

Sub.: Tender Notice for disposal of E-waste from NIELIT headquarters

TENDER CLOSURES ON 25/10/2012 at 15:00 hrs.

TENDER OPENS ON 25/10/2012 at 16:00 hrs

Sir,

A number of Obsolete Computers, Computer peripherals, UPSs, and other e-waste items as per detailed list enclosed in 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 sealed quotations. Detailed terms and conditions for the disposal are enclosed at Annexure 'B'

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 prices for all items.

Your quotation/bid in the prescribed proforma alongwith requisite documents should be sealed in a cover superscribed with the words "**Bid for E-Waste**" addressed to Dy. Director (Admn.), NIELIT, Electronics Niketan, 6, CGO Complex, New Delhi – 110003 must reach the Addressee at or before 15:00 Hrs on **25/10/2012**. Late bids shall not be accepted under any circumstances. Please note that NIELIT, New Delhi reserves the right to accept/reject any/all bids without assigning any reason whatsoever.

The Bids shall be opened on **25/10/2012** at 16.00 Hrs in this Office. You may depute your representative (only one) for attending the Bid opening event.

Yours faithfully,

(S.C. Dhyani)

Dy. Director (Admn)

Phone No. 24365592

e-mail: scdhdyani@doeacc.edu.in

ANNEXURE - A**List of Items to be disposed off By
O/O National Institute of Electronics & Information Technology (NIELIT)**

SL NO.	EQUIPMENTS	MAKE	QTY.
1	MONITOR		
		IBM	10
		HP	3
		HCL	24
		COMPAQ	14
		MICROTEK	1
		OTHERS	13
		TOTAL	65
2	CPU		
		IBM	15
		HP	3
		HCL	22
		COMPAQ	9
		OTHERS	16
		TOTAL	65
3	KEYBOARD		
		IBM	7
		HP	1
		HCL	13
		COMPAQ	8

		OTHERS	12
		INTEX	3
		ACER	3
		SAMSUNG	2
		ICIM	1
		WIPRO	1
		MICROTEK	2
		TVS	1
		TOTAL	54
4	MOUSE		
		IBM	5
		HP	1
		HCL	3
		COMPAQ	1
		INTEX	2
		SAMSUNG	2
		MICROSOFT	3
		GENIUS	1
		TECHCOM	2
		LOGITECH	3
		DELL	1
		OTHERS	2
		TOTAL	26
5	PRINTER	INKJET	2
		LASERJET	8
		DOT MATRIX PRINTER	12
		TOTAL	22
6	PRINTER/COPIER/SCANNER		
		OFFICEJET R45	1
		HP OFFICEJET 9100	1

		TOTAL	2
7	CVT		
		TOTAL	1
8	UPS		
		COMPACT	1
9	XEROX MACHINE		
		MODI 5216	1
10	SERVER		
		SUNMICRO SYSTEM	2
		OTHERS	2
		TOTAL	4

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 Computers, UPSs, Printers, Scanners, Server UPS battery etc. on "As is where is basis".

A. General:

1. The notice inviting tenders can be downloaded from the website (www.nielit.edu.in).

2. **Details of Bid:** -

- | | |
|---|--|
| a) Bid Reference | : Tender for disposal of Obsolete Computer Systems
Computer Peripheral, UPS etc. |
| b) Last date & time of receipt of bids | : 25th October, 2012, 15:00 Hrs |
| c) Date & Time for opening of bids | : 25th October, 2012, 16:00 Hrs. |
| d) Date & Time of Inspection | : From 19.10.2012 to 24.10.2012, Between 14.00 Hrs
to 17.00 Hrs on working days |
| 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
Electronics Niketan,
6, CGO Complex,
New Delhi – 110003 |
| f) EMD | : Rs. 1,000/- (Rupees One Thousand Only)
(DD/ Bankers Cheque) |
| g) Contact person | : Sh. S.C.Dhyani, Dy Director (Admn)
Ph.011-24365592 |

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 Recyclers/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 paper 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, Electronic Niketan, 6, CGO Complex, New Delhi – 110003, the bidder may contact Shri S.C.Dhyani, Dy. Director(Administration).
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 not be taken back by O/o NIELIT.
5. The successful bidder has to make full balance payment in the form Demand Draft in favour of NIELIT, New Delhi within 3 three 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 Demand Draft/Pay order of any Nationalized /Scheduled Bank drawn in favor of NIELIT payable at New Delhi without which the tender shall be summarily rejected. No Cheque / Money order / Cash shall 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, O/o NIELIT, New Delhi 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 10 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 authorised 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 M/o Environment & forest.

E. Bidding Procedure:

- a) Sealed Bids shall be received, not later than **15.00 hrs on 25th October, 2012**. No Bids 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 **16.00 hrs on 25th October, 2012**. The bidders can depute their representatives to attend the bid opening event.
- c) All bids must be delivered to the office of NIELIT, Electronics Niketan, 6 , CGO Complex, New Delhi – 110003.
- 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. In case the bidder has not offered their rates for any item listed in the proforma, the bid shall be treated as incomplete and summarily rejected;
- c) The rates 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 rates 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 authorised 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 Thousand 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 proforma 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 Deputy Director (Administration), National Institute of Electronics & Information Technology

(NIELIT), Electronics Niketan, 6, CGO Complex, New Delhi 110003 so as to reach the addressee latest by the date and time indicated in this Document as also in Covering Letter.

- j) No bid maybe modified subsequent to the deadline for submission.
- k) The bids would be opened on the same day i.e., closing date for submission of Bids. The bidders can depute their representative for the event. Only one person/representative from each bidder would be allowed to attend the Bid opening event.
- l) The Bid shall be awarded in favour of the bidder quoting highest price. The highest quote would be arrived at after taking into account the prices quoted for all items and not item by item rates.

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Name of the Organization :-**Address of the organization:-****Telephone No./E Mail ID****Rates Quoted:-**

S No	Name of the Items	Quantity	Price offered in figures	Price offered in words	Remarks
1	Desktop PC of different make/models i.e IBM,HP,HCL,COMPAQ,CELE RON,WIPRO etc. (Monitor, CPU, keyboard & mouse as per the list at Annexure-A	65 Nos.			
2	Printers – Dot Matrix, Inkjet, Laserjet etc.	27 Nos.			
3	Xerox Machine	1 No.			
4	Printer/Copier & Scanner	2 Nos.			
	Server	4 Nos.			
5	CVT	1 No.			
6	UPS(Compact)	1 No.			

* 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 even of non-compliance of the terms and conditions of the tender my/our EMD shall be forfeited by the Government of India, O/o NIELIT, Electronics Niketan, 6 , CGO Complex ,Lodhi Road, New Delhi – 110003.

I 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** _____

Check list

SI #	Name of the documents	Yes/ NO	Reason (If Any)
1.	EMD OF Rs. 1000/- {(Demand Draft) in favour of NIELIT payable at New Delhi}		
2.	Documents Related to the registration of the Recycler/ Preprocessors of E-waste issued by MOEF / Central Pollution Control Board for the recycling / reprocessing of Electronic waste. (Obsolete / Unserviceable desktop Computers, UPSs, Printers, Scanners, UPS Battery etc.)		
3.	Copy of VAT/ Service/Income Tax Registration/ PAN Card.		
4. Additional information (if any)			

Signature: -

Name of the Authorized signatory: -

Designation: -

Office Seal