

**National Institute of Electronics & Information Technology, (NIELIT),  
Guwahati**

**Limited Tender Notice**

Ref. No. NIELIT/GHY/Scrap Disposal/281/2k14/1614

Dated: 3<sup>rd</sup> July 2017

**Sub: Tender Notice for disposal of Electronic (e-Waste) from NIELIT Guwahati.**

A number of Obsolete Computers, Computer peripherals, UPSs, and other e-waste items as per detailed list enclosed at **Annexure 'A'** are lying in the office of this Institute (in Guwahati) for disposal. This Institute proposes to dispose off these materials on '**as is where is**' basis to the vendors registered with **Central / State Pollution Control Board** for re-cycling of e-Waste through quotations. Detailed terms and conditions for the disposal are enclosed at **Annexure 'B'**.

2. Interested firms may quote their highest prices in the proforma enclosed at **Appendix- 'I'** under the Terms and Conditions. Please note that it is required to quote the prices for all items.

Your quotation / bid in the prescribed proforma along with requisite documents should be sealed in a cover super scribed with the words "**Bid for e-Waste**" addressed to "**The Director, National Institute of Electronics and Information Technology, Vittiya Bhavan, AFC Building, Md. Shah Road, Guwahati – 781008**" and must reach on or **before 12:00 noon of 14<sup>th</sup> July, 2017 (Friday)**. Late bids shall not be accepted under any circumstances. Please note that NIELIT Guwahati reserves the right to accept/reject any/all bids without assigning any reason whatsoever. **EMD should be submitted in a separate envelope** super scribed as EMD for e-waste tender citing the tender number. The notice inviting tenders can also be downloaded from the NIELIT Guwahati website: <http://www.nielit.gov.in/guwahati>

The Bids shall be opened on **14<sup>th</sup> July, 2017** at 3.00 PM in this Office. You may depute your representative (only one) with authorization letter for attending the Bid opening event.

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**ANNEXURE-A**

**ELECTRONIC WASTE (e-waste)**

**Electronic Waste**

<b>SL. NO.</b>	<b>PARTICULARS OF ITEMS</b>	<b>QTY (nos)</b>	<b>REMARKS</b>
1.	CPU Cabinet	10	
2.	CPU with Components	29	
3.	Overhead Projector	01	
4.	CRT Monitor	03	
5.	Monitor LCD	16	
6.	Offline UPS 600 VA	03	
7.	PS2 - Keyboard	24	

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**ANNEXURE-B**

Terms and conditions of Tender Notice for disposal of E-waste to the registered Recycler of E-Waste with Central Pollution Control Board / Pollution Control Board, Assam for disposal of IT items for old/ obsolete/used desktop, Printers, UPSs and other Electronic & Electrical equipments on "As is where is basis".

**A. General:**

1. The notice inviting tenders can also be downloaded from the NIELIT website ([www.nielit.gov.in/guwahati](http://www.nielit.gov.in/guwahati)).
2. Details of Bid:-
  - a. Bid Reference : Tender for disposal of e-waste material  
From NIELIT Guwahati Centre
  - b. Last date and time of receipt of bids : 14<sup>th</sup> July, 2017, 12:00 Noon
  - c. Date and time of opening of bids : 14<sup>th</sup> July, 2017, 3:00 P.M.
  - d. Date and time of inspection : 10<sup>th</sup> - 13<sup>th</sup> July, 2017 (10:00 AM to 5:00 PM on prior appointment)
  - e. Place of receiving bids : National Institute of Electronics and  
Information Technology, Vittiya Bhavan,  
AFC Building, Md. Shah, Road, Paltan  
Bazar, Guwahati-781008
  - f. Last date and time of receipt of bids : 14<sup>th</sup> July, 2017, 12:00 Noon
  - g. EMD : Rs. 1,000/- (Rupees One Thousand Only)

**B. Eligibility/ Qualification Criteria:**

- a) The bidder shall have to provide services required at Guwahati.
- b) All bidders must enclose VAT registration / Service tax registration certificate along with the tender documents.
- c) Only registered Recycler / Re-processor of e-waste with Central Pollution Control Board (CPCB) Ministry of Environment & Forest (MOEF) or Pollution Control Board, Assam are eligible to participate. They will have to submit a copy of valid certificate to this effect along with the tender document and this certificate must have the validity on the last day of submission of Bid.

**C. Period of validity of bid:-**

The bid shall remain valid for 90 days after the date of bid opening. If any bidder withdraws his tender before the said period shall without prejudice to any other right or remedy, NIELIT Guwahati be at liberty to forfeit the Bid Security absolutely.

**D. General Terms and Conditions:-**

The bidders may inspect the items on a predetermined date as given in Bid Schedule and satisfy themselves about the items they are bidding for. For inspection of items under auction at NIELIT Guwahati 1<sup>st</sup> & 2<sup>nd</sup> Floor, Vittiya Bhavan, Md. Shah Road, Paltan Bazar, Guwahati-781008.

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- a) The items shall be sold to the highest bidder.
- b) The Earnest Money Deposit of the successful bidder shall be adjusted in the bid forthwith. The EMD of unsuccessful bidders shall be returned within one month of the auction date, without any interest.
- c) No items, once disposed off to the successful bidder, shall be taken back by the office of NIELIT Guwahati.
- d) The successful bidder has to make full balance payment in the form of Demand Draft in favour of NIELIT Guwahati within 7(seven) days after confirmation, failing which the offer will be cancelled and EMD shall stand forfeited.
- e) An Earnest Money Deposit (EMD) of Rs. 1,000/- (Rupees One Thousand Only) must accompany each quotation. This shall be in the form of Demand Draft/Pay order of any Nationalized / Scheduled Bank drawn in favor of NIELIT Guwahati payable at Guwahati without which the tender shall be summarily rejected. Cheque/ Money order/ Cash shall not be accepted. The EMD deposit shall not attract any interest.
- f) The successful bidder shall be required to lift all the items from the disposal site to his premises within 3 (Three) days after the payment of the quoted amount (EMD amount will be adjusted with the quoted value for the successful bidder). On failure to do so, office of NIELIT Guwahati shall have the right to forfeit the entire amount of the bidder and dispose the items to an alternate bidder.
- g) The successful bidder shall deposit the total calculated amount based on their quoted rates within 3 days of receipt of letter/ e-mail communication from NIELIT. A copy of this document (terms and conditions) with each page duly signed by the authorized signatory, who has signed the bid should be submitted with the quotation in token of acceptance of the terms and conditions.
- h) Incomplete and unsigned quotations will be rejected.
- i) The Successful bidder need to submit an undertaking that all the e-waste will be disposed off as per E-waste (Management and Handling) Rules, 2011 notified by Ministry of Environment & Forests, Govt. of India.

**E. Bidding Procedure:-**

- a) Sealed Bids shall be received, not later **14<sup>th</sup> July, 2017 by 12:00 Noon**. No Bid will be accepted after this date & time under any circumstances. This office will not be responsible for any postal/courier delay and also for reasons beyond the control of this office.
- b) The bids would be opened at 3.00 PM on **14<sup>th</sup> July, 2017**. The bidders can depute their representatives to attend the bid opening event.
- c) All bids must be delivered to the office of NIELIT Guwahati, Vittiya Bhavan, AFC Building, Md. Shah Road, Paltan Bazar, Guwahati-781008.
- d) All relevant rules and regulations of Government of India will be final and applicable & binding on all bidders.

**F. Submission, opening and evaluation of Bids:-**

- a) The Bidder shall submit their bid in the prescribed proforma enclosed as Appendix-I.



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**(To be printed & submitted in firm's letterhead)**

**APPENDIX - I**

**Name of the Organization :**

**Address of the organization :**

**Telephone No. :**

**E Mail ID :**

**Rates Quoted:-**

<b>ITEMS AVAILABLE IN NIELIT Guwahati Centre</b>						
S. NO.	Item Name	Quantity & Unit (nos)	Unit price offered in figures Rs.	Unit price offered in words	Amount (Quantity x Unit Price) Rs.	Remarks if any
1.	CPU Cabinet	10				
2.	CPU with Components	29				
3.	Overhead Projector	01				
4.	CRT Monitor	03				
5.	Monitor LCD	16				
6.	Offline UPS 600 VA	03				

(Total amount in figure: Rs.

In words.....)

\* The total price should be inclusive of all misc. charges like transportation, labour or any other expenses etc. As all above items are interlinked to each other therefore no comparison will be made on individual item wise and contract will be awarded on comparison of consolidate price of all items only.

I/We declared that I / my representative have inspected the obsolete items as per the list attached (annexure-A) with tender and am/are interested to purchase the same **"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 EMD shall be forfeited by the NIELIT Guwahati.

I/We hereby also declared that firm is registered with MOEF /CPCB as authorized recycler / re-processor and having environmentally sound management facilities for collection, disposal /recycling of e-waste.

**Date:**

**Signature of Authorized Signatory**

**Name of the Person \_\_\_\_\_**

**Designation\_\_\_\_\_**