



TATA INSTITUTE OF SOCIAL SCIENCES

(Declared as an Institution Deemed to be University under section 3 of the UGC Act, 1956)
A Grant – in – Aid Institute under Ministry of Education, Govt. of India.
Apsinga Road, Post – Tuljapur, District – Dharashiv, Pincode – 413 601.

Landline: +91 9270105222/23-26

website: www.tiss.ac.in

Purchase & Stores Section

Section Officer (Purchase & Stores) Purchase & Stores Section, TISS Tuljapur ,Tuljapur 413 601	Ref No: TISS/P&S/LPC/Scrap.ARC/2026
Item/Service Details	ANNUAL RATE CONTRACT (ARC) FOR SCRAP DISPOSAL – Tuljapur Campus
Email ID: satish.tambe@tiss.ac.in , harish.joshi@tiss.ac.in	DATE: 14th May, 2026
Mobile No: 9270105222 to 26	DUE DATE & TIME: 25th May 2026

Tata Institute of Social Sciences (TISS) invites sealed / email quotations from authorized, experienced scrap dealers/agencies for entering into an Annual Rate Contract (ARC) for the Collection and Disposal of Scrap/Raddi materials from the Tata Institute of Social Sciences (TISS), Mumbai campus.

The relevant Terms & conditions is attached herewith for your reference. Bidders are required to acknowledge and accept the terms as part of their quotation submission.

Vendors are requested to submit their quotation strictly in the prescribed format (Annexure II) on letter head, duly filled, signed on or before the due date.

All quotations should be addressed to:

***In-Charge Administration or
(Purchase & Stores) Section,
Tata Institute of Social Sciences,
Tuljapur Campus.***

IMPORTANT INSTRUCTIONS FOR BIDDERS:

1. **Terms & Conditions:** Refer to *Annexure 1* for the complete Terms and Conditions governing this contract.
2. **Acknowledgement:** Bidders must submit a signed and sealed copy of the Terms & Conditions, clearly acknowledging their understanding and acceptance.
3. **Clarifications:** For any queries, please contact **Mr. Satish Tambe** at 9270105222-26 or email at purchase.tuljapur@tiss.ac.in
4. **Quotation Submission:**
 - Quotations must be submitted on the company's official letterhead, duly signed and stamped by the authorized representative.
 - The envelope/email must clearly mention the subject line, inquiry number and due date.
5. **Rates:** Rates must be quoted strictly in the prescribed format provided. All values should be inclusive of applicable taxes and duties.
6. **GST & Compliance:** Vendors must mention valid GST Registration Number(s), preferably Mumbai-based, and provide supporting documents, if required.
7. **Discounts:** Vendors are encouraged to offer applicable discounts in consideration of TISS being an educational and non-profit institution.
8. **Evaluation Criteria:**
 - Quotations with incomplete information, missing documents, or non-compliance with terms will be liable for disqualification.
 - The vendor quoting the highest average overall rate (per Kg) will be considered for award of the contract.
9. **Institute's Rights:** TISS reserves the right to accept or reject any or all quotations without assigning any reason. The Institute is not bound to accept the highest bid.
10. **Legal Jurisdiction:** All disputes arising out of this process shall be subject to the jurisdiction of courts in Mumbai only.

In-Charge Administration

 Tata Institute of Social Sciences	TATA INSTITUTE OF SOCIAL SCIENCES (Declared as an Institution Deemed to be University under section 3 of the UGC Act, 1956) A Grant – in – Aid Institute under Ministry of Education, Govt. of India. Apsinga Road, Post – Tuljapur, District – Dharashiv, Pincode – 413 601. Landline: +91 9270105222/23-26 website: www.tiss.ac.in
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Annexure 1

Terms & Conditions for Scrap Disposal:

1. Contract Period:

- The Annual Rate Contract (ARC) shall be valid for a period of one year from the date of issuance of the Work Order.
- The contract may be extended for a maximum of two additional years (on a yearly basis), subject to satisfactory performance and mutual consent.

2. Collection Timings:

- Scrap material shall be collected only on working days (Monday to Friday) between 11:00 AM to 3:00 PM.
- Collection outside the designated time will not be permitted.

3. Payment Terms

- Full payment, including applicable GST, must be made on the same day prior to scrap collection via online transfer (NEFT/UPI only).
- Payment timing: Between 10:30 AM and 3:00 PM at the Institute's cash counter or via digital mode.
- No credit facility will be extended under any circumstances.
- GST must be clearly mentioned and deposited by the vendor as per statutory norms.

4. Scrap Clearance Responsibility

- The vendor must ensure that all identified and allotted scrap is lifted on the same day as directed by the concerned department.
- After clearance, the vendor must clean the surrounding area and ensure it is left in a tidy and debris-free condition.

5. Authorized Pickup Only

- Only the items explicitly shown and authorized by the Institute's Facility Services/Stores Department shall be picked up.
- Any unauthorized removal of items will lead to termination of the contract and legal action.

6. Weight Verification

- Scrap weight shall be verified and jointly signed by the TISS representative and the vendor at the time of pickup.
- TISS reserves the right to install or utilize independent weighing mechanisms to verify the weights being reported.

7. Compliance with Rules

- The vendor must follow all campus security, safety, and waste management regulations during collection.
- Employment of child labour or unauthorized personnel is strictly prohibited and shall result in termination of contract.

8. **Blacklisting Clause:** If the vendor is found indulging in fraudulent practices, delays, or misconduct, the Institute reserves the right to terminate the contract and blacklist the vendor from future tenders.

9. **Termination Clause:** TISS reserves the right to terminate the contract at any point with 15 days' notice if services are found unsatisfactory.

10. **Dispute Resolution:** Any dispute arising out of this contract shall be subject to decision of the Registrar of TISS and the same will be binding on both the parties.

Acknowledgement of Acceptance

We hereby acknowledge that we have read, understood, and accepted the Terms & Conditions mentioned in the tender/quotation document. We agree to comply with all the requirements and conditions set forth therein.

Authorized Signatory: _____

Name: _____

Designation: _____

Company Name: _____

Seal of the Company

Date: _____

Annexure - II

Scrap Quotation Format (Rates per Kg – Excluding GST):

Sr. No.	Scrap Item	Description	Rate (₹/Kg) (Excl. GST)
1	News Paper	Old newspaper bundles	
2	White Paper	-	
3	Putha	-	
4	Kala Panna	Shredded paper	
5	Plastic	General plastic scrap/waste	
6	Colour Paper	Used colored paper sheets	
7	Metal	General metallic scrap	
8	Copper	Scrap copper wires, parts, and fittings	
9	Aluminium	Scrap aluminium items	
10	Wood Material (Old)	Old wood, broken furniture, wooden panels	
11	Plywood (Press Ply)	Layered compressed plywood boards	
12	Patra	Iron/metal sheets (corrugated/tin)	
13	Oil Tins – Big	Large empty oil containers	
14	Oil Tins – Small	Small empty oil cans	
15	Beeds	Wooden/metal beadings used in framing/furniture	

Authorized Signatory: _____

Name: _____

Designation: _____

Company Name: _____

Seal of the Company

Date: _____