



भारतीयप्रौद्योगिकीसंस्थानरोपड़  
INDIAN INSTITUTE OF TECHNOLOGY ROPAR

रूपनगर, पंजाब-140001 /Rupnagar, Punjab-140001

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**Dated: 04.08.2025**

**TENDER NOTICE FOR EMPANELMENT OF SCRAP DEALER(S)**

Sealed bids are invited from the parties / firms / agents / scrap dealers / vendors with a valid GST Certificate for the **Empanelment of Scrap Dealer(s)** for sale of various scrap items at IIT Ropar. The rates in the bids (*inclusive GST*) should be submitted to the office of the *Assistant Registrar, Stores and Purchase Section, Room No. 231, 2<sup>nd</sup> Floor, M. Visvesvaraya Block / Administrative Building, IIT Ropar* within 07 working days from the display of this notice.

(REGISTRAR)

**Terms & Conditions:**

1. IIT Ropar is inviting bids for empanelment of scrap dealers for selling of scraps. The empanelment will be initially for a period of one year from the date of issue of empanelment order, the period of empanelment will be extended, if required, on mutual consent.
2. The sale of scrap shall be on “**AS IS WHERE IS**” basis.
3. The scrapped item (s) / materials shall be picked from the following location:  
Indian Institute of Technology Ropar, Permanent Campus, Rupnagar – 140001.
4. Submission of bids / rates:
  - i. Should be submitted in a sealed envelope only. Bids submitted via any other means will not be accepted.
  - ii. Approved format for submission of bids is annexed at **Annexure- I**
  - iii. Bids / rates should be submitted to following address within 07 working days from the date of publishing of this Notice on Institute website:

**Assistant Registrar,  
Stores and Purchase Section.  
Room No.220, 2<sup>nd</sup> Floor (West),  
M. Visvesvaraya Building,  
IIT Ropar Campus (Birla Farm), Distt. Rupnagar, Punjab-140001**

5. The bids must be submitted on or before 11.08.2025 latest by 05:30 PM
6. The bid shall be written legibly and free from cutting/ erasing and over-writing. Corrections, if any, should be duly countersigned by the authorized signatory. Rates should be written both in words and in figures. In case of difference in the rates indicated in figures and words, the rates indicated in words would be treated invalid.

7. Bid Security: An amount of Rs. 5,000/- (Rupees Five Thousand Only) is to be deposited in the following Bank Account as EMD in online mode only to the following scan code.

IIT Ropar Revenue Account,  
Account No. 37360100716  
IFSC: SBIN0013181  
Branch: SBI IIT Ropar

The proof of payment must be enclosed with the bid including Transaction Reference number / UTR No. and other details.

8. The bidders are required to indicate their GST Number in the Annexure- I.
9. All labour, tools and equipment for removing / loading the scrap from IIT Ropar Campus shall be managed by the scrap dealer on their own cost. The personnel employed for shifting the items shall strictly obey the safety rules in force and IIT Ropar will not be responsible for breach of any rules by the personnel of the buyers in any way whatsoever. The job shall be done without damaging the premises / roads / drains / etc. in the Campus. For any kind of damage of property in the campus, the scrap dealer will be responsible.
10. If the original buyer/scrap dealer wishes to take delivery of the goods purchased through a representative, he must authorize the representative by a letter of authority which shall be presented to the office in which the stock is held.
11. The successful bidder (s), who quoted the higher rates (H1) would be awarded the order and will be liable to pay the sale amount on accepted rates of scrap before taking / lifting the scrap item(s) / material (s).
12. Tax Collection at Source (TCS) and Goods and Services Tax (GST) as applicable will be levied on the sale value of the scrap.
13. The schedule of lifting will be on a monthly basis or as and when required.
14. The scrap item (s) can be inspected on any working day within the valid period of this notice. For the same, the bidder can contact the Stores & Purchase Section at IIT Ropar for the inspection.
15. The awardees should remove all scrap items at their own cost from IIT Ropar with a proper Gate Pass during working hours of the Institute. Leftover items after this period will not be allowed to take outside. The scrap dealer shall be fully responsible for transporting / disposing of the items/ materials as per the rules.

16. If scrap dealer fails to lift the items within the stipulated period, the firm will be liable to pay Ground rent/storage charges @₹100/-per day.
17. All statutory payments, like minimum wages prescribed, compensation in case of accident or loss, etc., to the workers employed by the bidder for the removal of the items shall be borne by the bidder.
18. Before submission of the bid(s), any clarification can be obtained from the Store & Purchase Section, IIT Ropar. The bidder may contact at landline No. **01881-231187 / 88** OR **via email [office-snp-3@iitrpr.ac.in](mailto:office-snp-3@iitrpr.ac.in) or [js.snp@iitrpr.ac.in](mailto:js.snp@iitrpr.ac.in)** for any queries.
19. IIT Ropar reserves the right to cancel this notice at any time without assigning any reason before issue of the sale order. Bidders are not entitled to claim any damage or compensation in case of such cancellation.
20. In the event of any dispute or differences between the Bidder and IIT Ropar, whether arising during the execution of orders under these terms and conditions or in relation to or in connection with these terms and conditions, then the decision of the competent authority of the Office of Registrar, IIT Ropar shall be final and binding on both the parties.
21. All disputes arising out of this bid and resultant sale order shall have the jurisdiction of the Court at Rupnagar District only.
22. The scrap material will be weighted (if needed) in the presence of the representative of the IIT Ropar for which necessary arrangement shall be made by the scrap dealer at his own cost.
23. The rate quoted by the Bidder shall be final and thereafter, no change in the rates shall be allowed under any circumstances.

**Also, the bidder must have to make the payment prior to the transportation of scrap from the Campus on each occasion.**

**24. Eligibility Criteria & documents to be submitted:**

- Bid form (as Annexure – I)
- The bidder / firms / agents / scrap dealers must have a valid GST number.
- A copy of the PAN Card must be attached with the bid.
- Non-Blacklisting Certificate on Non-Judicial Stamp Paper (Annexure – II).

REGISTRAR

## ANNEXURE-I

To

The Registrar,  
IIT Ropar

**Subject: Submission of Bid for the Empanelment for Scrap Dealer at IIT Ropar .**

Sir,

As per notice for the sale of various kinds of scrap at IIT Ropar, I am submitting the bid as detailed below:

Name of Bidder / Firm	
GST registration No.	
PAN Card Number	
Name of Contact person	
Mobile No.	

Submitted that the above details are true and correct.

For M/s \_\_\_\_\_  
(Authorized signatory)

**FORMAT FOR NON-BLACKLISTING OF SUPPLIER**

I/ We \_\_\_\_\_ Self / Partner/Authorized Agent (strike out which is not applicable) of  
(Supplier) \_\_\_\_\_ 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 Notary Public.)***