**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)**<br>Purchase & Stores Section, TISS<br>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:**<br>purchase.tuljapur@tiss.ac.in and<br>laxmikant.sulakhe@tiss.ac.in | **DATE: 2 November** 2026 |
| Mobile No: 9270105222 to 26 **or**<br>**9422610435** | **DUE DATE & TIME: 8th November 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. Laxmikant Sulakhe** at 9270105222-26 / 9422610435 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**

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Landline: +91 9270105222/23-26 website:www.tiss.ac.in

## ***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)* | Rate Per piece |
|---|---|---|---|---|
| 1 | News Paper | Old newspaper bundles | | **NA** |
| 2 | White Paper | - | | **NA** |
| 3 | Putha | - | | **NA** |
| 4 | Kala Panna | Shredded paper | | **NA** |
| 5 | Plastic | General plastic scrap/waste | | **NA** |
| 6 | Colour Paper | Used colored paper sheets | | **NA** |
| 7 | Metal | General metallic scrap | | **NA** |
| 8 | Copper | Scrap copper wires, parts, and fittings | | **NA** |
| 9 | Aluminium | Scrap aluminium items | | **NA** |
| 10 | Wood Material (Old) | Old wood, broken furniture, wooden panels | | **NA -** |
| 11 | Plywood (Press Ply) | Layered compressed plywood boards | | **NA** |
| 12 | Patra | Iron/metal sheets (corrugated/tin) | | **NA** |
| 13 | Oil Tins – Big | Large empty oil containers | **NA** | |
| 14 | Oil Tins – Small | Small empty oil cans | **NA** | |
| 15 | Beeds | Wooden/metal beadings used in framing/furniture | | **-** |

**Authorized Signatory:** _____

**Name:** _____

**Designation:** _____

**Company Name:** _____

**Seal of the Company**

**Date:** _____

## ANNEXURE A – 3:

### Declaration of Clean Track Record

*To be submitted on Company/Firm's Letterhead)*

**To,**
The Registrar
Tata Institute of Social Sciences
VN Purav Marg,
Mumbai – 400088

**Date:** ……..

**Subject:** Declaration for Clean Track Record

**Re:**Tender No. ……for **"Tender For ANNUAL RATE CONTRACT (ARC) FOR SCRAP DISPOSAL 2026-2027"**.

Dear Sir/Madam,

I/We have carefully read the Terms & Conditions contained in the above-referred Tender. I/We hereby declare that my company/firm is not currently debarred/blacklisted/convicted by any Government/Semi-Government Organizations/Institutions/private hospitals in India or abroad.

I/We further certify that I am a competent officer in my company/firm to make this declaration.

| No. | Company in which the company is debarred/ blacklisted/case is pending | Black listed / debarred by Government / Semi Government Organizations / Institutions/Private hospitals | Reason | Since when an d for how long |
|---|---|---|---|---|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |

Or I/we declare the following:

(NOTE: In case the company/ firm was blacklisted previously, please provide the details regarding Period for which the company/ firm was blacklisted and there as on/s for the same)

Yours faithfully

(Signature of the Bidder)

Printed Name

## ANNEXURE A - 4:

# DECLARATION FOR ACCEPTANCE OF TENDER TERMS AND CONDITIONS

*(To be submitted on Company/Firm's Letterhead)*

**To,**
The Assistant Registrar
Tata Institute of Social Sciences
VN Purav Marg,
Mumbai – 400088

**Date:** ……..

**Subject:** Declaration for Acceptance of Tender Terms and Conditions

**Re:** Tender No. ……for **"Tender For ANNUAL RATE CONTRACT (ARC) for FOR SCRAP DISPOSAL 2026-2027"**.

Dear Sir/Madam,

I/We have carefully read the Terms & Conditions as mentioned in the above-referred Tender document. I/we declare that all the provisions of this Tender are acceptable to my/our company/firm.

I/We further certify that I am a competent officer in my company/firm to make this declaration.

Yours faithfully,
**(Signature of the Bidder)**
[Printed Name]
[Designation]
[Company Name]
[Seal]

***Date:****.....*
**Business Address:** [Insert Address]

## ANNEXURE A-5:

### CONTRACTOR'S INFORMATION

*(To be submitted on Company/Firm's Letterhead)*

| Details of the bidders: | | |
|---|---|---|
| **1** | Name of The Contractor | |
| **2** | Address of The Contractor | |
| **3** | Status of the Company (Public Ltd./ Pvt. Ltd./Individual) | |
| **4** | Valid GST Registration No. | |
| **5** | Details of the Incorporation of the Company | Date: |
| | | Reference Document: |
| **6** | Permanent Account No. (PAN) | |
| **7** | Bank Account Number | |
| **8** | Branch Details | |
| **9** | IFSC Code | |
| **10** | Name & Designation of the Contact person to whom all references shall be made regarding this tender. | |
| **11** | Telephone No. (with STD Code) | |
| **12** | Email Address of the Contact Person | |

**Signature** :

***Name*** ***:***
**Office Address** :
**Contac Details:**

**Affix Rubber Stamp**

## ANNEXURE A - 6:

## DETAILS OF SIMILAR WORKS EXECUTED

*(To be submitted on Company/Firm's Letterhead)*

**To,**
The Deputy Registrar
Tata Institute of Social Sciences
VN Purav Marg,
Mumbai – 400088

**Date:** ……..

**Subject:** Submission of Details of Similar Works Executed

**Re:** Tender No. ……for **"Tender For ANNUAL RATE CONTRACT (ARC) for FOR SCRAP DISPOSAL 2026-2027"**.

Dear Sir/Madam,

In response to the above tender, we hereby submit the summary of similar works executed by our organization, as per the prescribed format: (Below table to be attached in separate sheets as enclosures).

| **Table: Details of Similar Works Executed** | | | | | | | |
|---|---|---|---|---|---|---|---|
| Sr. No. | Name of Client / Organization | Scope of Supplies (List Key Products) | Order Value (₹) | Period of Contract | Status (Closed/Ongoing/Discontinued) | Name, Designation & Contact Details of Client Reference | Litigation/Arbitration Pending (Yes/No; if yes, details separately) |
| 01 | | | | | | | |
| 02 | | | | | | | |
| 03 | | | | | | | |
| | | | | | | | |

We certify that the above information is true and correct to the best of our knowledge and belief.

Yours faithfully,
**(Signature of the Bidder)**
[Printed Name]
[Designation]
[Company Name]&[Seal]

**Date:** .....
**Business Address:** [Insert Address]