

**Government of India**  
**Ministry of Science and Technology**  
**Department of Science and Technology**  
**General Administration Section**  
**Technology Bhavan, New Mehrauli Road, New Delhi-110 016**

Tender Enquiry No. D-21011/Tender/2019-Admn. II(A)

Date: 1<sup>st</sup> August, 2019

To,

All the eligible firms (Firms not registered with Central Pollution Control Board/ State Pollution Control Board & authorized for disposal of e-waste are **not** eligible to participate).

**Sub: Tender (Two bid- Technical and Financial) Enquiry for disposing of E-WASTE (unserviceable, obsolete and beyond economic repairable (BER)) items lying at DST, Technology Bhavan, New Delhi-16**

Dear Sirs,

For and on behalf of the President of India, Sealed tenders are invited (single stage two bid system(Technical and financial)) from only the registered e-waste Recyclers/ Dismantlers registered with Central Pollution Control Board (CPCB)/ State Pollution Control Board/Pollution Control Committee for auction of obsolete/unserviceable/beyond economic repair Computer Systems, Peripherals, UPS etc. on "**As is where is basis**" as per CPCB (<http://www.cpcb.nic.in>) Guidelines for recycling/ reprocessing of following electronic waste:-

S. no.	Type of items	Lot no.
1.	Computer and peripherals, fax machines, Xerox machines, UPS etc.	1

2. In case your firm is interested in the above process work, you are requested to quote your competitive highest prices in the enclosed Proforma (page 5-6 for Technical bid and page 7 for financial bid in separate envelopes) in a sealed cover. The envelopes carrying technical and financial bids should be super scribed "Technical bid" and "Financial bid" respectively. The sealed cover containing the quotation should be super scribed "**Quotation for disposing of e-waste items lying at DST, Technology Bhavan, New Delhi-16**" and should be dropped in the tender box kept near the Reception of the Technology Bhavan on or before **22<sup>nd</sup> August, 2019 latest by 1500 hours**. The technical bid will be opened on the same day at **15:30 hrs** in "**Raman Auditorium, Warehouse Block**" in the presence of such tenderers who wish to be present. The financial bid of the firm found fit in Technical bid will be opened on 27.08.2019 at 15:00 hrs. The Department reserves the right to accept or reject any quotation/ estimates without assigning any reason thereof.

3. The sealed envelop carrying technical bid must be accompanied by a Demand Draft/ Pay order/ banker's cheque of any Nationalized Bank for Rs.1,10,000/- (Rupees One Lakh Ten Thousand Only only) as Earnest Money Deposit (EMD). The earnest money amount will be returned to the unsuccessful firm immediately after the award of the contract to successful bidder and the earnest money of the successful bidder will be returned only after completion of the contract to the satisfaction of the Department.

4. Tendering firms fulfilling the requirements as per the Important Information & General Instructions set out in **Annexure I** and Contractor's Details (Mandatory Information) set out in **Annexure II** to this tender document are requested to quote their competitive highest prices for the items listed in **Schedule I (enclosed)**.

5. The complete tender document may be downloaded free of cost from Department's website [www.dst.gov.in](http://www.dst.gov.in) or [www.eprocure.gov.in](http://www.eprocure.gov.in) and the same may be used for submission of bid.

Yours faithfully,

(Himanshu Gandhi)  
 Under Secretary to the Govt of India  
 Tel: 26590264

Signature of the bidder (s) with stamp

**Cont'd....02/-**

**IMPORTANT INFORMATION  
& GENERAL INSTRUCTION**

S.no.	Subject	Description
1.	Seller	THE PRESIDENT OF INDIA
2.	Two bid system	This tender will be processed in a single stage two bid system & on " <b>As is where is Basis</b> ".
3.	Firm and fixed rates	Prices should be quoted on a firm & fixed price basis. The prices/rates quoted should be in INR in the Schedule I to this Tender Enquiry only. Request for change of contracted rates shall not be considered under any circumstances. Tenders with variable prices or seeking provision for changing of prices/contracted rates shall be rejected straightaway without any consideration.
4.	Non-transferability	This tender is non-transferable. The contractor will not be permitted to authorize any subcontractor or any other firm to collect the material or execute the contract on his behalf.
5.	Terms & conditions	Terms & Conditions as set out in this Tender Document shall have to be complied with by the tendering firm. Offers not complying with such terms & conditions shall be ignored/ rejected at the discretion of this Department.
6.	Earnest Money Deposit	The requisite amount has to be submitted by way of Demand Draft, Pay Order/Banker's Cheque along with the original copy of the tender submitted by the firm in the name of <u>DDO, DST, New Delhi</u> . Payment by any other mode shall not be acceptable. Offers received without EMD shall be ignored straightaway and will not be considered under any circumstances. EMD of tendering firms who submit the sealed quotation but withdraw the same before expiry of the tender validity date may be forfeited. EMD of the successful bidder (s) will be released only after realization of sale proceeds amount. EMD of the bidder(s) who fail to honour the bid in prescribed time limit shall stand forfeited. No representation in this regard shall be entertained by the Department. EMD amount will not be adjusted in the sale amount accepted by DST. EMD of successful bidder shall be released only after successful completion of the sale process. No interest will be paid by the Department for not releasing the EMD amount within the tender validity period or at any circumstances.
7.	Inspection of Items	The disposal of obsolete items shall be on an " <b>As is where is basis</b> " and no guarantee of certificate of its worthiness of quality will be given by this Department. The condition of the items can be inspected physically between 11:30 AM to 04:00 PM on any working day between 8 <sup>th</sup> August, 2019 and 9 <sup>th</sup> August, 2019.
8.	Prescribed Forms	Tenders of firms received in the format prescribed in this tender document shall only be considered. Offers not received in prescribed format shall be ignored and no correspondence in this regard will be entertained. Fax/ E-mail/Letterhead/ Quotations will not be accepted and ignored straightaway.
9.	Late/ delayed tenders	Tenders received late/ delayed after prescribed closing time due to any reason whatsoever will not be accepted under any circumstances. In the event of any confusion, the time set in the clock in the room of Under Secretary (General Admin.) will be taken as standard and decisive. Tenderer may note that if the date of tender opening given in this Tender Document is declared a closed holiday by the Central government, the tender shall be opened on the next working day at the same timing. In such an event the closing hours for receipt of tenders in DST will stand automatically extended up to 1500 hours of the next working day in the Central Government offices.
10.	Department's right	DST reserves the right to reject any tender/all tenders in full or part thereof without assigning any reasons. The decision in this will be final and binding on the bidders.

Signature of the bidder (s) with stamp

S. no.	Subject	Description
11.	Submission of bid	The quotation should be addressed to "Under Secretary, General Administration, Department of Science & Technology, Technology Bhavan, New Mehrauli Road, New Delhi-16 and should be dropped in the Tender Box of General Administration kept near Reception Room at the entrance of Technology Bhavan, New Mehrauli Road, New Delhi on or before at 15:00 hours on 22 <sup>nd</sup> August, 2019. In case the sealed envelope is larger than the mouth of the Tender Box, and cannot be dropped in the Tender Box, the same may be submitted by hand to the Under Secretary, General Admin. or S.O. General Admin., DST. The bid sent through, FAX, e-mail, post/ speed post or by any other means other than as stipulated in the Tender document without covering letter in Firms' letter Head will not be considered by the Department and shall be liable to be rejected. Any doubts or clarifications with regard to the interpretation of the Terms & Conditions stipulated in this Tender Enquiry, may be got clarified from DST at least 03 days before tender closing date. Requests for postponing the tender opening date for the same shall under no circumstances be accepted by DST.
12.	Evaluation of bid & Acceptance of offer	Lot wise (Unit & Total) price be quoted. For award of contract, the net bundled price mentioned the schedule will be considered. The bidder who offers the highest net bundled price then the total contract will be awarded to the successful bidder. 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 DDO, DST, New Delhi within 07 working days from the date of award of contract and the items must be lifted within 30 days of the receipt of confirmed work order by the firm. Failure to do so shall result in forfeiture of 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. <u>If the successful bidder fails to deposit the quoted amount within stipulated date, the EMD of the H 1 firm will be forfeited and the second highest firm will be considered if the second highest quoted firm (H2) is willing the pay at par the amount quoted by H1 bidder and the contract will be awarded to H 2 bidder. If the H 2 firm is unwilling to accept the same, then the whole tendering process will be treated as cancelled and no representation in this regard will be entertained.</u> Failure in this regard shall be counted as bad performance and may be viewed adversely in award of future contracts or grant on continuing the association to such parties. This will be in addition to immediate remedial measures/ actions available to DST under the relevant laws.
13.	Minimum Reserve Price (MRP)	The Department has evaluated the Minimum Reserve Price (MRP) as mentioned in the Schedule to this notice. In no circumstances the quoted H 1 price should be less than the MRP and if it so the whole tendering process will be treated as cancelled and no representation in this regard will be entertained.
14.	Warranty	The Department does not offer any warranty of the obsolete/ damaged/ BER items mentioned in the Schedule I (enclosed) of this notice.
15.	Validity of offer	This offer is valid upto 90 days from the date of opening of the bid.
16.	Applicable law	The resultant contract shall be interpreted in accordance with the laws of Union of India. Settlement of disputes shall be within the jurisdiction in Delhi.
17.	Tender Fee	Nil

Signature of the bidder (s) with stamp

S.no.	Subject	Description
18.	Litigation	Any disputes/ differences arising shall be settled through arbitration. The purchaser and contractor shall first try to resolve the differences/ disputes amicably by mutual consultation. If they fail to resolve the disputes by such mutual consultation within 21 days, then, depending upon the position of the case, either the purchaser or the contractor shall give notice to the other party of its intention to commence arbitration as per the Indian Arbitration and Conciliation Act, 1996.
19.	Payment Terms & Job Execution period	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 DDO, DST, New Delhi within 07 working days from the date of award of contract and the items should be lifted within 30 days of the receipt of confirmed work order from the Department. Failure to do so shall result in forfeiting of 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 stipulated date, the EMD of the H 1 firm will be forfeited. The lifting of materials will be made by contractor on any working day as specified between 10 AM to 4 PM. The contractor will have to inform at least two working days in advance of the intended date of lifting of the materials. The contractor will be required to bring his own vehicle for lifting the materials and will employ his own labour, bags and other items as required for packing and lifting of the materials. No assistance will be rendered in this regard by the Department. The contractor will be responsible for cleaning the area from where the obsolete materials are lifted. The lifting of the obsolete materials shall be undertaken only under the supervision of Section Officer, General Administration, DST or any other officer nominated for the purpose by the Department. The lifting of the obsolete materials will be allowed from the designated places only and after issuance of necessary security/ gate pass. Under no circumstances the contractor shall lift any material other than the lot mentioned in Schedule I to this notice, lying inside the premises of Technology Bhavan.
20.	General	<p>a. The bidder should sign &amp; stamp all the pages of the document and same are required to be submitted alongwith the offer quoted by the firm as stipulated in the document with a covering letter in the firm's letter head , duly signed &amp; stamped. No page should be removed/ detached from the tender document.</p> <p>b. The application form for this Tender Enquiry Notice also can be downloaded free of cost from the Department's website <a href="http://dst.gov.in/tenders">http://dst.gov.in/tenders</a> and <a href="http://www.eprocure.gov.in">www.eprocure.gov.in</a>.</p> <p>c. <b>Tenders which are not complete in all respects are liable to be rejected.</b></p> <p>d. The contractor shall observe all security provisions as applicable to the offices of the DST which comes under the security cover of the Home Ministry. Any violation shall be his responsibility.</p> <p>e. Unsealed quotations shall not be considered for evaluation. There should not be any erasing and/ or overwriting. The quotations with erasing and/ or overwriting shall be summarily rejected.</p>

Signature of the bidder (s) with stamp

Department of Science & Technology  
General Administration

Contractor's details (Mandatory Information)

Supporting documents be annexed with the application form (Applications found deficient in any respect are liable to be rejected without further correspondence)

S. no.	Description	Information	
1.	Name of the Applicant/ Firm		
2.	Nationality		
3.	Address (attach separate paper for addresses of other offices) Enclose Voter ID/ Electricity Bill/ Landline Telephone Bill or any other authenticate copy of address proof)	Regd. Office	
		Head office	
4.	Telephone Numbers	Landline/ Mobile No.	
		Fax No.	
		E-mail address	
5.	Other Details (Enclose copies)	PAN Details	
		GST Registration Number	
		CPCB/ SPCB RegistrationDetails	
6.	Constitution of firm	Individual	
		Sole Proprietorship Concern	
		Partnership Firm	
		Public Ltd. Company	
		Private Ltd. Company/Public Sector Enterprises	
7.	Details of Bank account (Enclose copy of front page of pass book & personalized cancelled cheque)	Account No:- Type of account:- Name of Bank:- Name & address of the branch	
8.	Is any person working with the applicant a near relative of the official of DST? If yes, give details		

Signature of the bidder (s) with stamp

S.no.	Description	Information
	Earnest Money Deposit (EMD) details	a. Amount in Rs. 1,10,000/- (Rupees One Lakh Ten thousand only) b. DD/ BC/ PO No. c. Date of Issue:- d. Name of issuing Bank:- e. Address of the issuing Branch:-
	Certificates/ Undertakings	a. I/ we (including all partners) certify that I/ we have carefully read the Terms & Conditions mentioned in the tender inquiry form and shall abide by them. b. I/ we certify that the information given is true to the best of my/our knowledge. I/ we also understand that if any of the information is found wrong/ false at any stage. I/ we are liable to be de registered from panel of approved contractors/ banned for doing any business dealings with Government Departments or blacklisted or subject to any monetary penalties that be deemed fit and appropriate by DST/Government. c. I/ We agree to the forfeiture of the Earnest Money Deposit if I/We fail to comply with all or any of the terms & conditions in whole or in part as laid down in the Tender Enquiry Notice No.D-21011/Tender/2019-Admn. II(A) dated 19th July, 2019. which would constitute and have force of a contract between me/ us and the Department of Science & Technology, if I/ we am/ are declared a successful bidder. d. I/ we hereby declare the items mentioned in the Schedule to this notice will be used for bonafide/ lawful purposes only as per the guidelines of Department of Environment & Forest, Govt. of NCT Delhi. e. I/ we hereby also certify that, I/ we have signed all the pages of the document with my/ our conscious and no body from this Department influenced/ compelled to do so.

**Documents to be attached with bid:- These documents are mandatory for making bidders eligible for consideration of the bid by competent authority of DST. The bid/bids submitted in absence of any document/documents (A, B, C, D, E,& F as mentioned below) shall be rejected without assigning any reason/ reasons.**

- A. Address Proof (Electricity bill/ Aadhar Card/ Driving License/ Voter I-Card)
- B. Copy of PAN Card
- C. Copy of GST registration (if any)
- D. Copy of CPCB/SPCB Registration
- E. EMD (Rs. 1,10,000/- Rupees One Lakh Ten Thousand only), **no exemption and mandatory.**
- F. Bank account details (Pass book copy/ Cheque leaf copy)

Signature of the bidder (s) with stamp.

**Department of Science & Technology**

**Schedule I to Tender Enquiry No.D-21011/Tender/2019-Admn. II(A)**    Date: 31<sup>st</sup> July, 2019

**Scope of work: Tender Enquiry for disposing of E-WASTE (unserviceable, obsolete and beyond economic repairable (BER)) items lying at DST, Technology Bhavan, New Delhi-16**

**A. Location: DST, Technology Bhavan**

**B. Minimum Reserve Price (MRP):**

S. no.	Description of Item	Amount in Rs.
<b>Disposing of E-WASTE (unserviceable, obsolete and beyond economic repairable (BER)) items</b>		
1.	Minimum reserve Price (MRP)	<b>4, 33, 365/- (Four lacs thirty three thousand three hundred sixty five rupees only)</b>

**C. Rates (Quotes):**

SL. No.	Lot	Location of e-waste stored (Lot No-1)	Rates in Rs.
1	Lot No.- 1	Store room of DST beside Union Bank Of India	
		<b>Net bundled price in Rs. (In words also)</b>	

**Total quoted Amount in Rs. (In words also):**

Signature of the bidder with seal & date