



OFFICE OF THE ACCOUNTANT GENERAL (A&E),
ODISHA : BHUBANESWAR

No. EDP Cell/E-Waste/Management/2024-25/82

Date: 10.12.2024

NOTICE INVITING TENDER FOR DISPOSAL OF E-WASTE
(For disposal of computer hardware and peripherals at Office of the
Principal Accountant General (A&E) Odisha, Bhubaneswar.)


Section-I-Invitation of Bids

1. Proposal for Tender Enquiry:

- a) This office invites tenders for disposal of Computer Hardware and Peripherals of various make and models from the likely dealers/buyers in this trade and **registered dealers under E-Waste Management with concerned authorities.**
- b) Intending eligible bidders may download the Tender documents details are available in this office website <https://cag.gov.in/ac/odisha/en> for information.
- c) Bidders shall not temper/modify the tender form in any manner and provide all requisite information in prescribed formats.

2. Schedule of the proposal:

SI. No.	Particulars	Description
1.	Tender Reference	'Disposal of computer hardware and peripherals'
2.	Tender inviting authority	Senior Deputy Accountant General (Admn.) O/o the Principal Accountant General (A&E) Odisha, Bhubaneswar.
3.	Name of Tender	Disposal of computer hardware and peripherals
4.	Tender cost/fee	Nil
5.	Earnest Money Deposit (EMD)	5% of the bidding price (to be indicated by the bidder) in the form of DD/Banker's cheque payable at PAO (A&E) Bhubaneswar only. However, MSMEs are exempted from the requirement of EMO. Intending bidders are required to produce necessary documents in support of seeking exemption from submission of EMO.
6.	Date of publication of Tender enquiry.	10-12-2024
7.	Bid document download start date	10-12-2024
8.	Date of physical inspection of the site	The disposal of obsolete items shall be on as "As is where is basis" and no guarantee of certificate of its worthiness of quality will be given by the department. The condition of


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		the items can be inspected physically up to 27-12 - 2024 between 03.00 PM to 05.00 PM under prior intimation via email at least one day before visit planned.
9.	Last date and time for submission of bids	01-01-2025, 11.00AM
10.	Date of opening of Technical Bids & Financial Bids	02-01-2025, 11.00AM
11.	Address of communication	Office of the Principal Accountant General (A&E), Odisha, Kesharinagar, Bhubaneswar-751001.
12.	E-mail id	agaeorissa@cag.gov.in / boedp.odi@nic.in
13.	Contact Person	Ayan Mukharjee, AAO (EDP Cell) Mob.8240251068 Gourav Yadav, AAO (EDP Cell) Mob.9453888178

Note: No bid shall be accepted after the due date and time given in the above schedule for any reasons whatsoever may be.

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Section II-Eligibility Criteria

1. The bidder (s) should fulfil the following eligibility criteria:

- a. **Registration:** Registration with the Ministry of Environment and Forests (MOEF)/ Central Pollution Control Board (CPCB)/Odisha State Pollution Control Board (OPCB) or any recognized authority as recyclers/re processor/Collection centre/dismantler of E-Waste (computer peripherals). The bidder is required to furnish a valid registration Certificate.
- b. **Declaration:** A declaration duly signed & stamped with respect to recycling/re-use/re-sale of computer hardware and peripherals as per E-Waste (Management) Rules-2022 or other stipulations by the Government of India/concerned authority or as amended from time to time shall be provided.
- c. **Legal Entity:** The bidder should be a company registered under the Indian Companies Act, 1956, or a partnership firm registered under Partnership Act, or a proprietorship firm. The bidder has to submit Certificates of Incorporation/Registration Certificates.
- d. **Tax Registration:** The bidder must be registered under appropriate authorities i.e. OST/PAN/Income Tax etc. Bidder must submit relevant Certificate(s) of registration.
- e. **Turnover:** The bidder must have successfully executed/completed similar services i.e. Disposal of computer hardware & peripherals, disposal of electric & Electronic items, etc of any Central/State Government/PSUs/Autonomous Bodies/Reputed Organization etc. under a single contract/order during the last three years and costing not less than 5 Lakh per year over the last three financial years. Documentary proof for such services/works shall be produced along with bid-offer, failing which bids shall be deemed incomplete.
- f. **Bank Details:** Bank details for NEFT/RTGS payment along with a copy of cancelled blank cheque in format Annexure-III (enclosed), in case of refund, if any, shall be provided along with bid documents.
- g. **Non-disclosure agreement** in format Annexure-IV (enclosed).

Note: appropriate & relevant documents, certificates should be submitted as per the eligibility criteria by the bidder.

2. Process for tendering:

- a. Tender shall be submitted in two bid systems (technical bid & financial bid) duly signed by the authorized representative of the bidders.
- b. The tender form for 'Technical Bids' prescribed in Annexure-I (enclosed) complete in all respects (including EMD) should be submitted in First Sealed Cover super scribed - "**Technical Bid- Disposal of computer hardware and peripherals**" at Office of the Principal Accountant General (A&E) Odisha, Bhubaneswar.
- c. The tender form for 'Financial Bids' prescribed in Annexure-II (enclosed) complete in all respects should be submitted in Second Sealed Cover super scribed - "**Financial Bid- Disposal of computer hardware and peripherals**" at Office of the Principal Accountant General (A&E) Odisha, Bhubaneswar.

3. Contents of Technical Bids (Part/Cover-1):

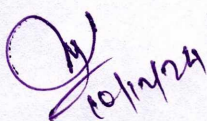
The bidder in this regard should submit copies of the following documents in the Technical Bid:

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- a. Proof of submission of EMD of 5% of the bidding price (to be indicated by the bidder) in the form of DD/Banker's Cheque. The bid received without EMD will be summarily rejected. However, MS: MEs are exempted from the requirement of EMD. Intending bidders are required to produce necessary documents in support of seeking exemption from submission of EMD.
- b. Proof of self-attested copy of **valid registration certificates** issued by the Ministry of Environment and Forests (MOEF)/Central Pollution Control Board (CPCB)/Odisha State Pollution Control Board (OSPCB) or any other recognized authority, if applicable, as recyclers/re-processor (computer hardware and peripherals).
- c. Declaration w.r.t. recycling/re-use/re-sale of computer hardware and consumable as per E- Waste (Management) Rules-2022 as amended from time to time or other stipulations by OO1/Authority concerned to this effect.
- d. Copies of **Certification of Incorporation/ Registration** of the Company and Incorporation documents.
- e. Copies of **GST registration certificate** and **PAN Card/Income Tax**.
- f. Details of annual turnover for the last three financial years' along with copies of duly audited P&L Accounts, Balance Sheet, or CA Certificate.
- g. **Bank details** for NEFT/RTGS payment along with the copy of cancelled bank cheque as specified in format (Annexure-III).
- h. **Non-disclosure agreement** as per format in Annexure-IV duly filled and signed by the bidder affixing office seal.
- i. **Signed copy of complete set of tender documents** including blank page prescribed for financial bid. Any other disclosure/related documents.

4. **Contents of Financial bid (Part/Cover-II):**

The financial bid shall contain the financial details of the tender as per format-Annexure-II.


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Section III: Instructions to the Bidders

1. Preparation of bids:

- a. The bids and all accompanying documents should be legible for reading. If the documents submitted by the bidders are not legible/readable, their bid will not be considered and stands rejected,
- b. Bidders shall search for the tender mentioning the name of the tender or the tender ID from the published tender list available on the site and download the complete tender document and should take into account corrigendum (s), if any published before submitting their bids.

2. Submission of bids:

- a. Bidders shall go through the tender document carefully to understand the documents required to be submitted as part of the bid. The bidder shall note the number of covers in which the bid documents are to be submitted, the number of documents, including the names and content of each of the documents that need to be submitted. Any deviations from these may lead to the rejection of the bid.

- b. The bids should be prepared in the following two parts:

Part/Cover-I: All documents sought for evaluating/pre-qualification and technical criteria.

Part/Cover-II: All Documents sought for financial offer.

3. Bid opening and Evaluation- Technical bid (Part/Cover-1):

- a. After opening the technical bids and verifying the EMD, the technical bids shall be scrutinized and evaluated by the competent authority/committee with reference to parameters specified in the tender documents.
- b. The authority/committee will scrutinize the bids based on eligibility criteria and other compliance. The technical bid not meeting the minimum requirements as per the tender documents shall be rejected and their financial proposal will be unopened. The bidder qualified in all or more categories as per eligibility criteria will be considered as technically qualified bidder. The decision of the competent authority of this office will be final in this regard and binding on the bidders.


4. Opening of Financial Bid (Part/Cover-II):

- a. Commercial offers of those bidders, who fulfilled all or maximum eligibility criteria and declared technically qualified by the competent authority/committee, would be opened.

5. Clarification of bids:

During the evaluation of bids, the competent authority may at its discretion ask the bidder for clarification, if any, of its bid. The request for clarification and response shall be in writing.

- a. If there is a discrepancy between words and figures, the amount in words shall prevail. If the tenderer does not accept the correction of the error, his/her bid shall be rejected.
- b. The evaluation and comparison of responsive bids shall be done on the price of the goods/services offered inclusive of all Levies & Taxes as indicated in the Price Schedule of the bid document.


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- c. The competent authority of this office may waive any minor non- conformity or irregularity in a bid that does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any bidder.

6. Site visit or material check-up:

- a. The disposal of obsolete items shall be on as "As is where is basis" and no guarantee of certificate of its worthiness of quality will be given by the department. The condition of the items can be inspected physically up to **27-12-2024** between 03.00 PM to 05.00 PM under prior intimation via email at least one day before visit planned.
- b) Bidders are sincerely advised to inspect the site/material before submitting their tenders. Booting or opening of Desktop/ Laptop/ Printer will not be permitted. A tenderer shall be deemed to have full knowledge of the site/material whether he/she inspects it or not and no extra charges consequent on misunderstanding or otherwise shall be allowed. For inspection, bidders may contact Mobile no. 8240251068 /9453888178
- c) The inspection for disposable items should be carried out in the presence of authorized staff from this office only.
- d. Bidders or their authorized agents with valid identity proof shall at all-time be accompanied by authorized personnel from this office when undertaking site visit between 3.00pm to 5.00 pm under prior intimation to this office up to two days before last date of submitting the tender.

7. Earnest Money Deposit:

- a. The bidders are required to deposit Security/Earnest Money Deposit of 5% of the bidding price (to be indicated by the bidder) _in form of Demand Draft/Banker's cheque in favour of PAO, IA&AD, payable at Odisha, Bhubaneswar (Refer clause 2 of section-I). -
- b. The tender documents, in a sealed envelope, should be submitted in this office, Tender box at Reception, before bid submission deadline given in Section-1.

8. Refund/Retention of EMD:

- a. The Earnest Money Desposit, without any interest accrued or as such will be refunded to the unsuccessful bidder within one month period.
- b. Earnest Money Deposit of successful bidder will be adjustable within total offered cost.

9. Forfeiture of EMD:

- a. In case, where a bidder withdraws its bid during the period of Bid validity specified by the bidder on the bid document.
- b. In case the successful bidder fails to sign the contract or breaches any of the conditions of the contract.

10. Contacting the Tendering Authority:

- a. No bidder shall contact this office on any matter relating to its bid, from the time of opening of bids to the time the contract is awarded. For any additional information, the competent authority reserves the right as to whether such additional information should be considered or otherwise.
- b. Any efforts by a Bidder to influence this office in its decision on bid evaluation, bid comparison, or contract award may result in disqualification of the Bidder's bid and also forfeiture of its EMD.

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11. Right to accept or reject any or all bids:

- a. This office reserves the right to accept or reject any bid and to annul the bidding process and reject all bids at any time prior to award of contract without assigning any reason whatsoever may be and without thereby incurring any liability to the bidder(s).
- b. Any deviation/irrelevant specifications in this tender will not be accepted. The final decision for accepting or rejecting any/all bid (s) will be at the absolute discretion of the competent authority of this office and binding on the bidders.

12. Award of contract:

- a. Finalization of the tender will be done based on the recommendation by the appropriate level committee constituted by competent authority for the purpose.
- b. Award of the contract shall be considered by the bidder whose offer has been found technically and financially acceptable. The competent authority has full right to place order on fully or partially.

13. Annulment of Award:

- a. This office reserves the right to terminate the contract in case of violence of terms & conditions or non-fulfilment of the essential requirement.
- b. This office reserves the right to cancel the contract without assigning any reason whatsoever may be, at any stage.
- c. This office reserves the right to disqualify the contractor for a suitable period who habitually failed to take the services. This office also reserves the right to blacklist a bidder for a suitable period in case he/she fails to honor his/her bid without sufficient reasonable grounds.

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Section-IV: Conditions to the bidders

1. Definitions:

In this contract, the following terms shall be interpreted as indicated:

- a. "Tendering Authority" means the Senior Deputy Accountant General (A&E) Odisha, Bhubaneswar.
- b. "Computer hardware and peripherals" means Desktop/UPS/ Printer/ Scanner/Monitor/ Keyboard/ Mouse etc. mentioned in Section-V and required to be taken under the contract,
- c. "Bidder" means any vendor that is participating in the tender process.
- d. "Price" means the total cost payable by the successful bidder in full as value of disposable computer hardware and peripherals under the contract.
- e. "Contract" means the written agreement held between both parties.
- f. "Contractor" is the successful bidder to whom the contract will be awarded.

2. General Conditions:

- a. List of proposed items are sold as is, where is and as what is basis. The disposal of Computer hardware and peripherals of various make, model and types is strictly on the understanding that bidder had inspected the items. No complaint/claim will be entertained in this regard.
- b. Bid acceptance will rest with the competent authority of this office and the sale order will be issued to the technically and financially successful bidder.
- c. The material will be counted/weighed on the spot in the presence of successful bidder and authorised official (s) of this office and endorsed by both the parties before taking out from the office premises.
- d. All forms/documents required as per e-waste policy guidelines will be submitted by the bidder.

3. Payment details:

- a. Payment should be made only by way of Demand Draft/Banker's cheque.
- b. Payment of total sale value shall be made in favour 'PAO (A&E), Bhubaneswar within 7 days from the issue of acceptance letter/sale order.
- c. Items will be released only after receipt of payment in full amount.

4. Removal of items:

- a. Removal of items has to be taken within 10 days from the date of sale order. The material will be given only after realization of DD/Banker's cheque for full value. Bidder shall obtain confirmation well in advance for removal of items and can contact at Phone Nos: 8240251068 /9453888178 for the purpose.
- b. Counting/Weighing of material should be carried out in presence of authorized official (s) from this office.

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5. Delay in lifting materials:

- a. If the bidder/contractor is not able to lift the material within the period as stated above in clause 4(a), demurrage will be charged 0.5% of the sale value for each and every day up to 5% maximum.
- b. If the material is not removed even after 20 days from the date of the order, the advance amount and total sale amount paid will be forfeited and the order will be cancelled. The decision of the competent authority of this office shall be final in this regard and binding on the contractor.
- c. The material shall be removed by the contractor or its duly authorized agent in the presence of authorized official (s) from this office.
- d. The bidder/contractor shall arrange his own person/labour for counting/weighing loading and transportation for removal of material from the site.
- e. The contractor will leave the storage place of the material quite clear.
- f. The contractor shall comply with all safety measures and indemnify this office against any liability for compensation due to injury to his own labour/person.

(s) or to other persons inside the office premises while taking out the material under the contract and for any losses or damages to the building/structure/property of this office due to any fault or negligence or willful acts, omission or any other reasons whatsoever.
- g. Any attempt to influence the decision will make the bidder unqualified. The bidders who are in relation with any of the staff of this office in any capacity are not eligible to participate in the tender process.

6. Decision taken:

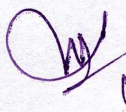
The decision taken by the competent authority of this office in the process of tender process will be full and final and binding on the bidders.

7. Execution of order:

- a. Disposal of Computer hardware and peripherals shall be carried out in the office of the Principal Accountant General (A&E) Odisha, Bhubaneswar as per directions of the authorized personnel/officer in charge at the location from this office.
- b. No items, once disposed of to the successful bidder, shall be taken back, on any condition whatsoever.

8. Legal jurisdiction:

- a. All legal disputes are subject to the jurisdiction of Bhubaneswar courts only.

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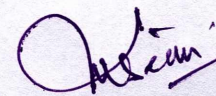
Section V: Scope of work/sale

1. Scope

- a. The scope of work is for sale of computer hardware and peripherals etc. at office of the Principal Accountant General (A&E) Odisha, Bhubaneswar as per details given below:

Sl. No.	Item	Make	Quantity
1.	Desktop/CPU	Zenith/HCL/ HP etc.	05
2.	Desktop (AIO)	HP	04
3.	Server	Global Infiniti/HP	03
4.	Printer	HP/Brother/Lipi2250/Richo/ etc	05
5.	UPS	Numeric/Other etc.	03
6.	Scanner	HP	1
7.	Monitors	Zenith/HCL/ HP etc.	08
8.	Keyboard	Zenith/HCL/ HP/Zebronic/Enter etc.	12
9.	Mouse	Zenith/HCL/ HP/Zebronic/Enter etc.	12

Note: Quantity shown above in each category is approximated, which may be increased effecting total cost of the contract as per offered unit price of each categorised item, which should be acceptable by the contractor and binding as well.

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Annexure-I: Technical Bid

Duly self-attested copies with the office seal of each required document (s) are to be uploaded as stated below:

a) Details of the bidder:

Name of firm: _____

Name of authorised person: _____

Designation: _____

Contact No.: _____

(Mobile/Landline)

E-mail ID: _____

Corresponding Address: _____

a) Proof of submission of EMD	Yes/No
b) Proof of being registered with Ministry of Environment and Forests (MOEF)/ Central Pollution Control Board (CPCB)/ Odisha State Pollution Control Board (OSPCB) or any other recognized authority as recyclers/re-processor/Collection center/ dismantler of E-Waste (computer peripherals) etc.	Yes/No
c) Proof of being registered with Ministry of Environment and Forests (MOEF)/Central Pollution Control Board (CPCB)/Odisha State Pollution Control Board (OSPCB) or any other recognized authority as recyclers/re-processor/Collection center/dismantler of E-Waste (computer peripherals) etc.	Yes/No
d) Declaration with respect to recycling/re-use/re-sale of computer peripherals as per <u>E-Waste (Management) Rules- 2022</u> or other stipulations by the GOI/concerned authority or as amended from time to time.	Yes/No
e). Copies of Original Registration Certificates: (i) Incorporation/Registration Documents (ii) GST Registration Certificate (iii) PAN Card Number/IncomeTax Number (iv) Incorporation Certificate/Registration of the Company.	Yes/No Yes/No Yes/No Yes/No
f) Audited financial statements for last three financial years (copies of P&L statements along with Balance sheet for the year 2021-22, 2022-23 & 2023-24).	Yes/No
g) Copies of proof of similar work as	

mentioned in the eligibility criteria point No. 1 (e).	
h) Bank details for NEFT payment along with copy of cancelled bank cheque as per format in Annexure-III.	
i) Non-Disclosure agreement format in Annexure-IV.	
j) Self-attested bid document duly signed and affixing office seal in all pages including blank financial bid page	

I/We certify that all terms and conditions of the bid/tender documents are acceptable to us.

Date:
Place:

Signature of authorised person
Name: Designation
Company Seal:

Annexure-II

Financial Bid:

Rates shall include cost of transportation, taxes and other overheads.

This template must not be modified/replaced by the bidder and the same should be submitted after filling the relevant column, else the bidder is liable to be rejected for the tender. Bidder are allowed to enter the value only				
Sl. No.	Item	Make	Quantity	Price offered by the bidder
1.	Desktop/CPU	Zenith/HCL/ HP etc.	05	
2.	Desktop (AIO)	HP	04	
3.	Server	Global Infiniti/HP	03	
4.	Printer	HP/Brother/Lipi2250/Richo/ etc	05	
5.	UPS	Numeric/Other etc.	03	
6.	Scanner	HP	1	
7.	Monitors	Zenith/HCL/ HP etc.	08	
8.	Keyboard	Zenith/HCL/ HP/Zebronic/Enter etc.	12	
9.	Mouse	Zenith/HCL/ HP/Zebronic/Enter etc.	12	
Total quoted value (in figures INR.....)				
Total quoted value (in words				

[Note: - My/ our offer for the items as depicted in Annexure-B]

Date:
Place:

Signature of authorised person
Name: Designation
Company Seal:

Annexure-III

Bank details for NEFT/RTGS payment

Sl. No.	Particulars	Description
1	Name of Bank	
2	Branch Name	
3	Account Type	
4	Account No.	
5	Name of Account Holder (s)	
6	IFSC Code	

The bidder is requested to enclose copies of the bank cancelled cheque for verification of details.

Date:

Place:

Signature of authorised person

Name: Designation

Company Seal:

Annexure-IV

‘Non-Disclosure agreement’

Tender Inviting Authority	Bidder/Contractor
Principal Accountant General (A&E), Odisha, Kesharinagar, Bhubaneswar -751001.	

1. I/We, the undersigned certify that I/We have gone through the requirement and terms & conditions of the tender enquiry and undertake to comply with the same.
2. The rates quoted are final and binding upon us.
3. I/We give the rights to the competent authority of office of the Comptroller and Auditor General of India to take appropriate action as deems fit in case, contravenes of any of directions or terms & conditions of the tender enquiry is observed against the firm or its representative (s) at any stage.
4. I/We hereby agree and undertake to maintain such information as confidential and undertake not to use any of part or the whole of such information, directly or indirectly learnt at location for any other purpose other than executing the scope of work for disposal of Computer Hardware and Peripherals etc. at Office of the Principal Accountant General (A&E) Odisha, Bhubaneswar.

Date:
Place:

Signature of authorised person
Name: Designation
Company Seal: