Indian Institute of Corporate Affairs

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, IMT Manesar, Dist. Gurgaon, Haryana – 122052

Tender / File No.: I-12032/54/2023-ADMIN Dated: 23rd November 2026

REQUEST FOR PROPOSAL (RFP) / BID DOCUMENT

for Disposal of Scrap (Mixed / Miscellaneous) on "AS IS WHERE IS AND WHATEVER THERE IS" basis at Indian Institute of Corporate Affairs, Ministry of Corporate Affairs, Government of India

The Indian Institute of Corporate Affairs ("IICA"), having its campus at Plot No. 6, 7 & 8, Sector 5, IMT Manesar, District Gurgaon, Haryana – 122052, invites sealed bids from interested bidders for the disposal of scrap of mixed / miscellaneous type (old / unserviceable plastic, iron, steel, furniture and wooden items etc.) lying at various locations within its campus. The disposal is being carried out in accordance with Chapter 7 (Inventory Management – Rules 217 to 222) of the General Financial Rules, 2017 ("GFR"), which require transparency, competition, fairness and elimination of discretion.

PART I – KEY DETAILS OF THE BID

Bid Reference	Tender No.: I-12032/54/2023-ADMIN
Particulars	Disposal of scrap (mixed / miscellaneous) – old / unserviceable furniture, plastic, iron, steel materials, wooden items etc. – in one lot
Estimated quantity	Approx. 1–2 tonnes, based on preliminary visual assessment. The actual weight may be higher or lower and shall be determined as per Clause 21.
Basis of sale	"AS IS WHERE IS AND WHATEVER THERE IS", Ex-Godown, in unpacked condition
Bid Security / Security Money Deposit (SMD)	Rs. 5,000/- by Demand Draft drawn on any Scheduled Commercial Bank in favour of "Indian Institute of Corporate Affairs"
Dates of inspection of scrap	From 23.11.2026 to 27.11.2026, between 10:00 AM and 4:00 PM
Last date and time for submission of bids	By 4:00 PM on 28.11.2026, hand-delivered at the Front Desk, IICA
Date and time of opening of bids	At 12:00 noon on 30.11.2026
Address for communication	Indian Institute of Corporate Affairs, Plot No. 6, 7 & 8, Sector – 5, IMT Manesar, Dist. Gurgaon, Haryana – 122052

Contact persons (clarifications / site visits)	1. Smt. Neha Singh, C(ADM) – +91 84479 54466 2. Shri Naresh Kumar Malik, CSO 3. Shri Vipin Yadav, Executive Engineer 4. Shri Sanjay Shukla

PART II – SCOPE AND METHOD OF SALE

1. **Mode of sale.** The scrap shall be sold by sealed bids, in one lot, to the highest acceptable responsive bidder ("H1") quoting the highest rate per kilogram (INR/kg) in response to this RFP. The "Award of Sale" shall be made on the net weighed quantity of scrap.

2. **Publicity.** This RFP shall be given wide publicity, including publication on the IICA website and the social media, so that adequate competition is ensured. The location and condition of the scrap are described in this document and may be verified at inspection.

3. **Condition of sale.** The scrap is sold "AS IS WHERE IS AND WHATEVER THERE IS". The H1 bidder shall remove and collect the scrap from the IICA campus at its own expense and by its own arrangements. No item once disposed of to the successful bidder shall be taken back by IICA.

4. **Damage to property.** The bidder shall repair, rectify or replace at its own cost any property of IICA damaged in the course of removal of the material.

5. **Scrap Disposal Committee.** The bids shall be received, opened and evaluated by the Scrap Disposal Committee. The Committee shall also prepare the final report of mix scrap Disposal.

PART III – ELIGIBILITY

6. **Eligibility.** The bidder should hold registration as a firm (Proprietorship / Partnership / firm) with a Government authority (Shops and Establishment registration, GST registration or any other issuing authority). Agencies without valid registration and authorisation shall not be allowed to participate.

7. **GST.** All bidders must enclose a copy of their valid GST registration certificate with the bid.

PART IV – SUBMISSION OF BIDS

8. **Bid contents.** The bid shall be submitted in a sealed cover and shall contain: (a) the Bid Security / SMD of Rs. 5,000/- as a Demand Draft; (b) copy of valid GST registration; (c) Annexure-A (Declaration), (d) Annexure-B (Check-list) and (e) Annexure-C (Financial Bid), each duly filled in; and (f) this RFP with every page signed by the bidder.

9. **Sealed cover and delivery.** Bids shall be hand-delivered at the Front Desk, IICA, on or before the date and time in Part I. Late bids, i.e. bids received after the specified date and time.

10. **Bid Security.** The SMD shall be a Demand Draft drawn on any Scheduled Commercial Bank in favour of "Indian Institute of Corporate Affairs". No cheque, money order or cash shall be accepted. A bid without the SMD shall be summarily rejected. The SMD shall not carry interest.

11. **Quoting of rates.** The bidder shall quote the rate per kilogram for mixed scrap in Annexure-C, in figures and in words, exclusive of GST, taxes and duties, and of transportation, labour or any other charges. Overwriting, change or alteration without attestation may lead to outright rejection of the bid. If the figures and words differ, the rate in words shall prevail.

12. **Signatures.** Each page of the bid shall be signed by the bidder. Incomplete or unsigned bids are liable to be rejected. The declaration shall be submitted on the letterhead of the firm in the format of Annexure-A.

13. **Inspection.** Bidders may inspect the scrap on the dates in Part I. No request for samples or inspection will be accepted after bid submission, and no complaint will be entertained after the bids are submitted or before or after the material is lifted.

14. **Bid validity.** The bid shall remain valid for 7 days after the date of bid opening. A bidder who withdraws its bid within the validity period shall, without prejudice to any other right or remedy of IICA, forfeit its Bid Security absolutely.

PART V – OPENING, EVALUATION AND AWARD

15. **Opening.** Bids shall be opened in public by the Disposal Committee at the time and place in Part I.

16. **Evaluation.** The Committee shall first examine responsiveness (eligibility, SMD, GST, signed documents) and then compare the quoted rates against the reserve price. Bids below the reserve price or non-responsive bids shall be rejected.

17. **Award.** The sale shall be awarded to the H1 bidder, i.e. the highest acceptable responsive bidder, by a Letter of Award (LoA) (GFR Rule 218(ii)(d)).

18. **Return of SMD.** The SMD of unsuccessful bidders shall be returned, without interest, within 7 days after opening of the bids and in any case not later than the 30th day after award (GFR Rule 170(ii)).

19. **Right to reject.** IICA reserves the right to cancel this RFP or withdraw any lot or part thereof from sale at any time without assigning any reason.

PART VI – WEIGHMENT, PAYMENT AND LIFTING

20. **Weighment.** Within 3 working days of issue of the LoA, the H1 bidder shall, at its own expense, arrange joint weighment of the scrap on a date fixed by the Committee, in front of the Committee and authorised IICA officials. The final weight shall be recorded in a joint document signed and ink-stamped, at the same place and time, by the H1 bidder's authorised representative and the IICA authorised official. The final weight so measured is final and binding and no change shall be permitted. Fractions of 500 grams and above shall be rounded up to the next kilogram and fractions below 500 grams ignored. The process shall be photographed / videographed by IICA for record.

21. **Weigh-bridge.** If a weigh-bridge is used, as decided by mutual consent of the bidder and IICA, the empty vehicle shall be weighed in the presence of IICA representatives. After loading, IICA representatives shall accompany the vehicle to the weigh-bridge and the weight shall be checked and certified by the bidder's authorised representative and the IICA representatives. In all matters relating to measurement, including weight of material lifted and percentage removed, the decision of IICA shall be final and binding.

22. **Sale price.** Sale Price = H1 rate (Rs./kg) × final Weight (kg). A Sale Price fraction of 50 paise and above shall be rounded up to the next rupee and below 50 paise ignored.

23. **Payment.** Immediately after certification of the net weight, the H1 bidder shall deposit the full Sale Price plus applicable GST within 2 working days, by Demand Draft in favour of "Indian Institute of Corporate Affairs" or by NEFT/IMPS to the account below, and submit the payment receipt to the Administrative Officer / authorised official of IICA. Taxes and duties levied by the Government are extra and are borne by the successful bidder.

Account name	Indian Institute of Corporate Affairs
Bank	Bank of India
Account No.	6048102100000007

IFSC Code	BKID0006705

24. **Release and lifting.** A Sale Release Order / Gate Pass shall be issued only after confirmation of receipt of funds in IICA's bank account. The material may be lifted only by the person authorised by the purchaser, between 10:00 AM and 5:00 PM on working days, strictly in the presence of Committee members. Picking, choosing or sorting of lots within the premises is not permitted.

25. **Default.** Failure to pay or lift the material within the stipulated time shall result in forfeiture of the SMD and resale of the scrap at the defaulting bidder's risk and cost.

PART VII – GENERAL CONDITIONS

26. **Labour laws.** The successful bidder shall comply with all relevant labour laws, especially the Minimum Wages Act and the Workmen's Compensation Act, and shall indemnify IICA against any claims arising from non-compliance.

27. **Non-compliance.** In the event of non-compliance with the terms and conditions of this RFP, the SMD of the bidder shall be forfeited by IICA.

Yours faithfully,

(Anil Kumar)
Administrative Officer

Copy to:

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

ANNEXURE-A

DECLARATION TO BE FILLED BY BIDDER (on letterhead of the firm)

Tender No. _____ (Tender for Disposal of Scrap Items – 2026)

Name & address of the bidder (in capital letters)	
Telephone number / e-mail	
GST registration no.	
SMD – Name of bank	
SMD – Demand Draft no., date and amount (Rs.)	

I / We declare that:

(a) I / my representative have inspected the scrap items and am / are interested in purchasing the same on "As Is Where Is" basis.

(b) A valid GST registration bearing no. _____ is attached for reference.

(c) All pages of the bid document are signed by me / us as part of acceptance of the terms and conditions.

(d) I / We have gone through the terms and conditions given in this RFP and agree to the same. I / We understand that in the event of non-compliance, my / our SMD shall be forfeited by the Indian Institute of Corporate Affairs.

Signature of the Bidder: _____ Date: _____

ANNEXURE-B
CHECK-LIST

Sl. No.	Name of the document	Yes / No (if yes, mention page no.)	Reason (if any)
1.	Tender document (this RFP)		
2.	SMD of Rs. 5,000/- (Demand Draft) in favour of Indian Institute of Corporate Affairs		
3.	Copy of valid GST registration		
4.	Signed copy of tender document (every page)		
5.	Annexure-A (Declaration) on firm's letterhead		
6.	Annexure-C (Financial Bid) – rates in figures and words		

Signature: _____

Name of the Authorised Signatory: _____

Designation: _____

Office Seal:

ANNEXURE-C

FINANCIAL BID

Format for submitting price for Mixed Scrap to be disposed of

Items	Rate per kilogram of Mixed Scrap (in figures)	Rate per kilogram of Mixed Scrap (in words)
Mixed Scrap		

Note: The rate quoted should be exclusive of all miscellaneous charges like transportation, labour or any other expenses, as well as GST. The bidder has to quote for mixed scrap per kilogram. The sale will be awarded to the bidder quoting the highest price per kilogram, subject to the reserve price.

Stamp: Signature: _____

Name of the Authorised Signatory: _____

Date: _____ Place: _____