



क्षेत्रीय प्रशिक्षण संस्थान भारतीय लेखापरीक्षा एवं लेखा विभाग पूर्वोत्तर क्षेत्र:
लछतलेत कम्प्लेक्स, शिलांग -793003
**REGIONAL CAPACITY BUILDING AND KNOWLEDGE
INSTITUTE (IA & AD) NE REGION:
LACHATELETTE COMPLEX, SHILLONG-793003**



No.RTI/SHG/E.Waste/2021-22/1225

Date: 14-11-2025

PUBLIC AUCTION FOR DISPOSAL OF E-WASTE

Bid Information Sheet

Document Description	Tender Document for "Disposal of E-Waste" at the Office of the Director General, Regional Capacity Building and Knowledge Institute (IAAD), Shillong, Meghalaya.
Advertisement	CPPP Website: https://eprocure.gov.in/epublish/app Office Website: https://cag.gov.in/rti/shillong/tenders
Bid Submission	Sealed covers (2 bid system) to be dropped off at Drop box kept in the reception area of Office of the Director General, Regional Capacity Building and Knowledge Institute (IAAD), Lachatelette Complex, Laitumkhrah, Shillong, Meghalaya -793003.
Last date & Time of Submission of Bids	10-12-2025 (13:00 Hrs)
Bid Opening	10-12-2025 (15:00 Hrs)
Bid Security/EMD	Bid Security Declaration as per Annexure-C
Name, Designation, Address and other details (For Submission of Response to Tender Document)	The Core Faculty (IT), Office of the Director General, Regional Capacity Building and Knowledge Institute (IAAD), Lachatelette Complex, Laitumkhrah, Shillong, Meghalaya -793003.
Important Note: Prospective Bidders are requested to remain updated for any notices/amendments/clarifications etc. to the Tender Document through the websites https://eprocure.gov.in/epublish/app . No separate notifications will be issued for such notices/amendments/clarifications etc. in the print media or individually.	

L. Rottam
14/11/25

**Core Faculty (IT)
RCB&KI, Shillong**

मूल संकाय (सू. प्रौ)
क्षेत्रीय क्षमता निर्माण एवं
ज्ञान संस्थान (भा.ले.एवं ले.वि).
पूर्वोत्तर क्षेत्र, शिलांग।

Core Faculty (IT)
Regional Capacity Building and
Knowledge Institute (IA & AD),
NE Region

SECTION-I

1.1 DOCUMENT PURPOSE

Office of the Director General, Regional Capacity Building and Knowledge Institute (IAAD), Shillong, Meghalaya, on behalf of the President of India, invites open bids through 2 bid system from the registered Recycler/ Preprocessor of E-waste, registered with Central Pollution Control Board, Ministry of Environment and Forests, Government of India or with any State Government Pollution Control Board for disposal of E-Waste items as shown in Annexure -E on "As is where is basis".

1.2 LOCATION OF THE ITEMS:

The E-Waste items as mentioned in Annexure –E are lying in the Office of the Director General, Regional Capacity Building and Knowledge Institute (IAAD), Lachatelette Complex, Laitumkhrah, Shillong, Meghalaya -793003.

Regional Capacity Building and Knowledge Institute (IAAD)
Lachatelette Complex, Laitumkhrah, Shillong, Meghalaya -793003

SECTION -II

INSTRUCTIONS TO BIDDERS

2.1 Minimum Pre-Qualifying / Eligibility Criteria

The bidder(s) should fulfil the following minimum Pre- Qualifying / Eligibility Criteria:

Sl. No.	Minimum Eligibility Criteria	Supporting Documents to be submitted
1	The bidders should be a Recycler of E-waste, registered with Central Pollution Control Board, Ministry of Environment and Forests, Government of India or with any State Government Pollution Control Board.	The bidders should enclose the self-attested copy of the Registration Certificate issued by the Central Pollution Control Board or by any State Government Pollution Control Board.
2	The bidder should have valid PAN Card and GST Registration certificate.	(a) Copy of PAN Card. and (b) Copy of GST registration certificate.
3	The bidder shall submit the Bid Security Declaration	As attached in Annexure-C
4	The bidder shall submit the Application for Bid	Bid Application Form (Annexure-A)
5	The bidder shall submit the Self-Signed Certificate and Declaration	Certificate and Declaration Form (Annexure -B)
6.	The dealer must possess a valid Trading license issued under the The United Khasi Jaintia Hills District (Trading By Nontribals) Rules, 1959	Annexure-D along with supporting documents, if applicable.

2.2 Inspection of the disposable E-Waste items

The disposable items may be inspected by the bidder or any authorized representatives to satisfy themselves about quality, quantity, usefulness etc. of the items they are bidding for on any working day between 20-11-2025 and 08-12-2025 between 01:00 PM to 04:00 PM at the Office of the Director General, Regional Capacity Building and Knowledge Institute (IAAD), Lachatelette Complex, Laitumkhrah, Shillong, Meghalaya -793003, only on production of valid ID Proof/authorization by the firm under prior intimation (of at-least two working days) to Core Faculty (IT) (7628953220). No claim thereafter shall be entertained.

2.3 Procedure for Submission of Bid

In order to participate in the bidding process, bidders shall follow the procedure described below for submitting their bids. Failure to do so may result in the bid being eliminated at the examination stage as non-responsive.

Bids in Two Bid system shall be submitted in Sealed covers and dropped off in the drop-box which shall be made available in the reception area of the office from 17-11-2025 onwards.

Two envelopes containing Bid Security Declaration, Pre-Qualification, and Financial bids are to be submitted separately and strictly in the following manner:

(Note: The bid shall be for all the items in Annexure -E to be treated as a single lot.)

Cover - I – Bid Security Declaration and Pre-Qualification — All the documents related to Minimum Pre-Qualification/Eligibility Criteria as listed in Section-II Para 2.1. All the documents are mandatory. The bid may be rejected outright in case of non-submission of any of the above mentioned documents.

Cover - II — Financial Bid

The Financial bid is to be submitted in the BOQ only. Incomplete or part quotation will lead to rejection of the bid documents.

2.4 Submission of hard copy of the Supporting Documents

- (a) The bid shall be signed by the bidder or a person or persons duly authorized to enter into commitments on behalf of the bidder and shall contain the Office Seal of the firm/company.
- (b) The bidder(s) shall also submit the hard copies of the documents submitted as in Cover-I to this office before the specified date and time for opening of bid.

2.5 Bid Security Declaration:

- (a) The Bidders are required to submit their bid documents along with Bid Security Declaration.
- (b) The bidders are required to accept and agree that the bids shall not be withdrawn during its validity and also that the successful bidder shall be pick up the items within the stipulated time failing which they shall be penalized as per the declaration.

2.6 Bid Price

- (a) The prices should be quoted in Indian Rupees only in the BOQ of '**FINANCIAL BID**'.
- (b) **The price quoted shall be on a fixed price basis and shall exclude all applicable costs, charges, taxes and duties.** All taxes, charges, duties, transport charges and other outgoings, whatsoever of every description shall be paid by the bidder. **No price variation on any account shall be considered.**
- (c) The successful bidder shall deposit Demand Draft drawn in favor of **the PAO, O/o the PAG (A&E), Meghalaya, Payable at Shillong** within 7 days of award of work order.

2.7 Opening of Bids and Evaluation Parameter:

Evaluation of the Proposal will be done in three stages, i.e. Bid Security Declaration submission, Pre-Qualification & Financial:

- a. Bids received without valid Bid Security Declaration will be not taken for evaluation.
- b. The Pre-qualification criteria of the bidders will be evaluated in the 2 stage.
- c. The Bidders who qualify in the Technical Evaluation will be considered for opening of Financial Bids.

2.8 Evaluation of Minimum Pre-Qualifying / Eligibility Criteria

- (a) For the evaluation of Minimum Pre-Qualifying / Eligibility Criteria, the documents furnished by the Bidder will be examined to check if all the eligibility requirements mentioned in the **para 2.1** are fulfilled.
- (b) Proposal not meeting the pre-qualification criteria shall be rejected and will not be considered further.

2.9 Award of Contract:

- (a) The Office will issue a Letter of Award (Work Order), through CPPP or by email only, to the successful bidder whose bid has been determined to be substantially responsive and accepted by this office.
- (b) The Letter of award is required to be acknowledged by the awardee on the duplicate copy, duly stamped and signed by the authorized signatory.

2.10 Right to accept any bid, reject any or all bids

This office reserves the right to accept any bid, and to annul the tender process and reject all bids at any time prior to award of contract or to split up the entire lot of the articles to more than one bidder, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for the action taken. In case of any disputes pertaining to the Tender, the decision of this office shall be final and binding.

2.11 Sub-Contract:

Neither the contract nor any right granted under the contract may be sold, leased/sublet, assigned, or otherwise transferred, in whole or in part, by the bidder(s), and any such attempt to sell, lease, assignment or otherwise transfer shall be void and of no effect. The bidder(s) shall not permit anyone other than its personnel to perform any of the work, service or other performance required by the vendor under the contract.

2.12 Canvassing:

No bidder is permitted to canvass on any matter relating to this tender. Any bidder found doing so may be disqualified and his bid may be rejected.

SECTION -III
TERMS AND CONDITIONS

- 3.1 The entire disposable items will be sold as a single lot to the successful bidder(s) and no part quotation will be considered. The articles will be sold on the assumption that the Bidder has inspected the unserviceable items and is fully aware of the condition of the entire articles, they are interested in buying.
- 3.2 The **successful bidders shall be required to lift all the items at their own cost from the disposal site to their premises within two weeks** after depositing the full amount. On failure to do so, the office shall have the right demand the entire bid amount of the bidder and the said bidder(s) will have no right to claim the said articles. This office will have full right to dispose of the articles in any other manner deemed fit as decided by the competent authority. Segregation/Dismantling of material is not allowed in the premises of the Institute.
- 3.3 The cost of lifting and transportation of the disposable hardware items from this office premises are at the responsibility of the bidder/s and will be borne by themselves and they shall also be responsible to ensure compliance with applicable Rules including the E-Waste Management Rules, 2016 and the Batteries (Management and Handling) Rules, 2001. The bidders must understand that the items that they are bidding include used Lead-Acid Batteries which are classified as "Hazardous Waste".
- 3.4 No items, once disposed of to the successful bidder, shall be taken back by this office on any condition whatsoever.
- 3.5 No extension of time limit will be granted for payment of the full amount of the quotation and or removal of articles from this office premises.
- 3.6 **Arbitration Clause:** Any dispute arising from or in relation to this tender shall be settled by means of an arbitration. The Director General shall appoint the arbitrator. The number of Arbitrator shall be one. The decision of the arbitrator shall be final and binding. The seat of Arbitration shall be Shillong and under the jurisdiction of the Courts in Shillong. The Arbitration shall be interpreted under Indian Laws.

X. Rattapant
14/11/25

Core Faculty (IT)

Rcb&KL Shillong

ज्ञान संस्थान (भा.ले.एवं ले.वि),
पूर्वांचल, मे. 6, शिल्लोण

Core Faculty (IT)

**Regional Capacity Building and
Knowledge Institute (IA & AD),
NE Region, Shillong**

Bid Application Form for disposal of E-waste

Fill the form in CAPITAL letters only

1. Name of the Bidder:
2. Full Address:
3. Landline No:
4. Mobile No.:
5. Email Address:
6. Name of the Contact Person:
7. Alternate Mobile No (if any):
8. **Bid Security Declaration attached (Annexure-B with signature and Office/Company Seal) (tick Yes or No):**

YES / NO

9. **Self-attested Copy of the Registration Certificate issued by the Central Pollution Control Board or by any State Government Pollution Control Board is enclosed (tick Yes or No):**

YES / NO

Authorised Signatory

(For and on behalf of the Agency /Company with Office Seal)

CERTIFICATE AND DECLARATION

- (a) We confirm that we satisfy the qualifying criteria and have attached the requisite documents as documentary proofs. In case you require any further information/ documentary proof in this regard during evaluation of our bid, we agree to furnish the same in time to your satisfaction.
- (b) It has been certified that all information provided in tender form is true and correct to the best of my knowledge and belief. We hereby declare that our proposal is made in good faith, without collusion or fraud. No forged /tampered document(s) are produced with tender form for gaining unlawful advantage.
- (c) In case it is established that any information provided by us is false / misleading or in the circumstances where it is found that we have made any wrong claims, the tenderer is also authorized to blacklist our firm/company/agency and debar us in participating in any tender/bid in future.
- (d) I/We assure that neither I/We, nor any of my /our workers, will do any act which is improper/ illegal and will indulge in any such acts during the execution in case the tender is awarded to us.
- (e) I/We assure that I / We will NOT be outsourcing any work specified in the tender document, to any other firm.
- (f) Our Firm / Company / Agency is not blacklisted or banned by any Govt. Department, PSU, University, Autonomous Institute or any other Govt. Organization.
- (g) I/We certify that, I have understood all the terms & conditions, as indicated in the tender document, and hereby give our unconditional acceptance to the same.
- (h) I/We, further certify that I/We, possess all the statutory non-statutory registrations, permissions, approvals, etc., from the Competent Authority for providing the requisite services.
- (i) We have inspected the disposable computer hardware items and are interested to purchase the same "as is where is basis". We are aware about the conditions of the disposable E-Waste items and there will not be an objection about the condition of the items during handing over/lifting.

Place:

Date:

Authorised Signatory

(For and on behalf of the Agency /Company with Office Seal)

BID SECURITY DECLARATION

- (a) I/We hereby agree and accept unconditionally that I/we shall not withdraw or modify our Bid during the period of validity, failing which the O/o the Director General, Regional Capacity Building and Knowledge Institute, Shillong shall be empowered to debar my/our firm from participating in future bids for a period of one year.
- (b) I/We hereby declare that, if awarded the contract, we shall pick up all the items in Annexure-D of this bid within the stipulated time, failing which the O/o the Director General, Regional Capacity Building and Knowledge Institute, Shillong shall be empowered to debar my/our firm from participating in future bids for a period of one year.

Place:

Date:

Authorised Signatory

(For and on behalf of the Agency /Company with Office Seal)

UNDERTAKING FOR KHADC TRADING LICENSE

I/We declare and certify that:

(tick whichever is applicable)

a. I/we are in possession of a valid KHADC Trading License and a copy of the license is attached.

Or

b. I/we are exempted from the requirement of KHADC Trading License and a copy supporting documents are attached.

Or

c. I/we are required to obtain Trading license under the United Khasi Jaintia Hills District (Trading by non-Tribals) Rules 1959 and we shall submit a copy of valid trading license if we emerge as the winning bidder within one week of the award of the Contract.

Authorised Signatory

(For and on behalf of the Agency /Company with Office Seal)

List of items to be disposed

Item No.	Particulars of stores	Quantity	Year of purchase	Condition
1	2	3	4	6
1.	HP Desktop Computer HP 406 G1 MT	21	2016	Working but Obsolete Technology and not in use
2.	Acer Laptop - 14"	1	2021	Beyond Economic Repair
3.	EPSON Projector	3	2016	Working but Obsolete Technology and not in use
4.	HP Scanjet 200 Scanner	1	2016	Working but Obsolete Technology and not in use
5.	Epson V39 Scanner	1	2019	End of Life and not working
6.	Kodak Alaris E1025	1	2021	Beyond Economic Repair
7.	2 KVA Keptron online UPS	1	2018	Not in use
8.	Lead Acid SMF Batteries	38	2014 to 2022	Not in use
9.	Samsung Combo Drive	2	2004	Working but Obsolete Technology and not in use