

भारत के नियंत्रक-महालेखापरीक्षक का कार्यालय
9, दीन दयाल उपाध्याय मार्ग,
नई दिल्ली-110 124



OFFICE OF THE COMPTROLLER &
AUDITOR GENERAL OF INDIA
9, DEENDAYAL UPADHYAYA MARG,
NEW DELHI - 110 124

27.01.2022

दिनांक / DATE _____

To

All Vendors

Subject: Sealed quotations for Disposal of unserviceable/obsolete E-Waste (IT equipment) laying at Old & New Building of CAG HQrs.

Madam/Sir,

Sealed quotations are invited through limited tender enquiry from the eligible vendors for Disposal of unserviceable/obsolete E-Waste (IT equipment) laying in **Two Lots** at Old & New Building of CAG HQrs on "**AS IS WHERE IS**" basis. These Lots include equipment such as CPU, Monitor, Laptop, Printer, Scanner, UPS, UPS Batteries, Switches & Servers etc.

Sealed cover with superscript, "Quotation for Disposal of E-Waste (IT equipment)" addressed to Director (P) Office of the Comptroller and Auditor General of India, 9 Deen Dayal Upadhyaya Marg, New Delhi-110124 shall be submitted in IT Section, 2nd floor of this office in person on or before **09.02.2022 by 3.00 PM. Bids will be opened on the same day at 4.00 PM.** Necessary terms & conditions of the tender are listed in the Annexure-I(enclosed). A copy of this Tender enquiry is available in this office website www.cag.gov.in .

Yours truly,

(SURINDER KUMAR)

Sr. Administrative Officer (IT/Protocol)

Telephone No. 23509309/23509253

Copy to: IS Wing for uploading the same on cag's official website

'Annexure-I'

(Terms & conditions)

1. This office does not bind itself to accept the lowest tender and reserves the right to reject any or all the tenders received without assigning any reason whatsoever. Inadequate or incomplete tenders in any respect or the prescribed conditions are not fulfilled are liable to be rejected. Canvassing in any form by the tenderer/vendor will result in rejection of their tenders.
2. Bidders should be registered with Delhi Pollution Control Committee /Haryana State Pollution Control Board/Uttar Pradesh Pollution Control Board/Rajasthan State Pollution Control Board.
3. The bidders shall enclose copy of final certificate issued by any of the above mentioned Pollution Control Boards to operate as Registered Recycler/Re-processor/Disposal of E-waste. The bids shall remain valid for 60 days after the date of bid opening. If any bidder withdraws his bid before the said period shall without prejudice to any other right or remedy, be at liberty to forfeit the Bid Security absolutely.
4. Bidders interested should physically inspect the stores between 10 am to 4 pm on any working day up to **08 February 2022** with the permission of undersigned and submit their quotations giving their bid amount both in figures and words on their letter head with signature of authorized person with name and in sealed cover to IT Section, 2nd floor of this office in person on or before **09.02.2022 by 3.00 PM**.
5. The tenderer/firm must be registered with GST Department for subject services. Copies of such certification-mentioning registration number etc. shall be furnished alongwith quotation.
6. Copies of the IT returns, for the last three financial years shall be furnished.
7. The tenderer/firm must submit the copy of PAN along with bid document.
8. An "Earnest Money Deposit (EMD)" to the tune of Rs. 25,000/- (Rupees Twenty-Five Thousand only) in the form of crossed Demand Draft drawn in favour of "PAO, (Code No. 005860) O/o C &AG of India shall be submitted.
9. This bid will be processed on an "As is where is Basis ". The contractor shall indemnify this office against any liability for compensation due to injury to his own workmen/engineer or to other persons inside the office premises while executing the contract and for any damage to the property.
10. This office reserves the right to reject the tender/ in full or part thereof without assigning any reasons.
11. The contract shall be interpreted in accordance with the laws of Union of India. Any disputes shall be within the jurisdiction of Delhi.
12. Tender fee is NIL here.
13. **Minimum Reserve Price for the bid will be Rs. 5,00,000/-.**
14. The successful bidder will be required to deposit the total bid/quoted amount in Lump Sum by means of Demand Draft/Pay Order/Banker's Cheque in favour "**PAO, CAG**" within 07 working days from the date of award of contract and the items will be lifted within 7 days of the receipt of confirmed work order by

the firm. Failure to do so shall result in forfeiting of EMD. The EMD of the successful bidder and the unsuccessful bidders will only be released after submission of quoted amount in the prescribed form by the successful bidder. If the successful bidder fails to deposit the quoted amount within stipulated date, the EMD of the H 1 firm will be forfeited. The lifting of materials will be made by contractor on any working day as specified between **10AM to 4PM**. The contractor will have to inform at least two working days in advance of the intended date of lifting of the materials. The contractor will be required to bring his own vehicle for lifting the materials and will employ his own labor, bags and other items as required for packing and lifting of the materials. No assistance will be rendered in this regard by this office. The contractor will be responsible for cleaning the area from where the obsolete materials are lifted. The lifting of the obsolete materials will be allowed from the designated places only and after issuance of necessary security/gate pass.

15. Vendor should ensure that all e-waste is disposed/reused as latest government guidelines. Vendor should submit disclaimer related to this with their proposal.
16. Each page of the Tender documents must be stamped and signed by the person or persons submitting the Tender in token of his/their having acquainted himself/themselves and accepted the entire tender documents including various conditions of contract. Any Bid with any of the Documents not so signed is liable to be rejected at the discretion of the Client. **NO PAGE SHOULD BE REMOVED/DETACHED FROM THIS BIDDING DOCUMENT.**



(SURINDER KUMAR)

Sr. Administrative Officer (IT/Protocol)

Annexure-(II)

OFFICE OF THE COMPTROLLER AND AUDITOR GENERAL OF INDIA, NEW DELHI

WELFARE_IT

No. /42/IT /2021-22 Date: 21.01.2022

Contractor's details (Mandatory Information)

Not Filling up the Mandatory Information and non-submission of document will attract cancellation of bid.

Supporting documents be annexed with the application Form (Application found deficient in any respect are liable to be rejected without further correspondence)

S. No.	Description	Information	
1.	Name of the Applicant/Firm		
2.	Nationality		
3.	Address (attach separate paper for address of other offices)	Regd. office	
		Head Office	
4.	Telephone Numbers	Landline/Mobile No.	
		Fax No.	
		E-mail ID	
5.	Other Details (enclose copies)	PAN	
		VAT Registration No.	
6.	Whether Registered with MSTC/DPCC/HSPCB/UPPCB (Attach Supporting Documents)		
7.	Detail of Bank Account	Account No.	
		Type of Account	
		IFSC	
		Name of the Bank	
		Address of the Bank	
8.	Earnest Money Deposit	Amount in Rs. 10,000/- (Rupees Ten Thousand only)	
		DD/BC/PO No.	
		Date of issue	
		Name of issuing bank	
		Address of issuing bank	
9.	Price of the bid		
10.	Total quoted amount in Rs. (in words)		

Signature of the bidder with seal & date

Annexure (III)

FORM-2

FORM FOR MAINTAINING RECORDS OF E-WASTE HANDLED OR GENERATED

Generated Quantity in Metric Tonnes (MT) per year

1.	Name & Address Producer or Manufacturer or Refurbisher or Dismantler or Recycler or Bulk Consumer*		
2.	Date of issue of Extended Producer Responsibility Authorization*/Authorization*		
3.	Validity of Extended Producer Responsibility Authorization*/Authorization*		
4.	Types & Quantity of e-waste handled or generated**	Category	Quantity
		Item Description	
5.	Types & Quantity of e-waste stored	Category	Quantity
		Item Description	
6.	Types & Quantity of e-waste sent to collection centre authorized by producer/dismantler/recycler/refurbisher or authorized dismantler/recycler or refurbisher**	Category	Quantity
		Item Description	
7.	Types & Quantity of e-waste transported*	Category	Quantity
	Name, address and contact details of the destination		
8.	Types & Quantity of e-waste refurbished*	Category	Quantity
		Item Description	
	Name, address and contact details of the destination of refurbished materials		
9.	Types & Quantity of e-waste dismantled*	Category	Quantity
		Item Description	
	Name, address and contact details of the destination		
10.	Types & Quantity of e-waste recycled*	Category	Quantity
	Types & Quantity of materials recovered	Item Description	
		Quantity	
	Name, address and contact details of the destination		
11.	Types & Quantity of e-waste sent to recyclers by dismantlers	Category	Quantity
	Name, address and contact details of the destination		
12.	Types & Quantity of other waste sent to respective recyclers by dismantlers/recyclers of e-waste	Category	Quantity
		Item Description	
13.	Types & Quantity of e-waste treated & disposed	Category	Quantity
		Item Description	
	Name, address and contact details of the destination		

Note:-

- (1) *Strike off whichever is not applicable
- (2) Provide any other information as stipulated in the conditions to the authorizer
- (3) ** For producers this information has to be provided state-wise

A. Technical Bid

1. The following documents are to be furnished by the bidder along with Bid Security/EMD amount as per the tender documents:
2. Bidder must provide a copy of the following in the name of the bidding company:
 - a) PAN Card along with GST Number
 - b) Good and Service Tax Registration
 - c) Annexure IV
3. Signed and scanned copy of Tender Acceptance letter in the Annexure VIII "Tender Acceptance Letter".
4. Other conditions for submission of bids
 - a) Bidder shall adhere to the Critical Date Sheet mentioned in the Limited Tender Enquiry. No bids shall be accepted post the deadline as mentioned in the critical date sheet.
 - b) CAG's office will not be responsible for any delay on the part of the vendor in obtaining the terms and conditions of the tender notice or submission of the online bids.
 - c) The bids submitted by fax/email etc. shall not be considered. No correspondence will be entertained on this matter.
 - d) Conditional tenders shall not be accepted on any ground and shall be rejected straightway. If any clarification is required, the same should be obtained before submission of the bids.
 - e) In case, the day of bid submission is declared Holiday by Government of India, the next working day will be treated as day for submission of bids. There will be no change in the timings.
 - f) At any time prior to the last date for receipt of bids, CAG's office, may for any reason, whether at its own initiative or in response to a clarification requested by a prospective vendor, modify the Tender Document by an amendment. The amendment will be notified on cag's website and should be taken into consideration by the prospective agencies while preparing their bids.
 - g) In order to give prospective agencies reasonable time to take the amendment into account in preparing their bids, CAG's office may, at its discretion, extend the last date for the receipt of bids. No bid may be withdrawn in the interval between the last date for receipt of bids and the expiry of the bid validity period specified in the tender. Withdrawal of a bid during this interval may result in forfeiture of Vendor's EMD.
 - h) The agencies will bear all costs associated with the preparation and submission of their bids. CAG's office will, in no case, be responsible or liable for those costs, regardless of the outcome of the tendering process.
 - i) Printed terms and conditions of the vendors will not be considered as forming part of their bid. In case terms and conditions of the tender document are not acceptable to any vendor, they should clearly specify the deviations in their bids.
 - j) Bids not submitted as the specified format and nomenclature may be out rightly rejected.
 - k) Ambiguous/Incomplete/Illegible bids may be out rightly rejected.
 - l) Submission of the Bid will be deemed to have been done after careful study and examination of all instructions, terms and required specifications in the tender document with full understanding of its implications. Bids not complying with all the clauses in this tender document are liable to be rejected. Failure to furnish all information required in the tender document or submission of a bid not substantially responsive to the tender document in all respect will be at the vendor's risk and may result in the rejection of the bid.

B. FINANCIAL BID

Annexure V

Detailed Financial Bid

Note:

- It is necessary that the bidder submits financial bid in table below
- Financial bids shall be opened only for that receipt of Bid Security/EMD amount is verified.
- Prices should be quoted in Indian Rupees.
- The cost is inclusive of all taxes, levies etc.
- Taxes indicated in the financial bid will be charged as per the prevailing rate.

Table-Detailed Financial Bid

(In rupees)

S.No.	Particular	Total Amount
1.	E-Waste Computer hardware items (Unserviceable, obsolete and beyond economic repairable) at O/o C & AG of India, 10 BSZ Marg, New Delhi-110002 & 9 DDU Marg, New Delhi-110124. (As per Annexure III)	In figures: In words:

Annexure VI

BID SUMMARY

Name of Bidder		
Date of Incorporation		
Registered office Address		
Authorized signatory Detail	Name	
	Designation	
	Email	
	Mobile Number	
	Office Phone Number	
Details of Contact other than Authorized Signatory	Name	
	Designation	
	Email	
	Mobile Number	
	Office Phone Number	

Annexure VII

EMD

S. No.	Particular	Amount (in Rs.)	Draft No.	Date	Bank	Branch
1.	EMD	Rs. 25,000/-				

ANNEXURE VIII: TENDER ACCEPTANCE LETTER

(To be given on Company Letter Head)

To

The Director (Personnel)
Office of the Comptroller and Auditor General of India,
9 Deen Dayal Upadhaya Marg,
New Delhi-110124.

Subject: Acceptance of Terms & Conditions of Tender.

Tender Reference No. /42/IT /2020-21

Name of the Tender: E-Waste Computer hardware items (Unserviceable, obsolete and beyond economic repairable) at O/o C &AG of India, 10 B S Z Marg, New Delhi-110002 & 9, DDU Marg, New Delhi-110124.

Sir,

1. I/We have downloaded/obtained the tender document (s) for the above mentioned 'Tender/work' from the web site (s) namely: **<https://cag.gov.in/en/tenders>** as per your advertisement, given in the above mentioned website (s).
2. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No. 1-13 (including all documents like annexure(s), etc. which form part of the contract agreement and I/we shall abide hereby by the terms/conditions/clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/organization too have also been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum (s) in its totality/entirely.
5. I/We do hereby declare that our Firm has not been blacklisted/debarred by any Government Department/Public Sector Undertaking.
6. I/We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

(Signature of the bidder, with official seal)