

To

All Vendors

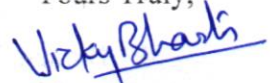
**Subject: Invitation of offline bids for Disposal of E-waste (IT equipment & electronic items)**

Madam/Sir,

Bids are invited from the eligible vendors for Disposal of E-waste (IT equipment & electronic items) lying in the office of the DGA (infrastructure), New Delhi on "AS IS WHERE IS" basis. In terms of instructions laid in GFR, 2017 and the manual for procurement of Goods, 2017 by Department of Expenditure, M/o Finance, New Delhi. The list of such items is attached with this notice at **Annexure 'IV'**

Necessary terms & conditions of the tender are enclosed.

Yours Truly,



Sr. AO (Admin-IV)

**Office of the  
Director General of Audit (Infrastructure)  
New Delhi-110002  
(Technical Requirement)**

No:

Dated: -

The Office of the DGA (Infrastructure), New Delhi will be considered for the award of contract for Disposal of E-waste (IT equipment & electronic items) if they agree to abide by the following terms and conditions detailed below: -

1. The Bidder are also required to submit photocopies of the following additional documents (duly self-attested) along with the bid, failing which their bids shall be summarily/out rightly rejected and will not be considered any further:
  - a. Copy of PAN/TAN card.
  - b. Copy of the IT return filed for the last three financial years.
  - c. Copy of the GST registration certificate.
  - d. Banker's name and address
2. Signed and scanned copy of Tender Acceptance letter in the Annexure III "Tender Acceptance Letter". 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.
3. This office reserves the right to reject the tender in full or part thereof without assigning any reasons.
4. Bidders interested should physically inspect the stores between 11 am to 4 pm on any working day up to 21.01.2026 with the permission of undersigned and submit their bids in tender box on or before 22.01.2026.
5. Minimum Reserve Price for the bid will be Rs. ₹70780/-.
6. 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 of **PAO (O/o Accountant General (audit) Delhi, New Delhi** within 05 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. 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 employ his own labor, bags and other items as required for packing and lifting of the materials. No assistance will be given 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.
7. Other conditions for submission of bids:
  - a. No bids shall be accepted to post the deadline as mentioned in the critical date sheet'.
  - b. DGA (Infrastructure) 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 bids.
  - c. 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.

- d. In case, the day 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.
- e. At any time prior to the last date for receipt of bids, DGA (infrastructure) 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 office website and should be taken into consideration by the prospective agencies while preparing their bids.
- f. In order to give prospective agencies reasonable time to take the amendment into account in preparing their bids, DGA (infrastructure) 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.
- g. The agencies will bear all costs associated with the preparation and submission of their bids' DGA (Infrastructure) office will, in no case, be responsible or liable for those costs, regardless of the outcome of the tendering Process.
- h. 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'
- i. Bids not submitted as the specified format and nomenclature may be out rightly rejected.
- j. Ambiguous/Incomplete/Illegible bids may be out rightly rejected.
- k. 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.

*Vicky Bharti*

Sr. AO (Admin.)



**Office of the  
Director General of Audit (Infrastructure)  
New Delhi-110002**

*(Additional Terms & conditions)*

1. This office does not bind itself to accept the Highest 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/Central 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.
4. The contract shall be interpreted in accordance with the laws of Union of India. Any disputes shall be within the jurisdiction of Delhi.
5. Tender fee is NIL here
6. Vendor should ensure that all e-waste is disposed/reused as latest government guidelines. Vendor should submit disclaimer related to this with their proposal.
7. 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.
8. O/o the DGA (Infrastructure) 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.
9. All the disputes and differences arising out of or in connection with this contract/agreement shall be referred to the sole arbitration of the Director General of Audit (Infrastructure), New Delhi or his nominee and the award of the Arbitrator shall be final and binding on the parties to that contract.

  
Sr. AO (Admin.)

## Annexure - I

### OFFICE OF THE DIRECTOR GENERAL OF AUDIT (INFRASTRUCTURE), NEW DELHI

#### Bidder 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)

Sl.No.	Description	Information
1	Name of the Applicant/Firm	
2	Nationality	
3	Address (attach separate paper for address of the offices)	Regd. Office Head Office
4	Telephone Numbers	Landline/Mobile No. Fax. No. Email ID
5	Other Details (enclosed copies)	PAN VAT Registration No.
6	Whether Registered with MSTC/DPCC/HSPCB/UPPCB (Attach Supporting Documents)	
7	Details of Bank Account	Account No. Type of Account IFSC Name of the Bank Address of the Bank

**Signature of the Bidder with seal & date**

## Annexure -II

### 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	Type and Quantity of e-waste stored	Category	Quantity
		Item Description	
6.	Type & Quantity of e-waste sent to collection center authorized by Producer/disclaimer/recycler/refurbisher or authorized dismantler/recycler or refurbisher	Category	Quantity
		Item Description	
7.	Type & 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 e-waste recovered	Item Description	
	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	Type & 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 must be provided state-wise.



### **ANNEXURE III: BID ACCEPTANCE LETTER**

(To be given on Company Letter Head)

To

**The Sr. A.O. (Admin.)**

**Office of the Director General of Audit (infrastructure),**

**3<sup>rd</sup> floor, A-wing IP Bhawan IP Estate,**

**New**

**Delhi-110002.**

**Name of the Bid: - Disposal of E-waste (Unserviceable IT equipment & electronic items) of O/o DGA (Infrastructure), New Delhi.**

Sir,

1. I/We have downloaded/obtained the e-tender document (s) for the above-mentioned e-Tender/work from the GeM namely: **Disposal of E-waste (Unserviceable IT equipment & electronic items)** lying in O/o DGA (Infrastructure), Delhi
2. I/We hereby certify that I/we have read the entire terms and conditions of the e-tender documents (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 it's 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.

Yours faithfully,

**(Signature of the bidder, with official seal)**

**Annexure – IV (List of Items)**

O/o Director General of Audit (Infrastructure)								
Tentative List of stores (IT assets/ IT related assets) shortlisted for verification and declaration as obsolete/unserviceable as on 10.07.2025								
Sl. No (1)	Name of Items (2)	Unique identification of Items (3)	Year/Month of Purchase (4)	Original purchase value per items (INR) (5)	Actual Location of Assets. Whether in Store/Gallery/Open Place/Junkyard (6)	Condition of Assets/Particulars Obsolete/Condemn (7)	Tentative Reserve Price	Reason of obsolete
1	Laptop (Dell)	50LB1P2	04.01.2019	51000	Store Room	Not Working	2550	more than 6 year old and damage
2	Laptop (Dell)	48NB1P2	04.01.2019	51000	Store Room	Not Working	2550	more than 6 year old and damage
3	Laptop (Dell)	BQHB1P2	04.01.2019	51000	Store Room	Not Working	2550	more than 6 year old and damage
4	Laptop (Dell)	8VHP1P2	04.01.2019	51000	Store Room	Not Working	2550	more than 6 year old and damage
5	Laptop (Dell)	CVKB1P2	04.01.2019	51000	Store Room	Not Working	2550	more than 6 year old and damage
6	Laptop (Dell)	F1CB1P2	04.01.2019	51000	Store Room	Not Working	2550	more than 6 year old and damage
7	Laptop (Dell)	21CB1P2	04.01.2019	51000	Store Room	Not Working	2550	more than 6 year old and damage
8	Laptop (Dell)	JZBB1P2	04.01.2019	51000	Store Room	Not Working	2550	more than 6 year old and damage
9	Laptop (Dell)	74BB1P2	04.01.2019	51000	Store Room	Not Working	2550	more than 6 year old and damage
10	Laptop (Dell)	BLMB1P2	04.01.2019	51000	Store Room	Not Working	2550	more than 6 year old and damage
11	Laptop (Dell)	HZBB1P2	04.01.2019	51000	Store Room	Not Working	2550	more than 6 year old and damage
12	Laptop (Dell)	90CB1P2	04.01.2019	51000	Store Room	Not Working	2550	more than 6 year old and damage
13	Printer (HP)	VNH3G10284	12-Feb-16	17000	C Wing	Not Working	850	more than 6 year old
14	Printer (brother)	E69530K3N531674	25-Jul-14	10000	IHQ1	Not Working	500	more than 6 year old
15	UPS 5KVA	PDCA/ND/IT/UPS/2013/6	06-Mar-13	65000	Store Room	Not Working	3250	more than 6 year old
16	UPS 2KVA	PDCA-1/ND/UPS/2018/1	16-Jun-18	40000	Server Room	Not Working	2000	more than 6 year old
17	Desktop (Acer)	UXVPNSI346I3875828	04-Jan-19	50000	Store Room	Not Working	2500	more than 6 year old
18	scanner (lamp)	PDCA-1/ND/IT/SCANNER/2018/1	13-Dec-18	10000		Not Working	500	more than 6 year old
19	canon scanner	JJU01293	13-Dec-18	30000	C Wing Report ii	Not Working	1500	more than 6 year old
20	canon scanner	JJU01296	13-Dec-18	30000	Sunil Infra 1	Not Working	1500	more than 6 year old
21	canon scanner	JJU01298	13-Dec-18	30000	Infra ii	Not Working	1500	more than 6 year old
						<b>Subtotal</b>	<b>44700</b>	
						<b>Other Items</b>	<b>26080</b>	
						<b>Total Value</b>	<b>70780</b>	



**Other Items:**

Report of Surplus, Obsolete and unserviceable stores E-waste items for disposal								
Sl No.	Items	Qty	Date of Purchase	Amount	Condition	Useful life as per Companies Act 2013/CPWD Manual	Reserve price	Gross reserve price
1	Hot case	1	19/06/2020	4375	Damaged/Unserviceable	10*	218	218
2	Hand Dryer	2	8/03/2011 01/12/2017	11500 13680	Unserviceable	5	575 684	1259
3	Air Conditioner	10	08-09-2014 18/05/2015 16/09/2016	157800 (6 Qty) 80699 (3Qty) 31500	Unserviceable	7	7890 4035 1575	13500
4	Television	3	19-11-2010 15/04/2014 (LG 32") 08/11/2016 (LG 32")	27500 27500 18500	Unserviceable	5	1375 1375 925	3675
5	Tourch	1	8/6/2013	315	Unserviceable	Consumable item	Scrap/consumable item	realisation basis
6	Refrigerater	2	31-03-2011 05-09-2007	9601 8000	Unserviceable	6	480 400	880
7	EPABX System	1	18/11/2013	113666	Unserviceable	7	5683	5683
9	Cooler Fan with Fan Motor	1	2014	-	Unserviceable	Consumable item	Scrap/consumable item	realisation basis
10	Blower Hot Point	4	28/12/2014	2250	Unserviceable	10	Scrap/consumable item	realisation basis
11	Voltage Stablizer	4	08-09-2014 18/05/2015 24/12/2018	3200 (2 Qty) 1800 2300	Unserviceable	7	160 90 115	365
12	Vacuum Cleaner	1	19/11/2014	9990	Unserviceable	10	500	500
13	Exhaust Fan	2	06/09/2013 12-03-2015	750 1750	Unserviceable	6	Scrap/consumable item	realisation basis
14	Wall Fans	2	older than year 2011	-	Unserviceable	15	Scrap/consumable item	realisation basis

\* The useful life is not expired, however as the item is unserviceable/BER the same may be disposed off.