

**INDO GERMAN TOOL ROOM, INDORE
MSME-TECHNOLOGY CENTRE**



TENDER DOCUMENT FOR SALE OF SCRAP

TENDER No: IGTR/Disposal of Scrap/2026/001

**LAST DATE & TIME FOR SUBMISSION OF TENDERS: 25.03.2026, 02:00 PM
DATE OF OPENING OF TECHNICAL BID: 25.03.2026, 03:00PM**

INDO GERMAN TOOL ROOM , INDORE
इंडो जर्मन टूल रूम , इंदौर

MSME TECHNOLOGY CENTRE, INDORE
एमएसएमई टेक्नोलॉजी सेंटर, इंदौर

(भारत सरकार की सोसाइटी)
सूक्ष्म , लघु, एवम मध्यम उद्यम मंत्रालय , भारत सरकार

Government of India Society
Ministry of Micro, Small & Medium Enterprises
Government of India

Survey No.: 291/B-302/A-'E' Industrial Area Sanwer
Road Indore-452015 (M.P),

E-mail: patogm@igtr-indore.com
Website www.igtr-indore.com

**INDO GERMAN TOOL ROOM, INDORE
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NOTICE INVITING TENDER

Sealed tenders are invited from Industry owners, Scrap Dealers, Individuals and others who are interested in buying **Iron Scrap, Brass Scrap, Aluminum Scrap , Plastic Scrap.**

The details are as summarized below:-

a)	Name of Scrap Items	a) Iron Scrap chips b) Iron Scrap solid c) Brass Scrap d) Aluminum Scrap chips e) Aluminum Scrap frame f) Plastic scrap
b)	Procedure for quoting price	The offer price shall be quoted for each category of the scrap (as detailed on above at Para S.No. 8 (a) of Annexure – I per kg “as is where is basis”. The tender shall be awarded based on the highest offer received for individual scraps. In other words, the successful bidder would be decided for each item based on the highest offer received for particular item and 100% advance payment with tax to be made to IGTR Indore before lifting the scrap.
c)	Earnest Money Deposit along with tender	Bidder shall submit the EMD deposit will be Rs. 10,000/- (ten thousand only)
d)	Cost of Tender Documents	Rs. 500/- (Rupees Five hundred only) Non refundable including GST.
e)	Scrap Lifting Time	Within 05 days from the date of awarding the order
f)	Last date of submission of completed tender documents	25.03.2026 up to 14:00 Hrs
g)	Date of opening of technical bid of the Tender	25.03.2026 at 15:00 Hrs.
h)	Rate validations	Rate quoted will be valid up to 06 months from the date of awarding the order. The rate contract can be extended for another 6 months on mutual agreement and the terms & Condition shall remain same.

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1. Tender Documents may be obtained in persons from Administration Department of IGTR, Indore on the above address against payment of Rs. 500/- by cash or crossed Demand Draft/RTGS/NEFT/Online in favour of **"INDO GERMAN TOOL ROOM,INDORE"** payable at Indore and also can be downloaded from our web site www.igtr-indore.com from 20.03.2026 onwards.
2. In case Tender Document is downloaded from web site, the cost of Tender Document i.e Rs.500/- including GST should be enclosed while submitting the duly filled-in Tender by way of Demand draft/Online in favour of **"INDO GERMAN TOOL ROOM, INDORE"** payable at Indore.
3. The last date for submission of completed tender document to the office of IGTR, Indore is 25.03.2026 till 14:00 Hrs.
4. General Manager, IGTR, Indore reserves the right to reject or accept all or any tender wholly or partially without assigning any reason whatsoever.

**General Manager
IGTR, Indore**

IGTR INDORE

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Annexure - I

INSTRUCTION TO THE TENDERERS

The Tender shall be submitted in accordance with the instructions and any tender is not complying with the instructions as under is liable to be rejected. These instructions shall form the part of the tender and contract.

1. The tender should be submitted in **two sealed cover Technical & Financial** super-scribed as "**SALE OF SCRAPS**".
2. In case Tender Document is downloaded from the web site, the cost of Tender Document i.e Rs. 500/- (Rupees Five Hundred Only) including GST should be enclosed with the Tender by way of Demand Draft/Pay Order in favour of "**Indo German Tool Room, Indore**" payable at Indore
3. The Tender shall be submitted along with the Earnest Money Deposit (EMD) declaration document as specified as Annexure - V
4. The tender shall be completed in all respect and should be signed with date by the Authorized Signatory of Tenderer on all the pages.
5. The offer price shall be quoted for the scrap per kg basis "**AS IS WHERE IS BASIS**" plus GST Extra
6. The Tenderers are free to inspect the Scrap at the above address of IGTR, Indore on any working day from w.e.f. 20.03.2026 to 24.03.2026 in the presence of IGTR Officials.
7. The tender shall be awarded based on the highest offer received for individual item/stock. In other words, the successful bidder would be decided for each item based on the highest offer received for particular item. Accordingly, the delivery of each item would be issued separately to selected bidder for that particular item. Up on award of the contract, the particular highest bidder shall deposit an amount equivalent to the 5% of the actual value of the scrap item as a Performance Guarantee which shall be returned/adjusted to the party without any interest up on successful completion of the lifting of the items or within 30 days whichever is earlier.

8. **Procedure for disposal of Scrap:**

- a) The successful Tenderer shall deposit the total lump sum amount in Rupees for individual category of scrap as detailed under by way of Demand Draft/Online in favor of "**IGTR Indore**" payable at Indore towards the cost of Scrap (approx) within three working days from the date of awarding the order.

The details of lump sum amount to be paid for individual category of scrap shall be calculated as per the formula as under:

Amount in Rupees for the lump sum payment = Approx. quantity indicated in column No.2 of below mentioned table Multiply by the offer price quoted by you through this tender.

The approx quantity for individual category of scrap is given in the table under:

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S. No.	Description of Scrap	Approx Qty (In kgs. for payment of Lump sum amount)	Price quoted per Kgs	Total (Multiply column 3x4=5)
1	2	3	4	5
1	Iron Scrap (chips)	3000		
2	Iron Scrap (Solid)	5000		
3	Brass Scrap	2000		
4	Aluminum Scrap (chips)	300		
5	Aluminum Scrap (frame)	100		
6	Plastic scrap	100		

- b) It may be noted that the quantity as mentioned in above against individual category of scrap shall be considered as approximate quantity but the actual payment would be calculated on the basis of actual quantity of scrap to be lifted. In case the actual quantity is less than the quantity mentioned above Column 2, the balance amount will be returned.
- c) The truck/tempo for Scrap lifting and carrying shall be arranged by tenderer at their own cost. The tenderer shall have to make arrangement for loading of scrap to truck/ tempo at their own cost and IGTR, Indore will not pay any charges for the same.
- d) Prior to the loading of scrap on the Truck/Tempo, the empty Truck/Tempo shall be taken to the Weighing Bridge for weighing in presence of official from IGTR, Indore.
- e) The loaded truck would again be sent to the weighing scale for weighing, and the weight of material would be calculated for payment of quantity of scrap based on the quoted price. The Weighing Bridge will be decided at random by IGTR official and the weighing bridge charges (if any) shall be borne by the H1 bidder.

We confirm with our acceptance to the instructions given above.

TENDERER'S NAME & SIGNATURE WITH DATE

**INDO GERMAN TOOL ROOM, INDORE
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Annexure - II

COMMERCIAL AND GENERAL TERMS & CONDITIONS

Sealed Tenders are hereby invited for disposal of Iron Scrap, Brass Scrap, Aluminum Scrap & Plastic Scrap **"AS IS WHERE IS BASIS"**.

The Scrap is available for disposal at the above address of IGTR, Indore as per the following terms & conditions:

- 1.** Tenderers shall submit their offers in a sealed cover super scribed as **"Tender for Sale of Scrap"** to this office. on or before 25.03.2026 up to 14.00 Hrs.
- 2.** Tenderers shall take into account the cost of labour, loading & cartage etc. for taking delivery from the premises of IGTR before quoting the rates. In this regard no claim what so ever shall be entertained by IGTR. Indo German Tool Room shall hand over the scrap to successful tenderers on the place where it is actually lying presently in the Campus.
- 3.** The successful Tenderer shall bear the cost of weighing the empty & loaded Truck/Tempo.
- 4.** IGTR officials shall accompany the Truck/Tempo arranged by the successful tenderer for weighing. The weighing bridge selected by IGTR officials for weighing the empty/loaded truck/tempo shall be binding on the Tenderer. The empty Truck/Tempo shall be directly brought to the IGTR after weighing.
- 5.** Rate quoted will be valid up to 06 months from the date of awarding the order. The rate contract can be extended for another 6 months on mutual agreement and the terms & condition shall remain same.
- 6.** General Manager, IGTR, Indore, have all the rights to accept or reject any or all the offers. The decision of the Head of the Centre, will be final and binding on the Tenderers.
- 7.** The technical bids of the tenders will be opened **on 25.03.2026 at 15:00 Hrs.** The Tenderers or their authorized representatives (One person only) may be present at the time of opening of the tender.
- 8.** The successful Tenderers shall pay lump sum amount in Rupees as detailed in **PARA 8 of "INSTRUCTION TO THE TENDERERS"** by way of Demand Draft/Online in favor of **"Indo German Tool Room, Indore"** payable at Indore towards the cost of Scrap (approx.) within three working days from the date of awarding the order. It may be noted that the quantity as mentioned against individual category of scrap in Para 8 of Instructions to Tenderers shall be treated as approximate quantity but the actual payment would be made on the basis of actual quantity of scrap to be lifted.
- 9.** All responsibility related to labour P.F., ESI, Insurance etc. or any taxes as applicable will be of the successful Tenderers. IGTR shall not be responsible for the same.

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10. The scrap is being sold on "AS IS WHERE IS BASIS". The scrap is being sold on the assumption that the Tenderers have inspected them and know what they are buying and the principles of "CAVEATEMPTOR" shall apply and no reliance must be placed on any description of the scrap.

11. All the communication shall be addressed to:

General Manager

Indo German Tool Room

Address: 291/B-302/A Sector-'E' Industrial Area

Sanwer Road, Indore-452015.

In the event of any dispute the legal matter shall be subjected to the jurisdiction of **Indore Court** only.

We confirm with our acceptance to the Commercial and General Terms & Conditions (two pages) as given above.

TENDERER'S NAME & SIGNATURE WITH DATE

IGTR INDORE

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Annexure - III

TECHNICAL BID

Sl. No	Particulars To Be filled up by the Tenderer / Bidder	
1	Name of the Tenderer	
2	Postal address	
3	Telephone No. with STD code	
4	Name of Contact person/Designation	
5	Mobile No.	
6	E-Mail ID	
Following Documents To Be submitted in the Technical bid:		
7	The firm should have valid registration certificate in support of establishment of the firm (Enclose copy)	YES/NO
8	PAN (Permanent Account Number) (Enclose copy)	
9	Certificate of Registration for GST (Enclose copy)	
10	Bank Account Details	
11	Details of purchase of Tender application: Rs.5,00/- including GST @ 18%	
12	Signed Terms and Conditions of the tender document enclosed as Annexure - I & II	
13	EMD Declaration document enclosed as Annexure - V	

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HAVING EXAMINED AND PERUSED THE FOLLOWING DOCUMENTS OF THE TENDER:

1. Notice Inviting Tender
2. Instruction to the Tenderers
3. Commercial & General Terms & Conditions

I/We hereby submit our quoted rates in the enclosed format of "Financial Bid" as Annexure-A.

I accept that the Rate quoted will be valid up to 06 months from the date of awarding the order.

I/We agree with our acceptance for:

1. Submission of EMD Declaration document.
2. I/We agree that the price quoted in "Offer format" as enclosed as annexure- A is excluding of taxes, duties and other government levies as applicable on the sale of scrap
3. In the event of my success in tender, I/We will pay lump sum amount in Rupees as detailed in "**INSTRUCTION TO THE TENDERERS, REFER PARA 8**" by way of Demand Draft/Pay Order in favor of "**Indo German Tool Room**" payable at **Indore** towards the cost of Scrap (approx.) **within three working days from the date of awarding the order.**
4. I/We agree that the quantity as mentioned against individual category of scrap in Para 8 of **INSTRUCTION TO THE TENDERERS** shall be treated as approximate quantity but the actual payment would be made on the basis of actual quantity of scrap to be lifted.
5. I/We shall have to make all arrangements for loading of scrap to truck/tempo at our own cost. Also I/We shall bear the cost of both weighing (empty and loaded) the Truck/Tempo at the weighing bridge as selected by IGTR official.
6. I/We agree to lift the whole lot of scrap and not a part thereof failing which Head of the Centre will be at a liberty to forfeit EMD deposited by me/us.
7. I/We agree that in the event of failure to deposit lump sum amount as detailed in Para 8 of **INSTRUCTION TO THE TENDERERS** within stipulated time of three days period from the date of awarding the order, the work order may be cancelled.
8. We agree that the General Manager, IGTR, Indore reserves the right to reject or accept the tender wholly or partially without assigning any reasons.

I/We have thoroughly read the "Form of Tender (2 pages)" and confirm with our acceptance to all terms & conditions without any deviation.

TENDERER'S NAME & SIGNATURE WITH DATE

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Annexure - IV

FINANCIAL BID

I/We offer our price for the scrap "**AS IS WHERE IS BASIS**" "as detailed under

S. No	Description of Scrap	Offer price in Rupees (Rs/-) per kgs basis	Offer price in words Per kgs
1	Iron Scrap (chips)		
2	Iron Scrap (Solid)		
3	Brass Scrap		
4	Aluminum Scrap (chips)		
5	Aluminum Scrap (Frame)		
6	Plastic scrap		

I/We agree to pay taxes & govt. levies extra to the above quoted price.

Terms & conditions:

1. Payment Terms : Shall pay 100% of the scrap value before lifting
2. Validity of above offer :

TENDERER'S NAME & SIGNATURE WITH DATE

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Annexure -V

**Format of bid security declaration from bidders in lieu of EMD
(To be printed on the bidders letter head)**

I/ We, the authorized signatory of
M/s..... Participating in the
subject tender No..... for the item/Job of
.....do hereby declare:

- (I) That I/We have availed the benefit of waiver of EMD while submitting our offer against the subject Tender and no EMD being deposited for the said tender.
- (II) (ii) That in the event we withdraw/modify our during the period of validity or I/we fail to execute formal contract agreement within the given timeline or I/we fail to submit a Performance Security within the given timeline Or I/we commit any breach of Tender Conditions/Contract which attracts penal action of forfeiture of EMD and I/we will be suspended from being eligible for bidding/ award of all future contract(s) of Indo German Tool Room, Indore for a period of one year from the date of committing such breach.

Signature and Seal of Authorized Signatory of Bidder

Name of Authorized Signatory.....

Company Name.....

Date :