

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT) HARYANA, SEC 33-B,  
CHANDIGARH - 160020**

Comp Cell/2022-23/62A/e-waste/54

Dated: 11-08-2022

**ADVERTISED TENDER ENQUIRY**

**DISPOSAL OF UNSERVICEABLE/OBSOLETE E-WASTE (IT HARDWARE)**

Sealed quotations are invited through advertised tender enquiry from the eligible vendors for Disposal of unserviceable/obsolete E-Waste (IT Hardware) laying at O/o PAG(Audit), Haryana Chandigarh on "AS IS WHERE IS" basis. These Hardware includes Desktop, Laptop, Printer, UPS, Air Conditioners etc. The terms and conditions and other details of tender document shall be as follows:

- Annexure-I:- Terms and conditions of tender.
- Annexure-II:- Bidder's details (Mandatory Information).
- Annexure-III:- Form for providing records of e-waste handled or generated
- Annexure-IV:- Proforma for Technical Bid.
- Annexure-V:- Proforma for Financial Bid.
- Annexure-VI:- EMD details
- Annexure-VII:- Tender Acceptance Letter
- Annexure-VIII:- IT Hardware details

**Date of Publication: - 11.08.2022**

**Last date for submission of Bids: - 31.08.2022 by 11:00AM**

**Opening of technical bids: - 31.08.2022 at 1400 Hrs**

**Opening of financial bids: - 01.09.2022 at 1500 Hrs**

Sealed cover with superscript, "Quotation for Disposal of E-Waste (IT equipment)" addressed to Sr. DAG(Admin), O/o PAG(Audit), Haryana Chandigarh shall be submitted in Computer Cell, Ground floor of this office in person on or before **31.08.2022 by 11.00 AM**. 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.

Yours truly,

--s/d--

Sr. AO (Computer Cell)  
O/o PAG(Audit), Haryana

For any clarification: Contact Sh. Sarwan, AAO (Computer Cell)  
Mob. 8360652964

## '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 SPCB (State Pollution Control Board)/PCC (Pollution control Committee).
3. The bidders shall enclose attested copy of Registration Certificate declaring that the firm is Registered Recycler/Reprocessor /Disposal of E-waste. The bids shall remain valid for 90 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 30.08.2022 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 Computer Cell, Ground floor of this office in person on or before **31.08.2022 by 11.00 AM.**
5. The tenderer/firm must be registered with GST Department for supply/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 copies of PAN Number etc.
8. An "Earnest Money Deposit (EMD)" to the tune of Rs. 10,000/- (Rupees Ten Thousand only) in the form of crossed Demand Draft drawn in favour of "PAO, O/o Principal Accountant General (A&E), Punjab & UT, Chandigarh" 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 any tender /all tenders in full or part thereof without assigning any reasons.
11. Tender fee is NIL here.
12. 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/cash in favour of "PAO, O/o Principal Accountant General (A&E), Punjab & UT, Chandigarh" within 05 working days from the date of award of contract and the items will be lifted within 5 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 I 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.

13. Vendor should ensure that all e-waste is disposed/reused as per latest government guidelines. Vendor should submit disclaimer related to this with their proposal.
  
14. 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.**

## Annexure-(II)

### 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.	Date of Incorporation		
3.	Nationality		
4.	Address (attach separate paper for address of other offices)	Regd. Office	
		Head Office	
5.	Telephone Numbers	Landline/Mobile No.	
		Fax No.	
		E-mail ID	
6.	Other Details (enclose copies)	PAN	
		VAT Registration No.	
7.	Whether Registered with SPCB/PCC (Attach Supporting Documents)		
8.	Copy of two Previous years Annual return (form 3) filed to State Pollution Control Board		
9.	Detail of Bank Account	Account No.	
		Type of Account	
		IFSC	
		Name of the Bank	
		Address of the Bank	
10.	Earnest Money Deposit	Amount in Rs. 10,000/- (Rupees Ten Thousand only)	
		DD No.	
		Date of issue	
		Name of issuing bank	
		Address of issuing bank	
11.	Authorized signatory Detail	Name	
		Designation	

		Email	
		Mobile Number	
		Office Phone Number	
12.	Details of Contact other than Authorized Signatory	Name	
		Designation	
		Email	
		Mobile Number	
		Office Phone Number	

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

**Annexure (III)**

**FORM FOR PROVIDING RECORDS OF E-WASTE HANDLED OR GENERATED**

**Generated Quantity in Metric Tonnes (MT) per year**

I.	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 center authorized by producer/dismantler/recycler/refurbisher or authorized dismantler/recycler or refurbisher**	Category	Quantity
		Item Description	
7.	Types & Quantity of e-waste transported* Name, address and contact details of the destination	Category	Quantity
8.	Types & Quantity of e-waste refurbished* Name, address and contact details of the destination of refurbished materials	Category	Quantity
		Item Description	
9.	Types & Quantity of e-waste dismantled* Name, address and contact details of the destination	Category	Quantity
		Item Description	
10.	Types & Quantity of e-waste recycled*	Category	Quantity
	Types & Quantity of materials recovered	Item Description	
	Name, address and contact details of the destination	Quantity	
11.	Types & Quantity of e-waste sent to recyclers by dismantlers Name, address and contact details of the destination	Category	Quantity
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 Name, address and contact details of the destination	Category	Quantity
		Item Description	

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

## **Annexure-IV**

### **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 .
  - b) Good and Service Tax Registration
  - c) Copy of two Previous years Annual return (form 3) filed to State Pollution Control Board.
  - d) The bidders shall enclose attested copy of Registration Certificate declaring that the firm is Registered Recycler/Reprocessor/Disposal of E-waste.
  - e) The authorization/consent to operate from concerned state Pollution Control Board under Water (Prevention and Control of Pollution) Act, 1974 and the Air (Prevention and Control of Pollution) Act, 1981.
3. Signed and scanned copy of Tender Acceptance letter in the Annexure VII "Tender Acceptance Letter".
4. Other conditions for submission of bids
  - a) Bidder shall adhere to the Critical Date Sheet mentioned in the Advertised Tender Enquiry. No bids shall be accepted post the deadline as mentioned in the critical date sheet.
  - b) This 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 offline 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, This 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 official 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, this 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. This 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.	<b>E-Waste Computer hardware items (Unserviceable, obsolete and beyond economic repairable) at O/o PAG(Audit), Haryana Chandigarh.</b>	In figures:  In words:

**Annexure VI**

**EMD**

S. No.	Particular	Amount (in Rs.)	Demand Draft No.	Date	Bank	Branch
1.	EMD	Rs. 10,000/-				

**ANNEXURE VII: TENDER ACCEPTANCE LETTER**

(To be given on Company Letter Head)

To,

**The Sr. Deputy Accountant General (Administration),  
O/o Principal Accountant General (AUDIT) Haryana,  
Plot no 4-5, Sector-33 B,  
Chandigarh-160020.**

**Subject: Acceptance of Terms & Conditions of Tender having Reference No. Comp Cell/2022-23/62A/e-waste/54 dated 11.08.2022.**

**Tender: E-Waste Computer hardware items (Unserviceable, obsolete and beyond economic repairable) at O/o Principal Accountant General (AUDIT) Haryana, Plot no 4-5, Sector-33 B, Chandigarh-160020.**

Sir/Madam,

1. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents including all documents like annexure(s), etc. and I/we shall abide hereby by the terms/conditions/clauses contained therein.
2. The corrigendum(s) issued from time to time by your department/organization too have also been taken into consideration, while submitting this acceptance letter.
3. I/We hereby unconditionally accept the tender conditions of above-mentioned tender document(s)/corrigendum(s) in its totality/entirely.
4. I/We do hereby declare that our Firm has not been blacklisted/debarred by any Government Department/Public Sector Undertaking.
5. 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)

**Annexure-VIII**  
**Details of Computer Hardware**

<b>Particulars</b>	<b>Make</b>	<b>Model</b>	<b>Quantity</b>
Laptops	Sony vaio	2012	42
UPS	APC, Numeric, Proview, Luminous etc	2004-2014	21
Printers	Hp, Brother	2007-2018	07
Scanner	Hp, Potronics	2002-2013	05
Server	HCL	2004	01

**Other hardware and Computer Consumables**

<b>Particulars</b>	<b>Quantity</b>
Keyboard	34
Mouse	33
Calculators	35
Pen drives	17
Fax machine	01

**Other Electric and Electronics Items**

Air Conditioner	06
Heater and blower	32
Telephones	188