



GOVERNMENT OF INDIA

Ministry of Earth Sciences
Prithvi Bhavan, Lodhi Road, New Delhi – 110003
O/o Controller of Accounts



No. PrAO/Admin/Disposal of Obsolete & Unwanted Stores/2017-18

TENDER FOR DISPOSAL OF OBSOLETE OFFICE EQUIPMENTS

Sealed tenders are invited from the interested Recyclers/ Re-processors for disposal of condemned computer systems, UPS, other computer peripherals, furniture and other office equipments (herein referred as “items”) as mentioned in the **Annexure II** on “As is Where is” basis.

Schedule of Tender:

1	Tender No.	No. PrAO/Admin/Disposal of Obsolete & Unwanted Stores/2017-18
2	Tender Type	Limited
3	Tender Category	Sale
4	Estimated Cost	1,60,000/- (Rs One Lakh Sixty Thousand) Only
6	Amount of Earnest Money Deposit	5,000/- (Rupees Five Thousand) Only
7	Last date and time of receipt of tender	08-12-2017 at 13:00 hours
8	Date and time of opening of tender	08-12-2017 at 14:00 hours
9	Venue	O/o the Controller of Accounts, Ministry of Earth Sciences, Prithvi Bhavan, Lodhi Road, New Delhi - 110003

Senior Accounts Officer (Administration)
O/o the Controller of Accounts, MoES,
Lodhi Road, New Delhi – 110003

GENERAL TERMS AND CONDITIONS

Sub: Tender for disposal of obsolete office equipments

1. **Parties:** The parties to the contract are the vendor (The tenderer to whom the order has been issued) and the Government of India through the O/o Controller of Accounts, Ministry of Earth Sciences for and on behalf of the President of India.

2. **Addresses:** For all purposes of the contract including arbitration there under, the address of the tenderer mentioned in the tender shall be final unless the tenderer notifies the change of address by a separate letter sent by registered post with acknowledgement due to the undersigned. The tenderer shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.

3. **Tender Availability & Earnest Money Deposit:**
 - a) The tender form along with terms and conditions can be downloaded from the website <https://eprocure.gov.in> or <http://moes.gov.in/>. No printed copies will be provided.
 - b) Earnest Money Deposit of **Rs 5,000/- (Rupees Five Thousand) only** must be deposited by the tenderers through an Account Payee Demand Draft/Banker's Cheque in favour of PAO (Sectt), MoES, New Delhi.
 - c) EMD is to remain valid for a period of forty-five (45) days beyond the final bid validity period.
 - d) EMD of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract.
 - e) Tenderer shall not be permitted to withdraw his/her offer or modify the terms and conditions thereof. In case the tenderer fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid amount of earnest money will be forfeited to the Government.
 - f) The tenders without the Earnest Money Deposit will be summarily rejected.
 - g) No claim shall lie against the Government Department in respect of erosion in the value or interest on the amount of Earnest Money Deposit.

4. Inspection of Items by Interested Parties:

All interested tenderers, after having obtained the bid documents, may visit the address mentioned in Section 8 (Page 5), with prior appointment only, on the following mentioned dates and time:

- a) 23rd and 24th November 2017: 11 AM to 01 PM
- b) 30th November and 1st December 2017: 11 AM to 01 PM

5. Preparation of Tender Documents: SINGLE - BID SYSTEM:

a) Tender documents in the following manner is to be prepared and the Tender should contain the documents as under:

- (i) Terms and Conditions Checklist (Annexure I) with all documents.
- (ii) Price bid in the format (Annexure II).

b) *Tenderers are required to quote for the whole lot in each of the Groups* (summarized below) in the prescribed Tender forms (Annexure-II) and enclose the duly filled in and signed form in a sealed cover.

c) Groupings made in the tender for offering the price for the items:

- (i) G1 – e-Waste
- (ii) G2 – Computers and Peripherals
- (iii) G3 – Furniture
- (iv) G4 – Scrap and Other Office Equipments

d) Tenderer may bid for all the groups mentioned above or selectively.

e) The price quoted (tender) shall remain valid for a period of 90 days from the date of tender opening.

f) Selection of highest bidder will be made based on total price offered for each of the Groups individually/separately.

g) Tender should be superscribed on the top of the sealed envelopes as '**Tender for Disposal of Obsolete Office Equipments**'.

h) The envelope containing the tenders shall be properly sealed. Envelopes stapled shall not be accepted. All the envelopes must be sealed and the Tender No. and Due date of opening must be superscribed thereupon. Name and address of the tenderer must also be indicated on each envelope. In case of non-submission of the bids as above, the tender shall be treated as 'Disqualified'.

6. **Signing of Tender:**

Individual signing the tender or other documents connected with contract must specify whether he/she signs as:

- (a) A sole proprietor' of the concern or constituted attorney of such sole proprietor.
- (b) A partner of the firm, if it be a partnership firm, in which case he must have the authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.
- (c) Director or a principal officer duly authorized by the Board or Directors of the Company, if it is a company.

7. **N.B:**

- (a) In case of partnership firm, a copy of partnership agreement or general power of attorney duly attested by a Notary Public, should be furnished on a stamp paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or general power of attorney. The attested copy of the certificate of registration of firm should also be enclosed along with the tender
- (b) In case of partnership firm, where no authority to refer disputes concerning the business of partnership has been conferred on any partner, the tender and all other related documents must be signed by all partners of the firm.
- (c) A person signing the tender form or any documents forming part of the tender on behalf of another person should have an authority to bind such other person and if on enquiry it appears that the persons so signing had no authority to do so, the competent authority may without any prejudice, cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.
- (d) **The tenderer should sign and affix his/her firm's stamp at each page of the tender** and all its annexure as acceptance of the offer made by the tenderer will be deemed as contract and no separate formal contract will be drawn. **NO PAGE SHOULD BE REMOVED/ DETACHED FROM THIS NOTICE INVITING TENDER. The duly signed NIT should be attached to other tender documents without fail. Tenders received without duly signed/stamped tender form will be rejected.**

8. Submission of Tender documents: Tenders should be addressed to :

Senior Accounts Officer (Administration),
O/o Controller of Accounts,
A-20, Mausam Bhawan, Lodhi Road
New Delhi – 110003

a) The tenders may be deposited in person by the tenderer in the Tender Box kept in the office of address given above during working hours.

OR

b) The tenders can be sent by Registered post or Speed post so as to reach the undersigned on or before the scheduled date and time. **This office is not responsible for any kind of delay for receipt of tender within the specified date and time** and the tenders received after the scheduled date and time will be out rightly rejected. Only one tender should be kept in one cover. The tender is not transferable.

9. Opening of Tender:

The tenderer is at liberty either himself or to authorize a representative (**not more than one**) to be present at the time of opening of the tender. The representative attending the opening of the tender on behalf of the tenderer should bring with him a letter of authority from the tenderer and a proof of identification on the date and time indicated in the “Schedule of Tender”. The Tender will be opened and read out in the presence of tenderer’s representatives. If the tenders could not be opened at the given time and date due to unforeseen circumstances, the tenders will be opened on next working day at the same time/venue.

10. Criterion for Evaluation of Tenders:

The evaluation of the tenders will be made on the basis of technical information and commercial information furnished in form given in Annexure-II. It must be kept in view that no decision will be given by the Tender Evaluation Committee and any inferences drawn during the meeting of this committee by the tenderers or their representatives will be their own view and the Department will not be responsible and abide by the same. The reasons for selection or rejection of a particular tender will not be disclosed..

11. Right to decide the tender:

The Controller of Accounts, Ministry of Earth Sciences reserves all rights to reject any tender including those tenderers who fail to comply with the instructions without assigning any reasons, whatsoever and does not bind itself to accept any specific tender. The decision of the CA, MoES in this

regard is final and binding. Any failure on the part of the tenderer to observe the prescribed procedure and any attempt to canvas will prejudice the Tenderer's quotation. Any attempt on the part of the tenderer to influence in any way for acceptance of his tender will render for rejection. The decision of the CA, MoES shall be final on any matter of dispute arising out of this tender.

12. Communication of Acceptance:

The successful tenderer will be informed of the acceptance of his tender by post and e-mail.

13. Scope of work:

Disposal of obsolete office equipments is to be made from office of the Controller of Accounts, Ministry of Earth Sciences, Mausam Bhawan, New Delhi - 110003.

14. Time Schedule:

- a) **Completion period:** The successful tenderer shall be required to **make full payment (quoted price in the tender minus the EMD of Rs. 5,000/-) by an Account Payee Cheque in favour of PAO (Sectt), MoES, New Delhi within 5 working days of the acceptance of the tender.**
- b) **The tenderer shall lift all the items from the disposal site to his premises within 5 working days after making the payment as above.**
- c) On failure to do so, tender inviting authority shall have the right to forfeit the entire amount of the bidder including the EMD and dispose the items to the alternate bidder.
- d) The vendor has to submit the details of all the items collected from this office after the completion of the work or 7 days whichever is earlier. This office will not bear any transportation or handling charges for this.
- e) The successful tenderer shall take the responsibility to set right any damages caused during lifting of the materials, to the satisfaction of the concerned authority. On failure to do so, the CA, MoES shall have the right to forfeit the entire amount of the tenderer and dispose the items to alternate tenderer.
- f) During the currency of the tender, additional condemned hardware if any should be lifted by the successful tenderer at the rates quoted or higher rates that may be applicable at the time of lifting, as the case may be.
- g) The condemned hardware being disposed off is only for recycling or reuse. The use of the lifted items in any other form will lead to appropriate legal action. The hard drives in the CPUs should be drilled into or crushed beyond usage before lifting. The successful tenderer will be responsible to ensure this action.

15. Arbitration:

If any difference arises concerning, this Agreement, its interpretation on the payment to be made there under, the same shall be settled by mutual consultations and negotiations. If attempts for conciliation do not yield any results within a period of 90 days, either of the parties may make a request to the other party for submission of the dispute for decision by an arbitral tribunal containing a sole Arbitrator to be appointed by the Controller of Accounts, Ministry of Earth Sciences. Such request shall be accompanied with a panel of names of three persons to act as a sole arbitrator. In case of such arbitrator refusing, unwilling or becoming incapable to act or his mandate having been terminated under law, another arbitrator shall be appointed in the same manner from among the panel of three persons to be submitted by the claimant. The arbitration proceedings shall take place at New Delhi and shall be conducted in English. The provisions of Arbitration and Conciliation Act, 1996 and the rules frames there under and in force shall be applicable to such proceedings.

For any clarification, please contact at following nos.:

- (A) Shri. Madhukar Gupta, Sr. AO, O/o the CA, MoES, A-20, Mausam Bhawan, Lodhi Road, New Delhi - 110003 [011-2464 2151].
- (B) Shri. Harish Kumar, AAO, O/o the CA, MoES, A-20, Mausam Bhawan, Lodhi Road, New Delhi - 110003 [011-2464 2152].

ANNEXURE – I

TERMS AND CONDITIONS CHECK LIST

(to be submitted along with the Bid)

Sl. No	Terms and conditions	Remarks
1.	Name of the Tenderer / concern and address	
2.	Contact Number (s)	
3.	e-mail Address	
4.	Whether each page of NIT and its Annexures have been stamped and signed	
5.	Earnest Money Deposit Details	
	Banker's Cheque / Demand Draft	
	Number	
6.	Nature of the Concern Sole / Partnership / Company	
7.	Documents attached in respect of nature of the concern	
8.	Details of any other information (i.e copies of the Trade licence, PAN, VAT Regd etc).	
9.	Whether the tenderer agrees to the general terms and conditions mentioned in the NIT	

UNDERTAKING

1. I/We undertake that I/we have carefully studied all the terms and conditions and understood the parameters of the proposed work of the Department of Posts and shall abide by them.
2. I /We further undertake that the information given in this tender is true and correct in all respect and we hold the responsibility for the same.

Date:

Signature of the tenderer.

PRICE BID

Tender for disposal of e-waste material

Name and Address of the Tenderer:

Telephone No.:

I/we have inspected the obsolete/ used items related to the computer hardware, peripherals, furniture and e-waste items, and am/are interested to purchase the same on “AS IS WHERE IS” basis. My /Our offer for the items is given below:

Obsolete Items Group G1

e-Waste

Sr. No.	Particulars of store	Quantity/weight/Size (Approx.)	Year of purchase	Offer Price
1.	Used Uniline voltage stabilizer	One (1) IGBT/BY PASS UPS SERVER.	2008-09	
2.	Used Burnt LG air conditioner (1.5 ton)	Two(2) Spilt Two(2) Window	22.07.2009 11.11.2008 31.03.2009	
3.	Used Voltage stabilizer	Two(2) 1. Electrom 2. Everom (SPC)	2011-12	
4.	Used UPS	Two(2) Pulstech	2011-12	
5.	Used Smart power UPS	Two(2) 1.Prao/MoES/Admn/UPS/13 2. No identification number available.	30.09.2009	
6.	Used Blue star Water Dispenser	Mini magic	18.12.2009	
			TOTAL (Rupees)	

Our total offer for all items in G1 is Rs..... (Rupees)

Note: The number of items mentioned above may vary.

Signature of tenderer

Obsolete Items Group G2
Computers and Peripherals

Sr.No.	Quantity/weight/Size	Quantity	Condition	Offer Price
1.	CPU + Monitor + KeyBoard HP	8	Working	
2.	CPU + Monitor + KeyBoard HCL	3	Working	
3.	CPU + Monitor + KeyBoard HP	7	Not Working	
4	CPU + Monitor + KeyBoard HCL	3	Not Working	
	Total Desktop Systems	21	11 Working 10 Not Working	Rs.

Our total offer for all items in G2 is Rs..... (Rupees)
.....)

Note: The number of items mentioned above may vary.

Signature of tenderer

Obsolete Items Group G3

Furniture

Sr. No.	Item	Quantity/weight/Size (Approx.)	Year of purchase	Offer Price
1.	Computer Table (wooden with iron frame)	One(1) 2.5'x4.0'	05.11.2009	
2.	Wooden Table/Trolley.	Two (2) 3.5' x 2.25'	26.03.2012	
3.	Wooden Rack	One (1) 10'x 1.5'	08.10.2008	
4.	Iron frame partition with glass	Two (2) 4' x 4' Iron Grill	06.03.2009	
5.	Wooden Racks	Three (3) 1. 1.5'x 5.0' 2. 2.0'x 4.5' 3. 2.0'x 5.0'	08.10.2008	
6.	Wooden Centre table	One (1) 1. 2.5'x 6.0	24.08.2009	
7.	Wooden Racks	One (1) 1. 1.25'x 8.0'	08.10.2008	
8.	Broken Computer Table	One(1) 1. 2.5'x 4.0	08.10.2008	
9.	Wooden Racks	One(1) 1. 2.0'x 2.0'	NA	
10.	Computer tables	Four(4) 2'x4' Sunmica with iron frame	17.11.2009	
11.	Computer Tables	One (1) 4' x2' Sunmica with iron frame	10.11.2010	
12.	Computer table (small)	One (1) 2'x3'	05.11.2009	
13.	Computer table	One (1) 2'x5' Sunmica with iron frame	05.11.2009	
14.	Iron Racks	One (1) 1.5'x3.5'	08.11.2008	
15.	Office Table	One (1) 1.5'x 5.0'	16.02.2012	
16.	Iron Racks	One (1) 1.5'x3.0	06.03.2009	
17.	Office table	One (1) 2.'x4.5	NA	

18.	Small Table	One (1) 1.5'x3.0'	NA	
19.	Wooden Side Rack	One (1) 2.0'x2.0	NA	
20.	Big Office Table	One(1) 3.0'x5.0'	17.10.2013	
21.	Computer Table	One (1) 2.0'x4.0'	08.10.2008	
22.	Small Table	One (1) 1.5'x 3.0'	NA	
23.	Side Rack	One (1) 1.25'x 3.0	29.09.2010	
24.	Computer Table	One (1) 3.0'x 1.5'	NA	
25.	Computer table	One(1) 1.5'x5.0'	NA	
26.	Wooden Racks	One(1) 1.5'x 3.0	16.03.1982	
27.	Big table	One (1) 4.0'x6.0'	05.02.2009	
28.	Wooden Table	One(1) 2.0'x4.0'	16.02.2012	
29.	Table Rack with locks	One(1) 1.5'x3.0'	NA	
30.	Computer Table	One(1) 4.0'x2.0'	NA	
31.	Table	One(1) 3.0'x1.5'	29.09.2010	
32.	Revolving chair	One (1)	22.12.2009	
33.	Executive Chair leather made	Four (4)	19.03.2012	
34.	Fixed chair	Two(2)	05.11.2009	
35.	Fixed chair (Red)	Four (4)	19.03.2012	
36.	Fixed chair (Yellow)	Four (4)	19.03.2012	
			TOTAL (Rupees)	

Our total offer for all items in G3 is Rs..... (Rupees)
.....)

Note: The number of items mentioned above may vary.

Signature of tenderer

Obsolete Items Group G4

Scrap and Other Office Equipment

Sr. No.	Particulars of store	Quantity/weight/Size (Approx.)	Year of purchase	Remarks	Offer Price
1.	Used Typewriter	Two (2) 1. Godrej 2. Halda 3.	1982-83	Scrap	
2.	Server cabinet (Steel)	One (1) 1.5'x2.0'	08.02.2011	Used	
3.	Digital server cabinet (Full size, tall)	One(1) 4.0'x2.0'x10.0'	26.03.2009	Unused	
				TOTAL (Rupees)	

Our total offer for all items in G4 is Rs..... (Rupees)
.....)

Note: The number of items mentioned above may vary.

Signature of tenderer

I/We have gone through the terms and conditions given in the tender documents 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 Controller of Accounts, Ministry of Earth Sciences, Prithvi Bhavan, New Delhi – 110003.

Signature of the tenderer with date stamp of the firm.