

No. I-12032/54/2023-ADMIN
Indian Institute of Corporate Affairs / भारतीय कारपोरेट कार्य संस्थान
Ministry of Corporate Affairs / कॉरपोरेट कार्य मंत्रालय
Government of India / भारत सरकार

Plot No. 6, 7 & 8, Sector – 5 / प्लॉट नं. ६, ७, और ८, सेक्टर-५
IMT, Manesar, / आई. एम. टी., मानेसर
Dist. – Gurgaon, Haryana/ जिला – गुडगाँव, हरियाणा
PIN – 122052 / पिन-१२२०५२

Dated: २८th October 2025

Sub: Request for Proposal (RFP) for disposal of Scrap (mix/miscellaneous) on “**AS IS WHERE IS AND WHATEVER THERE IS**” basis at Indian Institute of Corporate Affairs, Ministry of Corporate Affairs, Government of India - Reg.

Sir,

Indian Institute of Corporate Affairs, Ministry of Corporate Affairs, Government of India “IICA”, having its campus at Plot No. P-6-7-8, Sector 5, IMT Manesar, District – Guru gram, Haryana – 122052, intends to dispose of scrap material of mixed / miscellaneous type, located within its campus across various locations.

2. The scrap is to be disposed of by way of sale through bidding in one lot to the bidder quoting the highest “H1” per Kilogram rate in response to this RFP.
3. The approximated / estimated weight of this scrap would be 9-10 Tons approx., based on preliminary visual assessment. However, the actual weight may vary and may be higher or lower than the approximate/estimate.
4. The “Scrap” is to be sold off on “**AS IS WHERE IS AND WHATEVER THERE IS**” and the H1 bidder shall be required to have the scrap disposed by way of having the scrap removed and collected from the IICA Campus at its own expense and by its own arrangements.
5. The bidder shall repair/rectify/replace at his own cost any property belonging to the IICA, which is damaged in the act of removal of the material.
6. The base per kilogram price for the scrap shall be decided by the scrap disposal committee based on preliminary market survey from local scrap dealers at Manesar. In the preliminary market survey, five to six quotations from the local scrap dealers will be called for, to provide, the estimated weight as well as rate per kilogram of the mixed scrap in “INR /Kilogram”. Thereafter, average of all these quotations will be calculated which shall be taken as the average weight and average base per kilogram price for the mixed scrap. Average weight multiplied by the average rate will be taken as the total base value of the mixed scrap

proposed for the sale. Any proposal received with quotes of values less than that shall be rejected.

7. The proposal(s) received in response to this RFP shall be evaluated by the scrap disposal committee, duly constituted by the Director General & CEO, IICA.

8. The "Award of Sale" for the net weighted scrap shall be made to the bidder quoting the highest "H1" per Kilogram rate in response to this RFP.

9. The "H1" bidder shall at its own expense make arrangements for weighing of the scrap on a pre-decided date in front of scrap disposal committee as well as IICA authorized officials and the final "Weight" weighed shall be attested by way of a joint document duly signed and ink stamped (at the same location and time) by the H1 bidder's authorized representative and IICA authorized official, post completion of the weighing process of the scrap. The final "Weight" so measured, shall be final and fixed and no changes shall be permissible, whatsoever. Final weight measured of value involving fractions of 500 grams and above shall be rounded off to the next higher kilogram value and involving fractions of less than 500 grams may be ignored. The entire process shall be photographed/video graphed, for record purpose by IICA.

10. The successful bidder will be liable for adherence to provisions of all relevant Labor laws, especially Minimum Wages Act, Workmen's' Compensation Act, etc. and shall indemnify the Department against any claims arising out of the same.

11. In case the services of a weigh bridge are to be used, if so decided and designated by mutual consent of the bidder and IICA, the empty vehicle shall be weighed in presence of a representative/representatives of the IICA. Once the vehicle is loaded, a representative/representatives of the IICA will again accompany the said vehicle to the weigh bridge site and the weight will be checked and certified by the bidder/ authorized representative of the bidder and representative(s) of the IICA.

12. In all matters relating to measurement, including weight of the material lifted and percentage of material removed, the decision of the IICA shall be final and binding.

13. The bidder shall repair/rectify/replace at his own cost any property belonging to the Department which is damaged in the act of removal of the material.

14. The final sale price for the entire "Miscellaneous scrap" lot shall be as given below:

Sale Price: "H1" x "Weight"

15. Sale Price, so deduced, involving fractions of 50 paisa and above shall be rounded off to the next higher Rupee and involving fractions of less 50 paisa may be ignored.

16. The "H1" bidder shall, thereafter arrange to deposit the final "Sale Price" in the bank account of IICA, copy of the deposit transaction of which shall be submitted to IICA, Ministry of Corporate Affairs. Post confirmation of the receipt of the sale price by IICA, the H1 bidder shall be cleared for collection and pickup of the final weighed scrap.

17. The Department reserves the right to cancel the bid/ tender at any time without assigning any reason.

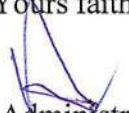
18. Accordingly, you are requested to submit your competitive bids for purchase of the "Mix Scrap" on per kilogram rate basis, on **AS IS WHERE IS AND WHATEVER THERE IS** basis. The bidders should be hand delivered in front desk in INDIAN INSTITUTE OF CORPORATE AFFAIRS latest by 17th November, 2025.

19. "Mix Scrap" on per kilogram rate basis, on **AS IS WHERE IS AND WHATEVER THERE IS** basis. The bidders should be hand delivered in front desk in INDIAN INSTITUTE OF CORPORATE AFFAIRS latest by 17th November, 2025.

20.

21. For further clarifications or for site visits/scrap inspection prior to bid submission, you may reach out to Smt. Neha Singh at +918447954466-.

Yours faithfully,



Administrative
Officer

Copy To

1. CAO, IICA
2. CFO, IICA
3. CSO, IICA
4. C(ADM)- Ms. Neha Singh

**INDIAN INSTITUTE OF CORPORATE AFFAIRS
MINISTRY OF CORPORATE AFFAIRS
GOVERNMENT OF INDIA**

**Request for Proposal
For Disposal of Mix Scrap Items**

Bid Document

The Indian Institute of Corporate Affairs invites sealed bids from the interested bidders, to dispose of Scrap items like old /unserviceable, plastic, iron, steel materials and wooden items etc. on “**As-Is- Where-Is- Whatever-There-Is**” basis.

A. Details of the Bid

Bid Reference	
Particulars	Disposal of Scrap various items like old/unserviceable furniture, plastic, iron, steel materials and wooden items etc.
Security Money Deposit (SMD)	Rs. 10000/- in the form of Demand Draft in favour of “ Indian Institute of Corporate Affairs ”
Date of Inspection for Scrap Items	From 01.11.2025 to 15.11.2025, Between 10 AM and 4 PM
Last date for Tender Submission	By 4.00 PM on 17.11.2025
Date and Time of opening of tender	At 12.00 P.M. on 18.11.2025
Address for Communication	Indian Institute of Corporate Affairs, Plot No. 6, 7 & 8, Sector – 5, IMT, Manesar, Dist. – Gurgaon, Haryana
Contact Details	1. Shri Naresh Kumar Malik, CSO 2. Shri Vipin Yadav, Executive Engineer 3. Shri Sanjay Shukla

B. Eligibility/Qualification Criteria

- i) The bidder should possess a registration as a firm under Proprietorship / Partnership or a firm, with any Government Authority. (Certificate issued by Shops and Establishment registration or Service Tax (GST) Registration or any other issuing Authority).
- ii) Agencies without having valid registration and authorization will not be allowed to participate in the bid.
- iii) All bidders must enclose GST registration certificate along with the tender documents.

C. Terms & Conditions for the Disposal of Scrap Items

- 1. The bid shall remain valid for 21 days after the date of bid opening. If any bidder withdraws his/her tender before the said-period, he/she shall without prejudice to any other right or remedy, be at liberty to forfeit the Bid Security absolutely.
- 2. The scrap offered for disposal is on “AS-IS-WHERE-IS” basis, as Ex-Go-down in unpacked condition.
- 3. The Security Money Deposit (SMD) of **Rs.10000 /-** must accompany with each technical bid. This shall be in the form of Demand Draft drawn on ABCD Bank in favour of “**Indian Institute of Corporate Affairs**”, without which the tender shall be summarily rejected. No Cheque / Money order / Cash shall be accepted. The tender fee and SMD deposit shall not attract any interest.
- 4. The bidders may inspect the items on predetermined dates and satisfy themselves about the items they are bidding for, as the items condition is on “As-Is-Where-Is” basis.
- 5. The tenders should be submitted in sealed covers. Quotation/tenders not in sealed cover will be rejected. The bid should be hand delivered in front desk in IICA.
- 6. Taxes and duties that may be levied by the Govt. will be extra and shall be borne by the selected bidder. Both Taxes and Bid amount shall be required to be deposited through Demand Draft in favor of Indian Institute of Corporate Affairs or NEFT to Bank A/c No- **6048102100000007** and IFSC Code-**BKID0006750** before lifting the materials.
- 7. No complaint whatsoever will be entertained after the tenders are submitted or before or after materials are lifted. No request for samples or inspection after submission of the tender will be accepted.
- 8. Tender should clearly quote **their rates for items enlisted in the Annexure C** as asked for both in figures and in words exclusive of any taxes and duties. Any over writing in rates or any change and/or alteration without attestation is liable to culminate in the outright rejection of the tender. In case there is any error between the amount specified in figures and words, the higher of the two will be taken for consideration.
- 9. The items shall be sold to the **H1 bidder** i.e. the bidder that offers Highest Price.

10. The SMD of unsuccessful bidders shall be returned within one month after opening the bid, without any interest.
11. The Highest successful bidder shall deposit the balance money (after deducting the SMD already deposited) next day of the date of issue of award letter by way of Demand Draft/RTGS in favour of **Indian Institute of Corporate Affairs** “. The receipt of deposit will be presented to the authorized personnel of BPNSI for delivery of the goods. The NEFT/RTGS details are as under:
12. **Indian Institute of Corporate Affairs**
A/c No-6048102100000007
IFSC Code-BKID0006705
Bank of India
13. The materials will be allowed to be lifted between 10:00am to 5.00pm on any working days. No picking, choosing or sorting will be allowed in the premises for the disposal lots.
14. The person authorized by the purchaser will be allowed to take delivery.
15. No items, once disposed to the successful bidder, shall be taken back by office of the Institute.
16. The Institute reserves the right to cancel the Tender of Scrap Goods or withdraw any lot or part thereof from the sale without assigning any reason thereof.
17. Each page of tender document should be signed by the bidder(s). Incomplete and unsigned quotations are liable to be rejected.
18. Declaration to be submitted on letter head of the firm in the prescribed format under **ANNEXURE-A**.
19. If two bidders quote equal rate, then 50% of the total quantity shall be sold to each bidder.

DECLARATION TO BE FILLED BY BIDDER

TenderNo. _____

(Tender for Disposal of Scrap Items -2025)

Name & Address of the Bidder:

(In capital letters)

Telephone Number:

Details of SMD:

Name of the Bank: _____

Demand Draft No. _____ **Date & Amount in Rs.** _____

1. I/We declared that I / my representative have inspected the obsolete items as per the list attached (Annexure –B) with tender and am/are interested to purchase the same on “As is where is basis”.
2. I/we have attached last three years audited balance sheet for your perusal.
3. Valid GST registration bearing the no is attached for your reference.
4. All the pages of the bid document are signed by me/us as part of acceptance of terms and conditions.
5. I/We have gone through the terms and conditions given in the tender document and agree with the same and signed as part of it. I/We understand that in the event of non-compliance of the terms and conditions of the tender my/our SMD shall be forfeited by Indian Institute of Corporate Affairs.

(Signature of the Bidder)

CHECK-LIST

Sl.No.	Name of the Documents	Yes/No (If yes, mention Page No.)	Reason(If any)
1.	Tender Document:		
2.	SMD of Rs. 10000/- (Demand Draft) in favor of Indian Institute of Corporate Affairs.		
4.	Copy of valid GST Registration.		
5.	Signed copy of Tender document		

Signature:**Name of the Authorized Signatory:****Designation:****Office Seal:**

Financial Bid**Format for submitting price for Mixed Scrap to be disposed-off**

Items	Rate /per kilograms of Mixed Scrap (in figures)	Rate /per kilograms of Mixed Scrap (in words)
Mixed Scrap		

NOTE: The rate quoted should be exclusive of all miscellaneous charges like transportation, labor or any other expenses as well as GST charges etc. The purchaser has to quote for mixed scrap per kilogram. The contract will be awarded to the bidder who quoted highest price per kilogram.

Stamp:

Signature

Name of the Authorized Signatory:

Date:

Place

