



**भारतीय प्रौद्योगिकी संस्थान रोपड़**  
**INDIAN INSTITUTE OF TECHNOLOGY ROPAR**  
रूपनगर, पंजाब-140001/ Rupnagar, Punjab-140001  
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File No. 2052-25/CH-HOD/Dept./CPP/PS

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भारतीय प्रौद्योगिकी संस्थान रोपड़ निम्नलिखित मदों की निपटान की प्रक्रिया में है।

Indian Institute of Technology Ropar is in the process of disposal of following item(s) as per details as given as:-

मद का विवरण <b>Details of the item</b>	<b>Disposal of Waste Solvent at IIT Ropar</b>
बयाना जमा करने के लिए जमा राशि <b>Earnest Money Deposit to be submitted</b>	<b>Rs. 10,000/-</b>
वितरणसमय-सारणी <b>Delivery Schedule</b>	<b>As per Tender</b>

निविदा दस्तावेज केंद्रीय सार्वजनिक खरीद पोर्टल <http://eprocure.gov.in/eprocure/app> से डाउनलोड हो सकते हैं। ई-प्रोक्योरमेंट में जो बोलीदाता पंजीकृत नहीं हैं वे इच्छुक बोलीदाता वेबसाइट <http://eprocure.gov.in/eprocure/app> के माध्यम से भाग लेने से पहले पंजीकरण करें। पोर्टल नामांकन मुफ्त है। बोलीदाताओं को सलाह दी जाती है कि वे 'आनलाइन बोली के निर्देश पर दिए गए निर्देशों को देखें।

Tender Documents may be downloaded from Central Public Procurement Portal

<http://eprocure.gov.in/eprocure/app>. Aspiring Bidders who have not enrolled / registered in e-procurement should enroll / register before participating through the website


<http://eprocure.gov.in/eprocure/app>. The portal enrolment is free of cost. Bidders are advised to go through instructions provided at 'Instructions for online Bid Submission'.

निविदाकर्ता वेबसाइट पर दिये गए निविदा दस्तावेज का उपयोग कर सकते हैं (एनआईसी साइट में खोज के लिए, कृपया निविदा खोज विकल्प और 'आईआईटी' टाइप करें। उसके बाद, सभी आईआईटी रोपड़ निविदाओं को देखने के लिए "गो" बटन पर क्लिक करें) उपयुक्त निविदा का चयन करें और उन्हें सभी प्रासंगिक सूचनाओं से भरें और वेबसाइट पर <http://eprocure.gov.in/eprocure/app> पूरा निविदा दस्तावेज में दिए गए सारणी के अनुसार आनलाइन जमा करें।

Tenderers can access tender documents on the website (For searching in the NIC site, kindly go to Tender Search option and type 'IIT'. Thereafter, Click on the "GO" button to view all IIT Ropar tenders). Select the appropriate tender and fill them with all relevant information and submit the completed tender document online on the website <http://eprocure.gov.in/eprocure/app> as per the schedule given in the next page.

कोई मैनुअल बोली स्वीकार नहीं की जाएगी। सभी कोटेशन (दरसूची) (बोली को ई-प्रोक्योरमेंट पोर्टल में जमा करवानी होगी)।  
No manual bids will be accepted. All quotations (Bid should be submitted in the E-procurement portal).

(कुलसचिव /Registrar)

<b>SCHEDULE</b>	
Name of Organization	Indian Institute of Technology Ropar
Tender Type (Open/Limited/EOI/Auction/Single/Global)	Open
Tender Category (Services/Goods/works)	Services
Type/Form of Contract (Work/Supply/Service/Buy/Empanelment)	Services
Product Category (Civil Works/Electrical Works/Fleet Management/ Computer Systems/Lab Equipment)	Services
Date of Issue/Publishing	01-09-2025 (17:00Hrs)
Document Download/Sale Start Date	01-09-2025 (17:00Hrs)
Document Download/Sale End Date	22-09-2025 (15:00 Hrs)
Last Date and Time for Uploading of Bids	22-09-2025 (15:00 Hrs)
Date and Time of Opening of Bids	22-09-2025 (15:30 Hrs)
Tender Fee/EMD	Rs.____NIL_____-/- (For Tender Fee) <b>Rs. 10,000/- (For EMD)</b>
	<p>For payment through SB Collect GO TO onlinesbi.sbi</p> <p>SELECT → SB Collect</p> <p>SELECT → Educational Institutions</p> <p>SEARCH → ROPAR AND SELECT → IIT ROPAR</p> <p>SELECT → Category "EMD Collection Purchase Section IIT ROPAR"</p> <p>Make the payment of the EMD as notified in tender/bid/NIQ and share the transaction receipt.</p>
	(This is mandatory that UTR Number is provided in the on-line quotation/bid.
No. of Covers (1/2/3/4)	1
Bid Validity days (180/120/90/60/30)	180 days (From last date of opening of tender)
*Address for Communication	Assistant Registrar, Stores & Purchase, Room no 220, M. Visvesvaraya Block, Indian Institute of Technology Ropar, Rupnagar – 140001
Contact No.	01881-231287,89
Email Address	office-snp-4@iitrpr.ac.in, ar.sp@iitrpr.ac.in

**Registrar**

## **ऑनलाइन लाइन बोली (बिड) के लिए निर्देश / Instructions for Online Bid Submission:**

व्यय विभाग के निर्देशों के अनुसार, यह निविदा दस्तावेज केंद्रीय सार्वजनिक खरीद पोर्टल (यूआरएल:[URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)) पर प्रकाशित किया गया है। बोलीदाताओं को मान्य डिजिटल हस्ताक्षर प्रमाणपत्र का उपयोग करते हुए सीपीपी पोर्टल पर इलेक्ट्रॉनिक रूप से अपनी बोलियों की सॉफ्ट प्रतियां जमा करना आवश्यक है। सीपीपी पोर्टल पर पंजीकरण करने के नीचे दिए गए निर्देश बोलीदाताओं की सहायता के लिए हैं। सीपीपी पोर्टल पर आवश्यकताओं के अनुसार अपनी बोलियां तैयार करें और अपनी बोलियां ऑनलाइन जमा करें।

As per the directives of the Department of Expenditure, this tender document has been published on the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

सीपीपी पोर्टल पर ऑनलाइन बोलियां जमा करने की अधिक जानकारी के लिए <http://eprocure.gov.in/eprocure/app> उपयोगी है।

More information useful for submitting online bids on the CPP Portal may be obtained at:

<http://eprocure.gov.in/eprocure/app>

### **1. पंजीकरण / REGISTRATION**

- a) बोलीदाताओं को "नामांकन के लिए यहां क्लिक करें" लिंक पर क्लिक करके सेंट्रल पब्लिक प्रोक्योरमेंट पोर्टल (यूआरएल: <http://eprocure.gov.in/eprocure/app>) के ई-प्रोक्योरमेंट मॉड्यूल पर नामांकन करना आवश्यक है। सीपीपी पोर्टल पर नामांकन निःशुल्क है।

Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)) by clicking on the link "Click here to Enroll". Enrolment on the CPP Portal is free of charge.

- b) नामांकन प्रक्रिया के भाग के रूप में, बोलीदाताओं को अपने खाते के लिए एक अद्वितीय उपयोगकर्ता नाम चुनना होगा और एक पासवर्ड निर्दिष्ट करना होगा।

As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.

- c) बोलीदाताओं को सलाह दी जाती है कि पंजीकरण प्रक्रिया के भाग लेने के लिए अपना वैध ईमेल पता और मोबाइल नंबर पंजीकृत करें। इनका उपयोग सीपीपी पोर्टल से किसी भी संचार के लिए किया जाएगा।

Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.

- d) नामांकन पर, बोलीदाताओं को सीसीए इंडिया द्वारा मान्यता प्राप्त किसी प्रमाणन प्राधिकरण द्वारा जारी किए गए अपने मान्य डिजिटल हस्ताक्षर प्रमाण पत्र अपने प्रोफाइल के साथ (श्रेणी II या श्रेणी III) प्रमाण पत्र के साथ हस्ताक्षर उपयोग करने हेतु पंजीकरण करवाने की आवश्यकता होगी। (जैसे सीफी/टीसीएस/एनकोड/ई-मुद्रा आदि)।

Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.

- e) केवल एक मान्य डीएससी एक बोलीदाता द्वारा पंजीकृत होना चाहिए। कृपया ध्यान दें कि निविदाकर्ता यह सुनिश्चित करने के लिए जिम्मेदार है कि वे अपने डीएससी को दूसरों को उधार ना दे जिससे डीएससी का दुरुपयोग हो सकता है।

Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.

- f) बोलीदाता फिर अपने यूजर आईडी / पासवर्ड और डीएससी/ ई-टोकन के पासवर्ड को दर्ज करके सुरक्षित लॉग-इन के माध्यम से साइट पर लॉग-इन करता है।

Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

## **2. निविदा दस्तावेजों के लिए खोजना / SEARCHING FOR TENDER DOCUMENTS**

- a) सीपीपी पोर्टल में निर्मित विभिन्न खोज विकल्प है, ताकि बोलीदाओं को कई मापदंडों से सक्रिय निविदाएं खोज सकें। इन मापदंडों में निविदा आईडी, संगठन का नाम, स्थान, तिथि, मूल्य आदि शामिल हैं। निविदाओं के लिए उन्नत खोज का एक विकल्प भी है, जिसमें बोलीदाता कई नामों को जोड़ सकते हैं जैसे संगठन का नाम, अनुबंध का स्थान, स्थान, सीपीपी पोर्टल पर प्रकाशित निविदा की खोज के लिए तारीख, अन्य कीवर्ड आदि।

There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.

- b) बोलीदाताओं ने एक बार निविदाएं चुनी हैं जिसमें वे रुचि रखते हैं, उसका वे आवश्यक दस्तावेज / निविदा सारणी डाउनलोड कर सकते हैं। ये निविदाएं “मेरी निविदाएं” फोल्डर में ले जाई जा सकती हैं। इससे सीपीपी पोर्टल को बोलीदाताओं को एसएमएस / ई-मेल के माध्यम से सूचित किया जा सकता है, यदि निविदा दस्तावेज में कोई शुद्धि जारी की गई है।

Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

- c) बोलीदाता को प्रत्येक निविदा को निर्दिष्ट अद्वितीय निविदा आईडी का नोट बनाना चाहिए, अगर वे हेल्पडेस्क से कोई स्पष्टीकरण / सहायता प्राप्त करना चाहते हैं।

The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

### **3. बोली की तैयारी / PREPARATION OF BIDS**

- a) बोलीदाता को अपनी बोलियां जमा करने से पहले निविदा दस्तावेज पर प्रकाशित किसी भी शुद्धि को ध्यान में रखना चाहिए।

Bidder should take into account any corrigendum published on the tender document before submitting their bids.

- b) कृपया बोली के भाग के रूप में जमा किए जाने वाले दस्तावेजों को समझने के लिए निविदा विज्ञापन और निविदा दस्तावेज ध्यान से देखें। कृपया उन अंकों की संख्या पर ध्यान दें जिन में बोली दस्तावेज जमा करना है, दस्तावेजों की संख्या- जिसमें प्रत्येक दस्तावेज के नाम और सामग्री शामिल हैं, जिन्हें प्रस्तुत करने की आवश्यकता है। इनमें से कोई भी विचलन बोली को अस्वीकार कर सकता है।

Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

- c) बोलीदाता, अग्रिम में, निविदा दस्तावेज/ अनुसूची में बताए अनुसार प्रस्तुत करने के लिए बोली दस्तावेज तैयार करना चाहिए और आम तौर पर, वे पीडीएफ/एक्सएलएस/आरएआर/डीडब्ल्यूएफ स्वरूपों में हो सकते हैं। बोली दस्तावेजों को 100 डीपीआई के साथ काले और सफेद विकल्प स्कैन किया जा सकता है।

Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.

- d) मानक दस्तावेजों के एक ही सेट को अपलोड करने के लिए आवश्यक समय और प्रयास से बचने के लिए जो प्रत्येक बोली के भाग के रूप में जमा करने के लिए आवश्यक हैं, ऐसे मानक दस्तावेज अपलोड करने का प्रावधान (जैसे पैन कार्ड कॉपी, वार्षिक रिपोर्ट, लेखा परीक्षक प्रमाणपत्र आदि) बोलीदाताओं को प्रदान किया गया है। ऐसे दस्तावेजों को अपलोड करने के लिए बोलीकर्ता उनके लिए उपलब्ध "मेरा स्पेस" क्षेत्र उपयोग कर सकते हैं। बोली जमा करते समय ये दस्तावेज सीधे "मेरा स्पेस" क्षेत्र में जमा किए जा सकते हैं, और उन्हें बार-बार अपलोड करने की आवश्यकता नहीं है इससे बोली जमा प्रक्रिया के लिए आवश्यक समय में कमी आएगी।

To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

### **4. बोली जमा करना / SUBMISSION OF BIDS**

- a) बोलीदाता को बोली प्रस्तुति के लिए बोली प्रस्तुत करने के समय से पहले ही साइट पर लॉग इन करना चाहिए ताकि वह समय पर बोली अपलोड कर सके। अन्य मुद्दों के कारण किसी भी देरी के लिए बोलीदाता जिम्मेदार होगा।

Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

- b) बोलीदाता को निविदा दस्तावेज में दर्शाए अनुसार एक-एक करके आवश्यक बोली दस्तावेजों को डिजिटल हस्ताक्षर और अपलोड करना होगा।

The bidder has to digitally sign the bid document and upload the required bid documents one by one as indicated in the tender document.

- c) बोलीदाता को निविदा शुल्क/ ईएमडी को भुगतान के लिए "आन लाइन" के रूप में भुगतान विकल्प चुनना होगा और उपकरण का विवरण दर्ज करना होगा। जब भी, ईएमडी / निविदा शुल्क (यदि लागू हो) की मांग की जाती है, बोलीदाताओं को निविदा शुल्क और ईएमडी अलग-अलग आरटीजीएस के माध्यम से आन लाइन पर भुगतान करने की आवश्यकता होती है।

Bidder has to select the payment option as "on-line" to pay the tender fee / EMD (If applicable) and enter details of the instrument. Whenever an EMD / Tender fee is sought, bidders need to pay the tender fee and EMD separately on-line through RTGS.

- d) सर्वर का समय (जो बोलीदाताओं के डैशबोर्ड पर प्रदर्शित होता है) बोलीदाताओं द्वारा बोलियों को खोलने के लिए समय सीमा को संदर्भित करने के लिए मानक समय के रूप में माना जाएगा। बोलीदाताओं को बोली प्रस्तुत करने के दौरान इस समय का पालन करना चाहिए।

The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

- e) बोलीदाताओं द्वारा प्रस्तुत सभी दस्तावेज पीकेआई एन्क्रिप्शन तकनीकों का उपयोग करके एन्क्रिप्ट किया जाएगा जिससे डेटा की गोपनीयता सुनिश्चित हो सके। दर्ज किए गए डेटा को अनाधिकृत व्यक्तियों द्वारा बोली खोलने के समय तक नहीं देखा जा सकता है। बोलियों की गोपनीयता को सुरक्षित सॉकेट लेयर 128 बिट एन्क्रिप्शन तकनीक का उपयोग कर रखा जाता है। संवेदनशील क्षेत्रों का डेटा संग्रहण एन्क्रिप्शन किया जाता है।

All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.

- f) अपलोड किए गए निविदा दस्तावेज केवल अधिकृत बोलीदाता द्वारा निविदा खोलने के बाद ही पठनीय हो सकते हैं।

The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

- g) बोलियों के सफल और समय पर जमा होने पर, पोर्टल सभी प्रासंगिक विवरणों के साथ बोली संख्या, बोली जमा करने की तारीख और समय के साथ बोली सफलतापूर्वक जमा करने का संदेश एवं बोली सारांश प्रदर्शित करेगा।

Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

- h) कृपया अनुपालन पत्रक की एक पीडीएफ फाइल में सभी प्रासंगिक दस्तावेजों के स्कैन किए गए पीडीएफ को जोड़ दें।

Kindly add scanned PDF of all relevant documents in a single PDF file of the compliance sheet.

## **5. बोलीदाताओं को सहायता / ASSISTANCE TO BIDDERS**

- a) निविदा दस्तावेज से संबंधित कोई भी प्रश्न और इसमें निहित नियमों और शर्तों को निविदा आमंत्रण प्राधिकरण को निविदा के लिए अथवा निविदा में वर्णित प्रासंगिक संपर्क व्यक्ति को संबोधित किया जाना चाहिए।

Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

- b) आनलाइन बोली प्रस्तुत करने अथवा सामान्य में सीपीपी पोर्टल से संबंधित प्रश्नों की प्रक्रिया से संबंधित कोई भी प्रश्न 24x7 सीपीपी पोर्टल हैल्पडेस्क पर निर्देशित किये जा सकते हैं। हैल्पडेस्क के लिए संपर्क संख्या 1800 233 7315 हैं।

Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 233 7315.

## **6. बोलीदाताओं के लिए सामान्य निर्देश / General Instructions to the Bidders**

- a) निविदाएं पोर्टल <http://eprocure.gov.in/eprocure/app> के माध्यम से आनलाइन प्राप्त होगी। बोलियों में, बोलीदाताओं को सभी दस्तावेजों को पीडीएफ प्रारूप में अपलोड करना होगा।

The EOI / Proposal will be received online through portal <http://eprocure.gov.in/eprocure/app>. In the Bids, the bidders are required to upload all the documents in .pdf format.

- b) कंपनी के नाम में स्मार्ट कार्ड/ई-टोकन के रूप में मान्य श्रेणी II/III डिजिटल हस्ताक्षर प्रमाणपत्र (डीएससी) के पंजीकरण के लिए एक शर्त है और <https://eprocure.gov.in/eprocure/app> के माध्यम से बोली प्रस्तुत करने की गतिविधियों में भाग ले सकते हैं। डिजिटल हस्ताक्षर प्रमाणपत्र पर अधिकृत प्रमाणित एजेंसियों से प्राप्त की जा सकती है, जिसकी जानकारी "डीएससी के बारे में सूचना" लिंक के तहत वेब साइट <https://eprocure.gov.in/eprocure/app> पर उपलब्ध है।

Possession of a Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/e-token in the company's name is a prerequisite for registration and participating in the bid submission activities through <https://eprocure.gov.in/eprocure/app>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://eprocure.gov.in/eprocure/app> under the link "Information about DSC".

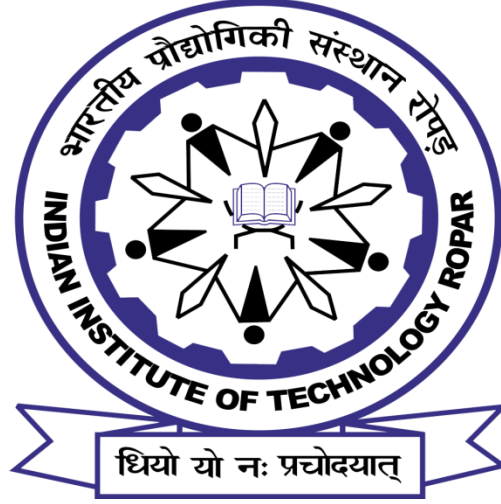
- c) निविदाकर्ता को सलाह दी जाती है कि <https://eprocure.gov.in/eprocure/app> पर ई-प्रोक्योरमेंट के लिए केंद्रीय सार्वजनिक खरीद पोर्टल के माध्यम से आनलाइन बोली जमा करते समय "निविदाकार हेतु निर्देशों" में उपलब्ध निर्देशों का अनुगमन करें।

Tenderer are advised to follow the instructions provided in the 'Instructions to the Tenderer' the e-submission of the bids online through the Central Public Procurement Portal for e Procurement at <https://eprocure.gov.in/eprocure/app>.

- d) सभी संभावित बोलीदाताओं या इच्छुक पार्टियों को बोली-पूर्व बैठक में अवश्य भाग लेना चाहिए और अपने प्रश्न (यदि कोई हों) केवल निम्नलिखित प्रारूप में प्रस्तुत कर सकते हैं। उचित शुद्धिपत्र के साथ इन प्रश्नों के उत्तर केवल आईआईटी रोपड़ की वेबसाइट पर प्रकाशित किए जाएंगे। प्रश्नों से संबंधित संचार के किसी अन्य माध्यम पर विचार नहीं किया जाएगा। हालाँकि, संस्थान के पास उठाए गए किसी भी/सभी प्रश्नों या मांगे गए स्पष्टीकरणों का जवाब न देने का अधिकार सुरक्षित है, यदि उनकी राय में और उनके विवेक पर, वे मानते हैं कि ऐसा करना अनुचित होगा या इस लायक नहीं है।

All the prospective Bidder or interest parties MUST attend pre-bid meeting and can submit their queries (if any) in the following format only. The response to these queries along with the appropriate corrigendum will be published on the Website of IIT Ropar only. No other mode of communication related to queries will be entertained. However, the Institute reserves the right not to respond to any/all queries raised or clarifications sought if, in their opinion and at their sole discretion, they consider that it shall be inappropriate to do so or do not find any merit in it.

**भारतीय प्रौद्योगिकी संस्थान रोपड़**  
**INDIAN INSTITUTE OF TECHNOLOGY**  
**ROPAR**



**Open Tender for “Disposal of Waste Solvent” at IIT  
Ropar**

**List of Annexures**

<b>Annexure</b>	<b>Particulars in annexure</b>	<b>Page No.</b>
<b>A</b>	<b>Scope of Work and Services</b>	<b>15-16</b>
<b>B</b>	<b>Format for Non-blacklisting Certificate</b>	<b>17</b>
<b>C</b>	<b>Format for User/Client List</b>	<b>18</b>
<b>D</b>	<b>On the Company/Firm Letter Head</b>	<b>19</b>
<b>E</b>	<b>Format for Declaration</b>	<b>20</b>



**भारतीय प्रौद्योगिकी संस्थान रोपड़**  
**INDIAN INSTITUTE OF TECHNOLOGY ROPAR**  
रूपनगर, पंजाब-140001/ Rupnagar, Punjab-140001  
Ph. 01881-231287, 231289, e-mail: purchase@iitrpr.ac.in

File No. 2052-25/CH-HOD/Dept./CPP/PS

Dated: 01-09-2025

**Notice Inviting Tender**

Indian Institute of Technology Ropar invites online Tender from the recycler/Re-processor/Collection dealers/ service providers registered for “Disposal of Waste Solvent” as per terms & conditions specified in the tender document, which is available on CPP Portal <http://eprocure.gov.in/eprocure/app> :-

Sl. No.	Description
1	<b>Tender for Disposal of Waste Solvent at IIT Ropar (Scope of Work and Services as per Annexure - A)</b>

<b>Additional T&amp;C</b>		
<b>1. Schedule of Tender and EMD :</b>		
1.	<b>Last Date and Time for Uploading of Bids</b>	<b>22.09.2025 up to 03:00 PM</b>
2.	<b>Date and Time of Opening of Bids</b>	<b>22.09.2025 up to 03:30 PM</b>
3.	<b>Earnest Money Deposit (EMD)</b>	<b>Rs. 10,000/-</b>
A complete set of tender documents may be Downloaded by prospective bidder free of cost from the website <a href="http://eprocure.gov.in/eprocure/app">http://eprocure.gov.in/eprocure/app</a> .		
<b>2. Eligibility Criteria</b>		
(a) The bidder must be registered as a recycler/Re-processor/Collection dealers/ service providers of Hazardous waste management chemical with the Central or State Pollution Control Board. The bidder must provide a copy of the registration certificate of the same.		
(b) The bidder must have prior work experience of two similar kind of service done earlier.		
<b>3. Documents to be submitted</b>		
(a) Bidders must submit a notarized copy of the valid registration certificates issued by the State (or Union Territory) Pollution Control Board (SPCB).		
(b) Transaction receipt of SB Collect on account of EMD amount.		
(c) Self attested copies of required work experience certificates.		
(d) Non Blacklisting certificate in non judicial stamp paper duly attested by Notary Public.		
(e) The copy of the certificate of GST registration of the firm.		
<b>4. EMD:</b>		
EMD to be paid through SB Collect into IIT Ropar Revenue Account Bank details are as mentioned in the schedule. The Bids without EMD would be considered as UNRESPONSIVE and will not be accepted. The EMD will be refunded without any interest to the unsuccessful bidders after the award of contract. In case of successful Tenderer, it will be retained till the successful completion of services assigned.		
<b>5. Preparation of Bids:</b>		

(a) Bid consisting of all technical details alongwith commercial terms and conditions and EMD; and Financial bid indicating item-wise price for the items mentioned in the bid.
(b) The offer/bid should be submitted in one bid systems (i.e.) Technical bid and financial bid. The technical bid should consist of all technical details along with commercial terms and conditions. Bid should indicate item wise price for the items mentioned in the bid. The Technical bid and the financial bid should be submitted Online at CPPP.
<b>6. Submission of tender:</b>
The tender has to be submitted on-line before the due date along with the required annexure(s). The offers received after the due date and time will not be considered. No manual bids will be considered.
<b>7. Bidding:</b>
<p>A bidder shall not have conflict of interest with other bidders. Such conflict of interest can lead to anti-competitive practices to the detriment of Procuring Entity's interests. The bidder found to have a conflict of interest shall be disqualified. A bidder may be considered to have a conflict of interest with one or more parties in this bidding process, if:</p> <p>a) they have controlling partner (s) in common; or</p> <p>b) they receive or have received any direct or indirect subsidy/ financial stake from any of them; or</p> <p>c) they have the same legal representative/agent for purposes of this bid; or</p> <p>d) they have relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the bid of another Bidder; or</p> <p>e) Bidder participates in more than one bid in this bidding process. Participation by a Bidder in more than one Bid will result in the disqualification of all bids in which the parties are involved. However, this does not limit the inclusion of the components/ sub-assembly/ Assemblies from one bidding manufacturer in more than one bid.</p> <p>f) a Bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the contract that is the subject of the Bid.</p>
<b>8. Opening of Bids:</b>
Online received bids (complete in all respect) will be opened as mentioned in the "Schedule". Bid received without declaration will be rejected straight way. The technical bid and financial bid will be opened first and it will be examined by a technical committee (as per specification and requirement).
<b>9. Taxes:</b>
Recycler dealer shall be entirely responsible for all taxes, duties, license fees, octroi, road permits, etc., incurred until delivery of the contracted Services to the Institute. However, GST etc, in respect of the transaction between the Purchaser and the Supplier shall be payable extra, if so stipulated in the Sale Order.
<b>10. Rates Comparison:</b>
Bidders are requested to quoted rates for pickup point at IIT Ropar basis Waste Disposal.
<b>11. Payment Terms:</b>
<ul style="list-style-type: none"> <li>The successful bidder i.e H-1 bidder (hereafter reference to as buyer) will have to deposit the 100% amount of the quoted/ offered/accepted amount (H1) within three working days before lifting the waste items.</li> <li>The amount offered by the buyer and accepted by the IIT Ropar shall be final and buyer has to abide by the same.</li> <li>The buyer will be allowed to lift the waste solvents only on depositing 100% payment of the offered amount (plus GST) in the IIT Ropar Revenue Account.</li> </ul>
<b>12. Acceptance of Terms &amp; Conditions:</b>
Bidders must confirm the acceptance of all the terms and conditions of this NIT. Any non-acceptance or deviations from the terms and conditions must be clearly mentioned. However, tenderers must note carefully that any conditional offer or any deviation from the terms and conditions of this NIT may render the Bid liable for rejection.

<b>13. Service Facility / Lifting of Waste Solvent:</b>
<ul style="list-style-type: none"> <li>• All incidental charges to loading &amp; lifting will be borne by the buyer.</li> <li>• The buyer shall not be allowed to pick or choose or segregate any particular item out of the lot items. The buyer shall be bound to lift the entire salvage as directed by the IIT Ropar on clean sweep basis.</li> <li>• Any loss/ damage to the property of this office or any other Offices in the premises or injury or personal accident suffered by any person due to negligence or action of the successful bidder or his authorized worker/supervisor will be borne by the successful bidder and Institute will be indemnified.</li> <li>• Goods / material will be lifted under the supervision of designated Officer (s) of this Institute and will have to be removed within the time stipulated in the award letter. No extension of time will be given under ordinary delay, beyond the stipulated time, may entail cancellation of the award/order.</li> <li>• All the charges i.e. loading, unloading and transportation to be incurred in course of lifting of items from the designated place shall be borne by the successful bidder.</li> <li>• No items, once disposed, shall be taken back under any circumstances.</li> <li>• The successful bidder / his designated person came for lifting of the material must be accompanied with his valid identity proof like Aadhaar Card / Voter ID Card / Driving License / PAN Card etc.</li> </ul>
<b>14. Banker's details:</b>
Name and address of the banker of your company should be mentioned.
<b>15. Arbitration</b>
<b>15.1</b> In the event of failure to carry out the contractual obligations, within the stipulated period or extended period and determination of the contract for any reason, violation of warranties etc. the IIT Ropar shall have the right to carry out the unfinished obligation at the exclusive cost and risk of the bidder/firm, after due notice and the difference so accrued shall be recoverable from the bidder/firm.
<b>15.2</b> The provision of the Arbitration and Conciliation Act, 1996 or as at the relevant time and of rules framed there under and any statutory modifications thereof shall be deemed to apply and be incorporated in this agreement.
<b>15.3</b> Upon every or any such reference, the cost of any incidentals to the reference and award(s) respectively shall be at the reasonable discretion of the Arbitrators or in the event of their not agreeing, of the Umpire appointed by them who may determine the amount thereof or direct the same to be fixed as between solicitors and client or as between parties and shall direct by whom and in what manner the same shall be borne and paid.
<b>15.4</b> Panel of arbitrators will be provided by IIT Ropar out of which the bidder will have to select one.
<b>15.5</b> The bidder shall have no objection if the officer who has dealt with the case at any stage is nominated as an arbitrator. Further, that one of the arbitrator's shall be Accounts Expert.
<b>15.6</b> In case of vacancy being caused due to resignation, death or incapacity of the arbitrator(s) to function as such, the same shall be provided in the aforesaid manner and the new arbitrator(s) shall proceed from the stage at which vacancy is caused.
<b>16. Jurisdiction:</b>
The Courts of Ropar alone will have the jurisdiction to try any matter, dispute or difference between the parties arising out of this tender/contract. It is specifically agreed that no Court outside and other than Ropar court shall have jurisdiction in the matter.
<b>17. Force Majuere:</b>

Any failure of omission or commission to carry out the provision of this contract by the supplier shall not give rise to any claim by one party, one against the other, if such failure of omission or commission arises from an act of God; which shall include all acts of natural calamities such as fire, flood, earthquake, hurricane, or nay pestilence or from civil strikes, compliance with any statute and/or regulations of the Government, lockouts and strikes, riots, embargoes or from any political or other reason beyond the supplier's control including war (whether declared or not) civil war or stage of insurrection, provided that notice of the occurrence of any event by either party to the other shall be given within two weeks from the date of occurrence of such an event which could be attributed to Force Majuere conditions.

#### **18. Risk & Cost**

In the event of failure to carry out the contractual obligations, within the stipulated period or extended period and determination of the contract for any reason, violation of warranties etc. the IIT Ropar shall have the right to carry out the unfinished obligation at the exclusive cost and risk of the bidder/firm, after due notice and the difference so accrued shall be recoverable from the bidder/firm.

#### **19. Liquidated Damages:**

In case the firm fails to execute the lifting as per the award order in whole or in part as per the terms and conditions of award letter, IIT Ropar can impose the penalty @1% of the award value per week for non lifting of the waste solvents, subject to a maximum of 10%.

**Note:** The Director, IIT Ropar reserves the right to accept/reject any or all tenders without assigning any reasons thereof and also to reject the material if the same is not found conforming to the specifications, with further right to affect risk and cost of the purchases.

**Assistant Registrar**

Competitive bids are invited from the recycler/Re-processor/Collection dealers/ service providers for "Disposal of Waste Solvent" in one-bid system.

### SCOPE OF WORK AND SERVICES

This tender involves all the following services:

1. Pickup and safe disposal of chemical waste from IIT Ropar campus (SSB Building).
  - a. The categories for chemical waste to be disposed off from IIT Ropar campus are as follows:

S.No.	Type of Chemical Wastes	Rate Per Pickup (including overall category from 'S. No. 1- 4')
1	Solid Chemical waste	
2	Solvent Chemical waste – These will be segregated as(a) Organic (Halogenated, and non-Halogenated chemical waste)(b) Aqueous chemical waste	
3	Toxic Chemical waste (very few)	
4	Empty Chemical Drum/ glass bottles	

- Disposable Chemical includes used solvents and laboratory chemicals that are no longer required.
- IIT Ropar will provide the disposable chemical in plastic/metal container.
- The contractor may be called to make up for around 4-5 trips in a Year. The specific schedule will be communicated to the contractor.
- 400 number of drums of 25 litre chemical wastes to be disposed via contract. The disposal is subject to availability.
- Collection/transportation of toxic/hazardous/non-hazardous/chemicals from the place designated for this purpose.
- After collection of the disposable chemicals from designated place, the contractor will be liable to package, label, transport, treat and dispose the material in accordance with all applicable union/state/local laws and regulations.
- Contractor may recycle, use, distribute or sell the disposable chemicals or their component or any residue thereof after picking up the disposable chemical from IIT Ropar. The onus is on the contractor to use/dispose the material in the ambit of existing State/Union rules.
- Safe transportation is the sole responsibility of the contractor. IIT Ropar will not be liable for any unfortunate incident whatsoever during the transportation or the disposal of chemicals.
- Required License/permission for the disposal of chemicals from the authorities, will be the contractor's responsibility.

### **Other Details**

1. The chemical wastes are of different category - Solid, Organic Solvent, Toxic, Empty solventDrum/ glass bottles.
2. The pickup of chemical waste is to be done from IIT Ropar campus. The chemical waste must be picked directly from the department waste solvent store usually on working days.
3. The pick-up and safe disposal of chemicals waste must be as per standard SOP, following all regulatory and safety precaution. Only contractors qualified to undertake this job are welcome. A MoU to this effect will be executed with the qualifying bidder.
4. The contract will be for 02 years, with an option to extend by one year with mutual consent after satisfactory completion of first two years.

### **TERMS & CONDITIONS:**

#### **Submission of Tender**

#### **Period of Contract**

The agreement shall remain in force for period of Two (02) years as per terms and conditions hereof. It can however be extended further with the mutual consent of both the parties. Chemical waste must be picked up around 4-5 trips in a Year.

#### **Contract Price**

Sl.	Item Name	Qty.	Amount (Rs.)	GST (If Any)
1	Collection of disposable solvent/chemicals	Per 400 drums (25 litre) /year		
		Per litre		

**FORMAT FOR NON BLACKLISTING OF SUPPLIER**

I/ We \_\_\_\_\_ recycler/Re-processor/Collection dealers/ service providers for Chemical Waste do hereby declare and solemnly affirm that the individual/firm/company is not black-listed by the Union/State Government/Autonomous body.

**Deponent**

**Address** \_\_\_\_\_

I/ We hereby solemnly declare and affirm that the above declaration is true and correct to the best of my knowledge and belief. No part of it is false and nothing has been concealed.

**Deponent**

**Dated:** \_\_\_\_\_

**(Note: To be furnished on non-judicial stamp paper duly attested by the Oath Commissioner.)**

**PROFORMA FOR USER/CLIENT LIST**

<b>Sl. No.</b>	<b>Name &amp; full address of Client</b>	<b>Award Order No. &amp; Date</b>	<b>Scope of Work and Services</b>	<b>Contact person with cell, phone and e-mail id</b>

**ON THE COMPANY/FIRM LETTER HEAD**

To,  
The Assistant Registrar,  
Indian Institute of Technology Ropar,  
Rupnagar, Punjab - 140001

SUBJECT: Submission of RTGS/NEFT details

Sir/Madam,

As per your instructions, the detail of RTGS/NEFT in respect of M/s \_\_\_\_\_ is as follows:

BENEFICIARY NAME :-	
BANK NAME:-	
BRANCH NAME:-	
BRANCH CODE:-	
BANK ADDRESS:-	
TYPE OF A/C:-	
BANK A/C.NO.:-	
IFS CODE:-	
MICR NO:-	
PAN OF BENEFICIARY:-	
SERVICE TAX NO.:-	
TIN NO.:-	
NAME OF CONTACT PERSON:-	
TELEPHONE/MOBILE NO.:-	
EMAIL ID:-	

Certified that above mentioned details are true and correct.

For M/s \_\_\_\_\_

(Authorized signatory)

**FOR BANK USE ONLY**

Verified the above mentioned detail and signature as per the records maintained by \_\_\_\_\_ (bank name).

Signature (with bank seal)

Code\_\_\_\_\_

**DECLARATION SHEET**

We, \_\_\_\_\_ hereby certify that all the information and data furnished by our organization with regard to this tender specification are true and complete to the best of our knowledge. I have gone through the specification, conditions and stipulations in details and agree to comply with the requirements and intent of specification. This is certified that our organization has been authorized (Copy attached) by the Contractor to participate in Tender. We further certified that our organization meets all the conditions of eligibility criteria laid down in this tender document.

We, further specifically certify that our organization has not been Black Listed/De Listed or put to any Holiday by any Institutional Agency/ Govt. Department/ Public Sector Undertaking.		NAME & ADDRESS OF THE Contractor
1	Phone	
2	Fax	
3	E-mail	
4	Contact Person Name	
5	Mobile Number	
6	GST Number	
7	PAN Number	

(Signature of the Tenderer)

Name: \_\_\_\_\_

Seal of the Company