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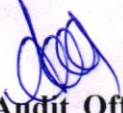
**OFFICE OF THE ACCOUNTANT GENERAL (Audit-I), GUJARAT, RAJKOT**

**TENDER NOTICE**

Sealed tenders are invited from reputed firms for **Disposal of e-waste (IT hardware and peripherals)** as listed in the Annexure. Bidding documents can either be downloaded from our website <https://cag.gov.in/ag1/gujarat/en/> or can be collected personally from the EDP Section of this office from 20.06.2025 to 25.06.2025 between 10:00 AM to 5:00 PM on all working days.

**“Quotation for e-waste (IT hardware and peripherals) disposal”** should be superscripted on the sealed envelope.

Tenders may be submitted to EDP Section, Second floor O/o The Accountant General (Audit-I), Gujarat, Rajkot – 360001 till 5:00 PM on 25.06.2025. Any further information may be obtained by contacting the EDP Section.

  
**Sr. Audit Officer (EDP Cell)**

**O/o the Accountant General (Audit-I),**

**Gujarat, Rajkot 360001**



To

All Vendors

**Subject: Tender for disposal of unserviceable/obsolete E-waste (IT equipment, consumables & Electronic Items) through limited tender**

**Madam/Sir,**

Bids are invited through Limited Tender from the eligible vendors for Disposal of unserviceable/obsolete E-Waste (IT equipment) laying in O/o AG (AUDIT-I) Gujarat, Rajkot and in O/o Dy. Accountant General/AMG III, Ahmedabad on "AS IS WHERE IS" basis. These Lots include equipment such as CPU, Monitor, Laptop, Printer, Scanner etc. Bids will be opened on the day 26.06.2025.

Necessary terms & conditions of the tender are listed in Annexure-I (enclosed). A copy of this Tender enquiry is available in this office website <https://cag.gov.in/ag1/gujarat/en/>

**Yours Truly,**



**(A. D. Maniar)  
Sr. AO (EDP  
Section)**



**'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 the Central Pollution Control Board for disposal of E- waste.
3. The bidders shall enclose a copy of final certificate issued by any of the above-mentioned Pollution Control Boards to operate as Registered Recycler/Re-processor/Disposal of E-waste. The bids shall remain valid for 60 days after the date of the 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 **25 June 2025** with the permission of undersigned and submit their quotations through the advertised tender.
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/firms must submit the copy of PAN along with bid document.
8. An "Earnest Money Deposit (EMD)" to the tune of Rs.3000/- (Rupees five thousand only) in the form of crossed Demand Draft drawn in favor of "PAO (IAD) Rajkot, Ahmedabad 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 Ahmedabad.

**12. No Minimum Reserve Price for the bid.**

13. 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 favour of "PAO (IAD) Gujarat, Rajkot " within 07 working days from the date of award of contract and the items will be lifted within 07 days of the receipt of confirmed work order by the firm. Failure to do so shall result in forfeiting 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 H1 firm will be forfeited. The collection of materials will be done by the contractor on any working day as specified between **10AM to 4PM**. The contractor will have to inform us at least two (02) working days in advance of the intended date for collecting the materials. The contractor will be required to bring his own vehicle for collecting the materials and will employ his own labor, bags and other items as required for packing and collecting 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 collected. The collection of obsolete materials will be allowed from the designated places only and after issuance of necessary security/gate pass.

14. Vendors should ensure that all e-waste is disposed/reused as per latest government guidelines. Vendors should submit disclaimers related to this with their proposal.

15. 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 e-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.

**(A.D. Maniar)**

**S.AO (EDP  
Section)**



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## Annexure-(II)

### OFFICE OF THE ACCOUNTANT GENERAL (AUDIT-I) GUJARAT, RAJKOT

#### Contractor's details (Mandatory Information)

**Not Filling up the Mandatory Information and non-uploading 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)

Sl. No.	Description	Information										
1	Name of the Applicant/Firm											
2	Nationality											
3	Address (attach separate paper for address of the offices)	<table border="1"> <tr> <td>Regd. Office</td><td></td></tr> <tr> <td>Head Office</td><td></td></tr> </table>	Regd. Office		Head Office							
Regd. Office												
Head Office												
4	Telephone Numbers	<table border="1"> <tr> <td>Landline/Mobile No.</td><td></td></tr> <tr> <td>Fax. No.</td><td></td></tr> <tr> <td>Email ID</td><td></td></tr> </table>	Landline/Mobile No.		Fax. No.		Email ID					
Landline/Mobile No.												
Fax. No.												
Email ID												
5	Other Details (enclose copies)	<table border="1"> <tr> <td>PAN</td><td></td></tr> <tr> <td>GST No.</td><td></td></tr> </table>	PAN		GST No.							
PAN												
GST No.												
6	Whether Registered with CPCB (Attach Supporting Documents)											
7	Details of Bank Account	<table border="1"> <tr> <td>Account No.</td><td></td></tr> <tr> <td>Type of Account</td><td></td></tr> <tr> <td>IFSC</td><td></td></tr> <tr> <td>Name of the Bank</td><td></td></tr> <tr> <td>Address of the Bank</td><td></td></tr> </table>	Account No.		Type of Account		IFSC		Name of the Bank		Address of the Bank	
Account No.												
Type of Account												
IFSC												
Name of the Bank												
Address of the Bank												
8	Earnest Money Deposit	<table border="1"> <tr> <td>Amount in Rs..... (Rupees.....)</td><td></td></tr> <tr> <td>DD/BC/PO No.</td><td></td></tr> <tr> <td>Date of Issue</td><td></td></tr> <tr> <td>Name of Issuing Bank</td><td></td></tr> <tr> <td>Address of issuing Bank</td><td></td></tr> </table>	Amount in Rs..... (Rupees.....)		DD/BC/PO No.		Date of Issue		Name of Issuing Bank		Address of issuing Bank	
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**



### **Annexure-III**

#### **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) Annexure II
3. Signed and scanned copy of tender Acceptance letter in the Annexure V "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) AG (AUDIT-I) Gujarat, Rajkot 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, O/o AG (AUDIT-I) Gujarat, Rajkot, 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 the 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, O/o AG (AUDIT-I) Gujarat, Rajkot 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. O/o PAG (AUDIT-I) Gujarat, Rajkot 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 the terms and conditions of the tender document are not acceptable to any vendor, they should clearly specify the deviations in their bids.

j) Bids not submitted as per the specified format and nomenclature may be rightly rejected out.

k) Ambiguous/Incomplete/Illegible bids may be rightly rejected out.

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 tender document with full understanding of its implications. Bids not complying with all the clauses in this 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.



#### Annexure IV

#### **EMD**

S.No.	Particular	Amount	Draft No.	Date	Bank	Branch
1.	EMD					



## **ANNEXURE V: TENDER ACCEPTANCE LETTER**

(To be given on Company Letter Head)

**To,**

**The Sr. DAG (Administration)  
Office of the PAG (Audit-I) Gujarat, Rajkot  
Race course road, Rajkot, Gujarat-360001.**

**Sub: Name of the Tender: Tender for disposal of unserviceable/obsolete  
E- waste (IT equipment, consumables & Electronic Items).**

**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 too have also been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the 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)**



## List of E-waste items

Item No.	Particulars of stores	Quantity/Weight	Book Value/Original Purchase Price	Condition and year of purchase	Mode of Disposal (Sale, Public auction or otherwise)
1	CPU	15	The assets are very old hence book value is not available	Obsolete	Sale
2	Monitor	15		Obsolete	
3	Laptop	10		Obsolete	
4	UPS 2KVA	1		Obsolete (2012)	
5	UPS 1KVA	1		Obsolete (2015)	
6	UPS 600VA	15		Obsolete	
7	UPS Battery (of 2KVA UPS)	11		Obsolete (2012)	
8	Laptop Battery	6		Obsolete	
9	Xerox Machine	3		Obsolete	
10	All in one scanner	1		Obsolete	
11	Printer	13		Obsolete	
12	Cartridge	20		Obsolete	
13	Keyboard	20		Obsolete	
14	Mouse	3		Obsolete	
15	other material like cable, switch etc.			Obsolete	