

To

All Vendors

**Subject: Sealed quotations for Disposal of unserviceable/obsolete E-waste (IT equipment and Obsolete records, E-waste, Other Unserviceable Items)**

Madam/Sir,

Sealed quotations are invited through public auction/Tender the eligible vendors for Disposal of unserviceable/obsolete E-Waste (IT equipment) laying in DGA (Infrastructure) on "AS IS WHERE IS" basis. These Lots include equipment such as CPU, Monitor, Laptop, Printer , Servers & electronic Items (hot case, Air conditionar, Air Purifier & RO) etc.

Sealed cover with superscript, "Quotation for Disposal of E-waste (IT equipment and Other Unserviceable electronic Items)" addressed to Director (Admn) Office of the Director General of Audit (Infrastructure), Illrd floor, A-wing IP Bhawan, IP Estate New Delhi-110002 shall be submitted in IT Section, 3<sup>rd</sup> floor of this office in person on or before **21.10.2024 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 Annexure-I (enclosed). A copy of this Tender enquiry is available in this office website.

Yours Truly,

  
Rakesh  
15/10/24  
(Rakesh Kumar)

Sr. AO(Admin-IV)

## 'Annexure-I'

### (Terms & conditions)

1. This office does not bind itself to accept the Highest bid and reserves the right to reject any or all the tenders received without assigning any reason whatsoever. inadequate or incomplete bid 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 Central Pollution Control Board/Delhi Pollution Control Board/ Uttar Pradesh Pollution Control Board / Haryana Pollution Control Board of E-waste.
3. The bidders shall enclose a copy of the final certificate issued by the above-mentioned Pollution Control Board 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 **17/10/2024** with the permission of the undersigned and submit their quotations through the advertised tender (for Public Auction).
5. The tenderer/firm must be registered with GST Department for subject services. Copies of such certification-mentioning registration number etc. shall be furnished along with a quotation.
6. Copies of the IT returns for the last three financial years shall be furnished.
7. The bidders/firm must submit the copy of PAN along with bid document.
8. An "Earnest Money Deposit (EMD)" to the tune of Rs.-1524/- (Rupees One thousand five hundred twenty four only) in the form of crossed Demand Draft drawn in favor of "**PAO (O/o Accountant General(audit) Delhi, New Delhi)**" shall be submitted (MSME exempted).



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 30471/-.**

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 favor "PAO O/o Accountant General (Audit) Delhi, New Delhi" 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 the 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 us 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. Vendors 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.

  
15/7/24  
(Rakesh Kumar)

Sr.AO(Admn-IV)

**Annexure-(II)**

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

**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)

Si.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 (enclose 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	
8	Earnest Money Deposit	Amount in Rs.....(Rupees.....)	
		DD/BC/PO No.	
		Date of Issue	
		Name of Issuing Bank	
		Address of issuing Bank	
9	Price of Bid		
10	Total quoted amount in Rs.(in words)		

Signature of the Bidder with seal & date



**Will be Provided Post Award of Tender**

**Annexure (III)**

**FORM-2**

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

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

<b>1.</b>	Name & Address Producer or Manufacturer or Refurbisher or Dismantler or Recycler or Bulk Consumer*		
<b>2.</b>	Date of issue of Extended Producer Responsibility Authorization*/Authorization*		
<b>3.</b>	Validity of Extended Producer Responsibility Authorization*/Authorization*		
<b>4.</b>	Types & Quantity of e-waste handled or generated*	Category	Quantity
		Item Description	
<b>5.</b>	Type and Quantity of e-waste stored	Category	Quantity
		Item Description	
<b>6.</b>	Type & Quantity of e-waste sent to collection centre authorized by Producer/disclaimer/recycler/refurbisher or authorized dismantler/recycler or refurbisher	Category	Quantity
		Item Description	
<b>7.</b>	Type & Quantity of e-waste transported	Category	Quantity
	Name, address and contact details of the destination		
<b>8.</b>	Types & Quantity of e-waste refurbished	Category	Quantity
		Item Description	
	Name, address and contact details of the destination of refurbished materials		
	<b>9.</b>	Types & Quantity of e-waste dismantled	Category
		Item Description	
	Name, address and contact details of the destination		
	<b>10.</b>	Types & Quantity of e-waste recycled	Category

	Types & Quantity of e-waste recovered	Item Description	
	Name, address and contact details of the destination		
<b>11</b>	Types & Quantity of e-waste sent to recyclers by dismantlers	Category	Quantity
	Name, address and contact details of the destination		
<b>12</b>	Types & Quantity of other waste sent to respective recyclers by dismantlers/recyclers of e-waste	Category	Quantity
		Item Description	
<b>13</b>	Type & Quantity of e-waste treated & disposed	Category	Quantity
	Name, address and contact details of the destination	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 must 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 scanned 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 tender. No bids shall be accepted 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 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 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, 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.

g) 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. 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' DGA (Infrastructure) 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 e-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 e-tender document with full understanding of its implications. Bids not complying with all the clauses in this e-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 submit 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.

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 DGA(Infrastructure), IIIrd Floor, A-wing IP Bhawan , IP Estate New Delhi- 110002</b>	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	Draft No.	Date	Bank	Branch
1.	EMD					

**ANNEXURE VIII: TENDER ACCEPTANCE LETTER**

(To be given on Company Letter Head)

To

The Director (Admn)  
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 Tender:-** E-Waste Computer hardware items (Unserviceable, Obsolete and beyond economic repairable)

Sir,

1. I/We have downloaded/obtained the e-tender document (s) for the above mentioned Tender/work from the website namely: ..... As per your advertisement, given in the above mentioned website.
2. I/ We hereby certify that I/we have read the entire terms and conditions of the e-tender documents from Page No. .... ( 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 to have also been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above-mentioned e-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)