



भारतीय लेखा तथा लेखापरीक्षा विभाग  
INDIAN AUDIT & ACCOUNTS DEPARTMENT  
कार्यालय महानिदेशक वाणिज्यिक लेखापरीक्षा, मुंबई  
Office of The Director General of Commercial Audit, Mumbai  
C -25, Audit Bhavan, 8<sup>th</sup> floor, Bandra – Kurla Complex, Mumbai – 400 051.  
Telephone: 022-69403800, Email:pdcamumbai@cag.gov.in



संख्या: DGCA/ सु.प्र.अनुभाग / निपटान/ 2023-24/

दिनांक:- 21-08-2023

### TENDER DOCUMENT FOR DISPOSAL OF E-WASTE

**TENDER NO. 01 /2023-24 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 the 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 Organization 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 the 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 by the prospective bidders or their representatives at the designated place i.e 8<sup>th</sup> Floor, Audit Bhavan .C-25, Bandra Kurla Complex, Mumbai - 400051 on or before **31-08-2023** up to **1600** PM pm. (for which they can contact Asst. Audit Officer/ IT Section at 022-69403824 between 1100 hours to**1600** hours from **21-08-2023** to **31-08-2023**. Queries can be raised to the concerned Officer at the time of inspection. No further clarification shall be entertained after the above inspection.
3. EMD
  - A. EMD for Rs. 750/- only (Rupee Seven Fifty Only) should be furnished in the form of Crossed Demand Draft in favor of **PAO [A] O/o THE PR. ACCOUNTANT GENERAL [A&E]-I, MUMBAI** office payable at Mumbai. This Bank Draft will be returned to all unsuccessful bidders.
  - B. The quotation received without earnest money shall be rejected.
4. Minimum Reserve Price No minimum reserve price has been kept.

5. Bid Validity period. Bids should remain valid for acceptance for a period of three months from the date of opening of the Bids. Bids with less 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 must quote for the whole lot of items.
- 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 based on the highest quoted price 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 superscribed "**Tender for disposal of e-waste**" addressed to the **Director/Headquarter**, O/o Director General of Commercial Audit, Mumbai 8<sup>th</sup> floor, **Audit Bhavan, C-25, Bandra Kurla Complex, Mumbai - 400051**, must be delivered in **IT Section**, on or before **31-08-2023 up to 1600 PM** Bids received after the closing date and time prescribed shall NOT be accepted under any circumstances.

All the envelopes should 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 the disposal committee and the Bidders or their authorized representatives.
- b. The bidder himself or his authorized representative can attend the tender opening event. The representative attending the opening 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 favor of **PAO [A] O/o THE PR. ACCOUNTANT GENERAL [A&E]-I, MUMBAI** office within two working days after receipt of letter regarding award of contract, failing which the contract may be 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 premises on "**ASIS 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 safe custody of the articles.
- c. No damage shall be caused to the existing property of this Office or any other Offices on the premises while removing the materials from the site. Any loss/damage to the property of this

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Office or any other Offices 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.

- b. 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, an extension of time may be granted provided convincing satisfactory reasons for such a delay are given in writing by the bidder.
- c. 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/process/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 H-I rate(s).
- b. The bidder should also submit 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 must submit their rate against each lot separately instead of quoting for individual items of the 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 bids/opening of the tender.
- e. This tender is nontransferable.
- f. If a firm violates any of these terms & 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 the above Tender shall be made available on our official website and Notice Board only. No press publication shall be made in this regard. Hence applicants are advised to visit our website regularly for any amendment/corrigendum/addendums in this regard.

**For more information or any technical queries, please contact.**

Mr. Rupesh Kumar, Auditor

Phone: +91-022-69403824

SENIOR AUDIT OFFICER

21-08-2023

वरिष्ठ लेखापरीक्षा अधिकारी/प्रशासन.

सलमन:- यथोपरी

## Annexure I

Eligibility Criteria for Disposal of e-waste - old/obsolete Computer Hardware  
& Peripherals  
Tender No-01

	Sl. Description No	Information
1.	Name of the Firm /Agency /Company	
2.	Address of the Firm/ Agency/ Company (Enclose copy of address proof)	
3.	Contact Details of the Telephone! Firm/ Agency	Mobile No FAX No E-Mail ID
4.	Name of Proprietor /Partners /Directors of the Firm/ Agency	
5.	Other Details (Enclose Copy)	PAN No. GST Registration no. Registration Certificate No. issued by Centre/ State Pollution Board

Annexure II

Tender for Disposal of E-waste - old/obsolete Computer Hardware and Peripherals

**TENDER NO. - 01 /2023-24**

**UNDERTAKING**

I/We do hereby solemnly affirm and declare that the 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 Authorized Signatory  
with stamp (Name of the person)

## Annexure III

Financial Bid for Disposal of E-waste - old Computer Hardware and Peripherals

TENDER NO. - 01 /2023-24

Name of the Bidder/Firm: -Address of the  
Bidder/Firm: -Telephone No.: -Email ID: -

Description of Item	Total Quoted Amount (In Rs.)	Remarks
e-Waste items mentioned at Annexure — IV		

The total price should be inclusive of all Misc. charges like transportation, labor or any other expenses etc.

I/We declared that 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 my/our bid will be cancelled.

I 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/recycling of e-Waste.

Date: -

Signature of Authorized Signatory / With stamp

Name of the person

**Annexure IV****ANNEXURE- IV**

LIST OF OLD/OBSELETE COMPUTER HARDWARE AND PERIPHERALS FOR  
DISPOSAL

**TENDER NO. - 01/2023-24**

**Inventory of E-waste to be Disposed Off**

<b>SR. NO.</b>	<b>NAME OF IT ASSETS</b>	<b>COUNTS OF IT ASSETS</b>
1	LAPTOPS	11
2	Laptop 2 in 1	1
3	DESKTOPS/AIO	17
4	PRINTER	6
5	NETWORK SWITCH	2
6	UPS	8
7	EX-HDD	04
8	Miscellaneous Items : Cables, wires, spike guards, Empty Cartridge, KeyBoard, Mouse etc.	



Annexure V

Tender for Disposal of E-waste - old/obsolete Computer Hardware and Peripherals

**TENDER NO. - 01/2023-24**

**UNDERTAKING**

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

Dated:

Signature of Authorized Signatory  
with stamp (Name of the person)

