

To

Sub: Tender Notice for disposal of E-waste from NIELIT Delhi Centre

Sirs,

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 for disposal. This Institute proposes to dispose of these materials to the vendors registered with Central Pollution Control Board for re-cycling of e-Waste through quotations. Detailed terms and conditions for the disposal are enclosed at **Annexure 'B'**.

2. You are requested to quote your highest prices in the Proforma enclosed at **Appendix 'I'** with the Terms and Conditions. Please note that you are required to quote your process for all items.

3. 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 Dy. Director (Admn), National Institute of Electronics and Information Technology, 2nd Floor, Parsvnath Metro Mall, Inderlok, Delhi-110 052 and must reach on or before 4th March, 2015. Late bids shall not be accepted under any circumstances. Please note that NIELIT Delhi Centre reserves the right to accept/reject any/all bids without assigning any reason whatsoever. The notice inviting tenders can also be downloaded from the NIELIT website www.delhi.nielit.gov.in and CPP portal www.eprocure.gov.in .

4. The Bids shall be opened on 4th March, 2015 at 3.00 PM in this Office. You may depute your representative (only one) for attending the Bid opening event.

Yours faithfully,

(Ashok Verma)
Deputy Director (Admn)

Encl: As above

**National Institute of Electronics and Information Technology
Delhi centre**

Annexure-A

List of e-waste items

Sr N o	Item Name	Type	Quantity	Make
1	CPU		12	Sahara
			1	Chirag
			33	HCL
			5	HP
			3	Acer
			1	Data mini
2	Monitor	CRT	10	Sahara
			20	HCL
			13	Samsung
			6	Acer
			1	Dell
			1	Data mini
3	Printer	Inkjet	1	Lexmark
		Dot Metrix	1	TVs
		Inkjet	6	HP
4	UPS	For Single PC	1	SE
			15	Perfect
			5	TVS
			3	Smart
			1	Uniline
			3	Astra
			3	APC
			1	Eltran
			1	Synergy
1	Unlabelled			
5	Mouse		35	
6	Keyboards		25	

ANNEXURE-B

Terms and conditions for disposal of E-waste to the registered Recycler of E-Waste with Central Pollution Control Board for disposal of IT items for old/ obsolete/used desktop, Printers, UPSs etc. on “As is where is basis”.

A. General:

1. The notice inviting tenders can be downloaded from the NIELIT website (www.delhi.nielit.gov.in) and CPP portal (www.eprocure.gov.in) .

2. Details of Bid:-

- a) Bid Reference : Tender for disposal of Obsolete Computer Systems, Computer Peripheral, UPS, Printers etc.
- b) Last date & time of receipt of bids : **4th March, 2015 – 2.30 PM**
- c) Date & Time for opening of bids : **4th March, 2015 – 3.00 PM**
- d) Date & Time of Inspection : 24 – 27 February, 2015 – 10 AM to 5 PM
- e) Place of receiving the bid/
Address for communication : NATIONAL INSTITUTE OF ELECTRONICS AND INFORMATION TECHNOLOGY (NIELIT) An Autonomous Scientific Society of Department of Electronics and Information Technology, Ministry of Communications and Information Technology, Government of India, 2nd Floor, Parsvnath Metro Mall, Inderlok Metro Station, Inderlok, Delhi-110 052
- f) EMD : Rs. 1,000/- (Rupees One Thousand Only) (DD/ Pay Order)
- g) Contact person : Shri Ashok Verma, Dy Director (Admn) M-9868148735

B. Eligibility/ Qualification Criteria:

- a) The bidder shall have to provide services required at New Delhi/Delhi.
- b) All bidders must enclose VAT registration/service tax registration certificate along with the tender documents.
- c) Only registered Recycler / Reprocessor of e-waste with Central Pollution Control Board (CPCB) Ministry of Environment & Forest (MOEF) are required to participate. They will have to submit the copy of certificate to this effect along with 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, be at liberty to forfeit the Bid Security absolutely.

D. General Terms and Conditions:-

1. 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, 2nd Floor, Parsvnath Metro Mall, Inderlok Metro Station, Inderlok, Delhi-52, the bidder may contact Shri Ashok Verma, Dy Director (Admn) (Mobile 09868148735).
2. The items shall be sold to the highest price of bidder.
3. 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.
4. No items, once disposed to the successful bidder, shall be taken back by the office of NIELIT
5. The successful bidder has to make full balance payment in the form of Demand Draft in favour of NIELIT Delhi Centre within 3 days after confirmation, failing which the offer will be cancelled and EMD shall stand forfeited.
6. 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 Delhi Centre payable at Delhi without which the tender shall be summarily rejected. Cheque/ Money order/ Cash shall not be accepted. The EMD deposit shall not attract any interest.
7. 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). On failure to do so, office of NIELIT Delhi Centre shall have the right to forfeit the entire amount of the bidder and dispose the items to alternate bidder.
8. The successful bidder shall deposit the total amount calculated 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.
9. Incomplete and unsigned quotations will be rejected.
10. 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 & Forest.

E. Bidding Procedure:-

- a) Sealed Bids shall be received, not later **4th March, 2015 by 2.30 PM.** 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 4th March, 2015. The bidders can depute their representatives to attend the bid opening event.
- c) All bids must be delivered to the office of NIELIT Delhi Centre, 2nd Floor, Parsvnath Metro Mall, Inderlok Metro Station, Inderlok, Delhi-52.
- 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 to this document
- b) The bidder shall be required to quote for all items.
- c) The amount should be quoted in Indian Rupees and should be clearly legible. In case of any ambiguity, NIELIT shall have the authority to reject the bid.
- d) The amount must be quoted in figures as well as in words. In case of any inconsistency in the rates quoted in figures and words, the rates quoted in words shall be taken as correct.
- e) Any over-writing/cutting/fluiding should be authenticated by the signatures of the individual who has signed the bid. Non-adherence will lead to rejection of the bid.
- f) A copy of the terms and conditions (with each page duly signed by the authorized signatory signing the bid) must be attached with the Proforma containing the rates quoted.
- g) All the bids must be accompanied by a bid security (EMD) of the amount of Rs. 1,000/- (Rupees One Thousands Only) in a form of a Bank Draft issued by any commercial Bank in favour of NIELIT, payable at New Delhi. Bids received without EMD shall be summarily rejected.
- h) A copy of Certificate/Proof of Registration with Central Pollution Control Board (CPCB) should also be submitted with the Bid, failing which the Bid will be rejected.
- i) The performa containing bids along with Demand Draft towards EMD, a copy of certificate of Registration with Central Pollution Control Board and a signed copy of terms and conditions should be sealed in a Cover super scribed with the words **“Bid for E-Waste”** and sent to the Dy. Director (Admn), National Institute of Electronics & Information Technology (NIELIT), 2nd Floor, Parsvnath Metro Mall, Inderlok Metro Station, Inderlok, Delhi-110 052 so as to reach the addressee latest by the date and time indicated in this Document as also in Covering Letter.
- j) No bid may be modified subsequent to the deadline for submission.

APPENDIX – I

Name of the Organization :-

Address of the organization:-

Telephone No./E Mail ID

Rates Quoted:-

S.No.	Description	Quantity & Unit	Unit Price offered in figures (Rs.)	Unit Price offered in words	Amount (Qty. x Unit price) Rs.	Remarks, if any
1.	CPUs	55				
2.	Monitors	51				
3.	Printers	08				
4.	UPS	34				
5.	Mouse	35				
6.	Keyboards	25				

(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-B) 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 Delhi Centre.

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 _____