the terms and conditions and may accept the same to proceed further to submit the bid packets.
7. The bidders are advised to submit the bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission due date and time (as per Server System Clock). The TIA shall not be held responsible for any delay or the difficulties faced during the submission of bids online by the bidders.
8. After the bid submission (i.e. after Clicking “Freeze Bid Submission” in the portal), the acknowledgement number indicated by the system should be printed by the bidder and kept as a record of evidence for online submission of bid for the particular tender and also be used as entry pass to participate in the bid opening.
9. The time settings fixed in the server site and displayed at the top of the tender site, shall remain valid for all actions of requesting, bid submission, bid opening etc., in the e-Tender system. The bidders should follow such time during bid submission.
10. All the data being entered by the bidders would be encrypted using Public Key Infrastructure (PKI) encryption techniques to ensure the secrecy of the data. The data entered is not retrievable by unauthorized persons during the bid submission and until the time of bid opening by any person.
11. Any bid document that is uploaded to the server is subject to symmetric encryption using a system generated symmetric key. Further, this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
12. The confidentiality of the bids is maintained with the use of Secured Socket Layer (SSL) 128 bit encryption technology. Data storage encryption of sensitive fields is done.
13. The bidder should logout of the tendering system using the normal logout option available at the top right hand corner and not by selecting the (X) exit option in the browser.



14. The interested bidders can bid for both (general scrap and e-waste) items or for either one of them also, as per their choice. However, for e-waste items only registered e-waste collection centres, registered dismantlers or re-cyclers are eligible for bid. For e-waste items bidders must submit a notarized copy of the valid registration certificates issued by the Central Pollution Control Board (CPCB) / State (or Union Territory) Pollution Control Board (SPCB) and produce it at the time of lifting of the materials, failing which their bid will be liable for rejection. In case of a sale involving inter-state movement of goods, the buyer shall take No Objection Certificate (NOC) from the concerned SPCB, with whom the buyer is registered before taking delivery, failing which the buyer will be held responsible for the consequences.
15. Bidders need to upload scanned copy at e-procurement portal and submit the hard copy of required documents, like GST registration, PAN Card, tender processing fee for an amount of Rs.1,000/- in shape of Demand Draft, Earnest Money Deposit (EMD) amount as indicated lot wise in Annexure-III **in shape of Fixed Deposit Receipt (FDR)** in favour of The Registrar, IIT(BHU) payable at Varanasi and for e-waste, valid document regarding the registration of the firm at Central Pollution Control Board/ State Pollution Control Board along with the bid, as per Check List within stipulated date and time mentioned in Tender Document. **However, EMD shall be returned immediately to unsuccessful bidders at the time of opening of bids or the same shall may be adjusted with the award value in case of successful bidder. Remaining amount of the award value will have to be deposited by successful bidder within 7 days from the award of the contract through RTGS (SBI A/c No: 32778803937) only.** A copy of UTR shall be required in case of NEFT/RTGS transfer.
16. The Bidder, in their own interest, are advised to physically verify the lots at the IIT(BHU) site during any working day between 11.00 AM to 3.00 PM within the bidding period by prior appointment to satisfy themselves about the quality and condition of the materials offered for sale. No request for providing sample will be accepted.
17. The items specified in the Schedule herein below have been stated to the best of the information. The IIT(BHU) shall not be answerable for any error, misstatement or omission in this proclamation. The successful bidder shall be required to lift all the items at their own cost from the disposal site to his / her premises within 20 days after the payment of the quoted amount. On failure, to lift the material within stipulated date and time, the IIT(BHU) will charge ground rent @ Rs.1,000/- per day basis. If the material is not lifted within the extended time also, the IIT(BHU) shall have the right to forfeit the entire amount of the bidder and sale the materials to any bidder.
18. GST shall be applicable @ 18% extra.
19. The IIT(BHU) will be no party to any dispute that may arise in transit after the loading has been completed.
20. The bidder shall take full responsibility in case of any damage, loss or injury to any person.
21. In case of any accident or mis-happening, the bidder will be responsible for the safety and the IIT(BHU) will not take any responsibility in this regard.
22. All the lots shall not be sold below the reserve price. However, the offers found near the reserve price may be considered as per decision of the committee constituted for the purpose.

23. The IIT(BHU) reserves its right to accept or reject any or all the offers without assigning any reason whatsoever and in case all the offers are rejected, either to hold negotiations with any of the bidders or sell the lots through private negotiations with any of the bidders or any other party/parties. The decision of IIT(BHU) in this regard shall be final.
24. The bidders may give offers either for one or for all the lots.
25. The offer submitted at e-procurement portal will only be considered. **Hard copies of all relevant documents alongwith Tender Processing fee and EMD should be submitted in the office of the Joint Registrar – Institute Purchase Cell, Indian Institute of Technology (Banaras Hindu University), Varanasi – 221 005 within stipulated date and time.**
26. In case of any dispute arising as to the validity of the tender, amount of bid, EMD or as to the eligibility of the bidder, authorization of the person representing the bidder, the interpretation, or resale, the decision of the IIT(BHU) will be final.
27. Tender with conditional offers may be treated as invalid. Likewise, correspondence about any change in the offers will not be entertained. If any bidder wishes to give a fresh offer on or before the last date prescribed for submission of the tenders in the concerned advertisement, he / she may submit a fresh tender with appropriate EMD and tender fees.
28. The sale certificate, if needed shall be issued in the name against which the tender is submitted.
29. The bids will be opened by a committee of members duly constituted for the purpose at the time and date as specified in the tender document. In the event of the date being declared as a closed holiday for purchaser's office, the due date for submission of bids and opening of bids will be the following working day at the appointed times.
30. The bidders should submit the **Price Bid** and filled in the blank spaces provided for mentioning the name of bidder and rates. Bidders need not modify any other text or replace it with any other copy of same **Price Bid format**. The prices quoted should be firm till the delivery is completed. Please quote the rates both in words and figures. Price quoted should be net and valid for a minimum period of three months from the date of opening of the quotation.
31. The highest quoting bid will be accepted for award of tender, subject to the condition that bidders are fulfilling the eligibility criteria as mentioned in the tender document. None of the lots shall be sold below the reserve price. However, the offer found near the reserve price may be considered as per decision of the committee constituted for the purpose.
32. In case the highest quoting bidder is not able to deposit the quoted amount within 10 working days, the same will be offered to next lower bidder (second highest quoting) at the rate quoted by highest bidder.
33. Cartel Formation and Quoting Prices in Pool-Bidders may note that Offers of such firms who resort to unethical practices of cartel formation and quote prices in a pool shall be rejected and their offers shall also not be considered for award of any contract for the next two years.
34. The firm has to give self-declaration as per **ANNEXURE-IV**, that there is no vigilance/CBI /FEMA case pending against the firm/supplier.

35. At any time prior to the date of submission of bid, Registrar, IIT(BHU), may, for any reason, whether at his own initiatives or in response to a clarification from a prospective bidder, modify the bidding documents by an amendment. All prospective bidders who have received the bidding document will be notified of the amendment in writing and the amendment shall be binding on them. In order to provide reasonable time to take the amendment into account in preparing the bid, the Registrar, IIT(BHU), may at his discretion, extend the date and time for submission of bids.
36. The tendered rates and validity of bids shall be for a minimum period of Three months from the date of finalization of the contract.
37. The bidder are advised to submit **ANNEXURE-V** alongwith other desired enclosures necessarily to ensure the eligibility criteria. Hard copies of all enclosures should reach to the Registrar, Indian Institute of Technology (Banaras Hindu University), Varanasi – 221005 within the stipulated date and time.
38. IIT(BHU) reserves all rights to make any changes in terms and conditions of the tender and also to reject any or all bids without assigning any reason thereof.
39. The Director, IIT(BHU) or his authorized representative shall be the final authority in all disputes and his decision will be binding on all concerned.
40. Dispute clause: Any dispute related to the enquiry shall be subject to the jurisdiction of the court at VARANASI only.

For any clarification and further details, contact Mobile No: 9415818775 or contact in person during office hours.

**Lot No. .... Nature of obsolete items.....**

**PRICE BID**

*Tender for disposal of ..... material*

Name and Address of the bidder: .....

Mobile No. / Telephone No. ....

I /We have inspected the obsolete / used items related to the..... and am / are interested to purchase the same on **“AS IS, WHERE IS AND WHAT IS BASIS”**. My / our offer for the same is given below:

Offered Price	Detail of E.M.D. enclosed	Remarks

Our total offer for all items for **Lot No. ....** is Rs. .... (Rupees .....  
.....)

**Signature of the bidder with seal**