

OFFICE OF THE DIRECTOR GENERAL OF AUDIT(CENTRAL),
MUMBAI AUDIT BHAVAN, C-25, BANDRA KURLA COMPLEX, MUMBAI –
400051

TENDER DOCUMENT
TENDER NO. 01/2026-27

Tender for disposal of e-waste – old/obsolete Computer Hardware and Peripherals.

This Office intends to dispose off e-waste – old/obsolete/unserviceable computer hardware (Desktops, Computers, Printers, etc) on “AS IS WHERE IS BASIS” through tender.

1. Eligibility Criteria

Bidders must fulfill following eligibility criteria and submit documents mentioned:

- a) Must be registered as a Recycler /Reprocess or/ Dismantler of e-waste with Central Pollution Control Board, Ministry of Environment and Forest, Government of India or with the State Pollution Control Board or State Governments dealing with E -waste etc. Bids received from the firms other than so registered will be summarily rejected.
- b) Must not be blacklisted by any Department of the Government of India or of any State or by any PSU/Autonomous Organisation of Government. An Undertaking regarding non-blacklisting of the bidder by any Government Organization must be furnished by the bidder in the tender document in the format given in Annexure – II. Bids without above undertaking will not be considered.
- c) Should be registered with GST/Service Tax/VAT with Departments of Government of India /State Governments.

2. Inspection of Items.

The inspection of material can be done carefully by the prospective bidders or their representatives at the designated places on 6th Floor, Audit Bhavan. C-25, Bandra Kurla Complex, Mumbai – 400051 between August 27th 2026 and September 4th 2026 upto 4 p.m. (for which they can contact EDP at 022-69374360 between 1100 hours and 1600 hours from 20th August 2026 to 25th August 2026) Queries can be raised to the concerned Officer at the time of inspection. No further clarification shall be entertained after the above inspection.

3. Earnest Money Deposit (EMD)/Bid Security

No EMD or Bid Security is required.

4. Minimum Reserve Price

Minimum reserve price has been kept.

5. Bid Validity period

Bids should remain valid for acceptance for a period of one month from the date of opening of the Bids. Bids with lesser validity period will be summarily rejected.

6. Financial Bid

- a) The financial bid shall be quoted in the Proforma given at Annexure – III of this tender document.
- b) The Financial bid of only those bidders shall be evaluated who fulfill the eligibility
- c) The bidder shall quote for the whole lot
- d) Any overwriting of/on amount quoted will render the bid to be invalid
- e) GST/VAT of any other tax/duty, if applicable shall be borne by the bidder.
- f) The rate quoted shall be final
- g) The successful bidder shall be evaluated on the highest quoted price basis for the whole lot.

7. Submission of Bids

- (a) The Bid shall be legible, preferably typed/printed and be in English only. All the pages of the Bid should be serially numbered and signed.
- (b) The Bid prepared by the Bidder shall comprise of
 - (i) Details of Eligibility and
 - (ii) Financial bid.
- (c) Bid may include following documents:
 - (i) Eligibility Criteria (Annexure – I)
 - (ii) Financial Bid (Annexure – III)
 - (iii) Supporting documents

Sealed tender super scribed “Tender for disposal of e-waste” addressed to Director/ Administration 3rd floor, Audit Bhavan, C-25, Bandra Kurla Complex, Mumbai – 400051, must be delivered in EDP Section, 6th floor, Audit Bhavan, -25, Bandra Kurla Complex, Mumbai – 400051 **From 11th September 2026, 3.30 pm.** Bids received after the closing date and time prescribed shall NOT be accepted under any circumstances.

All the envelopes shall also indicate the **name, address and phone number** of the Bidder enabling the Bid to be returned, if required.

8. Opening of Bids

- a) All Bids containing Eligibility Criteria and Financial Bid shall be opened by the Director/Administration in the presence of members of disposal committee and the Bidders or their authorized representatives on the date decided late on. The same will be communicated to the bidder.
- b) The Bidder himself/herself or his authorized representative can attend the tender opening event. The representative attending the opening event of the tender on behalf of the Bidder should bring with him/her a letter of authority from the Bidder and proof of identification at the time of opening of bid, only one person/representative from each Bidder would be allowed to attend the bid opening event.

9. Payment

The successful bidder will have to pay the entire quoted/offered amount in the form of Bank Draft/Pay order drawn in favour of Sr. AO/PDAC payable at MUMBAI within two working days after receipt of letter regarding award of contract, failing which the contract may be terminated/cancelled.

10. Lifting of e-waste – old computer hardware

- a) The successful bidder shall be required to lift all e-waste -old/obsolete/unserviceable computer hardware and not selectively from the designated place to their premise on “**AS IS WHERE IS BASIS**” within **two working days** after depositing the full amount.
- b) In case, the successful bidders deposit the full amount within the stipulated period but fails to lift the articles in the scheduled time, this office shall not take the responsibility for the safe custody of the articles.
- c) No damage shall be caused to the existing property of this office or any other officers in the premises while removing the materials from the site. Any loss/damage to the property of this office or any other office in the premises or injury or personal accident suffered by any person due to negligence or action of the successful bidder or his authorized worker/supervisor will be borne by successful bidder, and they will be indemnified.
- d) Goods/material will have to be removed within the time stipulated in the acceptance letter. No extension of time will be given under ordinary circumstances. However, extension of

time may be granted provided convincing satisfactory reasons for such delay is given in writing by the successful Bidder. Delay beyond the stipulated time, may entail cancellation of the award/order.

- e) All the charges i.e. loading, unloading and transportation to be incurred in course of lifting of items from the designated place shall be borne by the successful Bidder.

11. Submission of Undertaking for Disposal of E-waste

The successful Bidders shall submit an undertaking in Annexure-V that e-waste items out of old/obsolete/unserviceable computer hardware etc. will be stored/ processed/ disposed of as per Rule 15 of Chapter IV of e-Waste (Management) Rules, 2016.

12. Other Terms and Conditions

- a) In the event of failure of the successful Bidder to lift the items in the stipulated time frame, legal action may also be initiated. Further the Bidder will be blacklisted for further business with this office and the Contract will be awarded to the next Highest Bidder to lift the item(s) at H1 rate(s).
- b) The Bidder should also produce the certified copy of the valid registration certificate issued by the Central Pollution Control Board or the State Pollution Control Committee along with the tender document failing which the tender will be rejected. The successful Bidder shall produce the original certificate before lifting the items from the said location.
- c) The Bidder should submit his rate against each lot separately instead of quoting for individual item of the particular lot. They are requested to quote their rates LOT-WISE (which is one LOT in the present case). Any conditional offer will be rejected.
- d) No Bidder will be allowed to withdraw after submission of the Bid/opening of the tender.
- e) This tender is non-transferable.
- f) If a firm violates any of these terms and conditions, the same shall be blacklisted and other legal action may be initiated.
- g) This office reserves the right to accept or reject any bid without assigning or communicating any reasons thereof.
- h) Any corrigendum/addendum/errata etc. in respect of above tender shall be made available on our official website and notice board only. No press publication shall be made in this regard. Hence Bidders are advised to visit our website regularly for any amendment/corrigendum/addendum in this regard.



Sr. Audit Officer/EDP

O/o Principal Director of Audit (Central)
Mumbai

OFFICE OF THE PRINCIPAL DIRECTOR OF AUDIT (CENTRAL),
MUMBAI

ANNEXURE – I

ELIGIBILITY CRITERIA FOR DISPOSAL OF E-WASTE -OLD/OBSOLETE COMPUTER
HARDWARE & PERIPHERAL

TENDER NO. – 01/2026-27

Sl. No.	Description	Information
1	Name of the Firm/Agency/Company	
2	Address of the Firm/Agency/Company (Enclose a copy of address proof)	
3	Contact details of the Firm/Agency	Telephone : Mobile No: Fax No: E-Mail ID:
4	Name of the Proprietor/ Partners/Director of the Firm/Agency	
5	Other details (Enclose a copy)	Pan No: GST Registration No: Registration Certificate number (Issued by Centre/State Pollution Board):

Signature of the authorized signatory with stamp
(Name of the person)

OFFICE OF THE PRINCIPAL DIRECTOR OF AUDIT (CENTRAL),
MUMBAI

ANNEXURE – II

TENDER FOR DISPOSAL OF E-WASTE -OLD/OBSOLETE COMPUTER HARDWARE AND
PERIPHERALS

TENDER NO. – 01/2026-27

UNDERTAKING

I/We _____ do
hereby solemnly affirm and declare that My/Our Firm/Company/Business entity is
not blacklisted by any Government Department/Autonomous Organization etc. or
prosecuted by any court of law.

Dated:

Signature of the authorized signatory with stamp

(Name of the person(s))

OFFICE OF THE PRINCIPAL DIRECTOR OF AUDIT (CENTRAL),
MUMBAI

ANNEXURE – III

FINANCIAL BID FOR DISPOSAL OF E-WASTE -OLD/OBSOLETE COMPUTER
HARDWARE AND PERIPHERALS

TENDER NO. – 01/2026-27

Name of the Bidder/Firm:

Address of the Bidder/Firm:

Telephone/Mobile No:

Email ID:-

Description of Item	Total Quoted Amount* (in Rs.)	Remark, if any
E-waste items mentioned in Annexure-IV		

*The total price should be inclusive of all Miscellaneous charges like transportation, labour or any other expenses etc. I/My representative have inspected the obsolete items as per the list attached (Annexure-IV) with tender and am/are interested to purchase the same on "AS IS WHERE IS BASIS". I/We have gone through the terms and conditions given in the tender document and agree with the same. I/We understand that in the event of non-compliance of the terms and conditions of the tender document, my/our Bid will be cancelled. I/We hereby also declared that firm is registered with Central Pollution Control Board or State Pollution Control Board as authorized recycler/re-processor/dismantler and having environmentally sound management facilities for collection, disposal/recycler of e-waste.

Dated:

Signature of the authorized signatory with stamp

(Name of the person(s))

OFFICE OF THE PRINCIPAL DIRECTOR OF AUDIT (CENTRAL),
MUMBAI

ANNEXURE – IV

LIST OF OLD/OBSELETE COMPUTER HARDWARE AND PERIPHERALS FOR DISPOSAL

TENDER NO. – 01/2026-27

Sl. No.	Name of Assets	COUNT OF IT ASSET
1.	LAPTOPS (Without Hard disk & Cord)	9
2.	CPU (Without Hard disk)	8
3.	PRINTERS	4
4.	Scanner	2
5.	UPS	7

OFFICE OF THE PRINCIPAL DIRECTOR OF AUDIT (CENTRAL),
MUMBAI

ANNEXURE – V

TENDER FOR DISPOSAL OF E-WASTE -OLD/OBSOLETE COMPUTER HARDWARE AND
PERIPHERALS

TENDER NO. – 01/2026-27

UNDERTAKING

I/We _____ do
hereby solemnly affirm and declare that e-waste items out of
old/obsolete/unserviceable computer hardware etc. will be stored/ processed/
disposed of as per Rule 15 of Chapter IV of E-Waste (Management) Rules, 2016.

Dated:

Signature of the authorized signatory with stamp

(Name of the person(s))

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