

**PROJECT MANAGEMENT UNIT
OZONE CELL
MINISTRY OF ENVIRONMENT, FOREST AND CLIMATE CHANGE
CORE 4B, 2ND FLOOR, INDIHA HABITAT CENTRE
LODHI ROAD, NEW DELHI- 110003
Telephone: 011-24643325, FAX: 011-24642175
Email: pmucfc-mef@nic.in**

INVITATION FOR PROPOSALS

Sub: Disposal of e-waste - defunct/obsolete computer hardware and peripherals and office equipment

The Project Management Unit, Ozone Cell, Ministry of Environment, Forest and Climate Change (herein after called PMU, Ozone Cell, MoEF&CC) intends to dispose of e-waste - defunct/obsolete/unserviceable computer hardware (desktops, laptops UPS, printers etc.), and office equipment, as per details given in **Annexure - I** on **“AS IS WHERE IS BASIS**, for which proposals are invited from **Dismantler/Recycler of E-waste registered with Central Pollution Control Board or State Pollution Control Board/ Pollution Control Committee in case of Union Territories or concerned department dealing with E-waste.**

1. ELIGIBILITY CRITERIA

Bidders must fulfil following eligibility criteria:-

- (a) Must be registered as a Recycler/Reprocessor/Dismantler of e-Waste with Central Pollution Control Board, Ministry of Environment, Forest and Climate Change, Government of India or with the State Pollution Control Board or Pollution Control Committee in case of Union Territories. **Bids received from the firms other than so registered will be summarily rejected.**
- (b) Must not be blacklisted by any Department of the Government of India or of any State/or by any PSU/Autonomous Organization of Government. An Undertaking regarding non-blacklisting of the bidder by any Government Organization must be furnished by the bidder in the tender document in the format given in **Annexure – II (a)**. **Bids without the undertaking will not be considered.**
- (c) Should be registered with GST with the respective Departments of Government of India/State Governments.
- (d) Should have a PAN No issued by the Income Tax Authorities.

2. INSPECTION OF ITEMS

The inspection of material can be done by the prospective bidders or their representatives at the following address:

Ozone Cell
Core 4B, 2nd Floor
India Habitat Centre
Lodhi Road
New Delhi - 110003
Telephone: 011-24643325, 246532318
FAX: 011-24642175
Email: pmucfc-mef@nic.in

Shri. Dushyant Kumar, DEO, PMU, Ozone Cell, MoEF&CC can be contacted at the above given communication details and queries can be raised at the time of inspection. No further clarification shall be entertained after the above inspection. The representative(s) of bidder need to carry an authority letter for inspection, failing which inspection will not be allowed.

3. BID VALIDITY PERIOD

Bids should remain valid for acceptance for a period of **three months** from the last date of submission of bids, i.e. 19th February 2021. **Bids with lesser validity period will be summarily rejected.**

4. SUBMISSION OF BIDS

- (a) Bids shall be submitted in **two sealed envelopes simultaneously, one containing the technical proposal and the other the price proposal, enclosed together in an outer single envelope.**
- (b) The Bid shall be legible, preferably typed/printed and be in English only. All the pages of the Bid should be serially numbered and signed.
- (c) The **Technical Proposal** shall comprise of the following
 - (i) Details of Eligibility Criteria (**Filled in format of Annexure-II**)
 - (ii) Supporting documents
 - a) Valid registration certificate issued by the Central Pollution Control Board or State Pollution Control Board/ Pollution Control Committee in case of Union Territories.
 - b) Copy of PAN Card
 - c) Copy of GST Registration
 - d) Copy of Address Proof
- (d) The **Financial Proposal** shall be quoted in the Proforma given at **Annexure - III**

The outer sealed envelope superscribed on top as “**Proposal for E-waste and office equipment**”

The proposals should be complete in all respects, and in a sealed envelope addressed to **The Additional Director, Ozone cell, Ministry of Environment, Forest and Climate Change, Core 4B, 2nd Floor, India Habitat Centre, Lodhi Road New Delhi** should be submitted on or before **19th February 2021 upto 1700 hrs.**

All the envelopes shall also indicate the **name, address and phone number** of the Bidder enabling the Bid to be returned, if required.

5. EVALUATION CRITERIA

- (a) First the technical proposals will be opened and eligibility criteria along with supporting documents shall be verified. In case of any missing information, including support documents, the proposals will be rejected straight away.
- (b) The Financial bid of only those bidders shall be evaluated who fulfil the eligibility criteria including having furnished all the supporting documents.
- (c) The bidder shall be considered based on **highest quoted price amongst the technically shortlisted bidders.**

6. PAYMENT

The successful bidder will have to pay the entire quoted/offered amount in the form of Bank Draft/ Pay Order drawn in favour of **Project Management Unit (CTC) payable at New Delhi** within five working days after receipt of letter regarding award of contract, failing which the contract may be cancelled.

7. LIFTING OF ITEMS

- (a) The successful bidder shall be required to lift all items and not selectively from the designated place to their premises on **“AS IS WHERE IS BASIS”** within **two working days** after depositing the full amount.
- (b) In case, the successful bidder deposits the full amount within a stipulated period but fails to lift the articles in the scheduled time, the PMU, Ozone Cell, MoEF&CC shall not take responsibility for safe custody of the articles.
- (c) No damage shall be caused to the existing property of this Office or any other Offices in the premises while removing the materials from the site. Any loss/ damage to the property of this Office or any other Offices in the premises or injury or personal accident suffered by any person due to negligence or action of the successful bidder or his authorized worker/supervisor will be borne by successful bidder and they will be indemnified.
- (d) Goods/material will be removed under the supervision of designated person(s) of PMU, Ozone Cell, MoEF&CC. Materials will have to be removed within the time stipulated in acceptance letter. No extension of time will be given. .

- (e) All the charges i.e. loading, unloading and transportation to be incurred in course of lifting of items from the designated place shall be borne by the successful bidder.

8. SUBMISSION OF UNDERTAKING FOR DISPOSAL OF E-WASTE

The successful bidders shall submit an undertaking (**Annexure - IV**) before lifting the material from the premises that the e-waste items out of defunct/obsolete/unserviceable computer hardware etc. will be stored/process/disposed as per **E-Waste Management Rules, 2016**.

9. OTHER TERMS AND CONDITIONS

- (a) In the event of failure of the successful bidder to lift the items in the stipulated time frame, legal action may also be initiated. Further, the Bidder will be blacklisted for further business with this office and the contract will be awarded to next Highest Bidder to lift the item(s) at H1 rate(s).
- (b) The bidder must submit their rate strictly as per the financial bid Proforma (**Annexure-III**). Any conditional offer will be rejected. Regarding financial proposal, the following may be noted:
- Any overwriting of/on amount quoted will render the bid to be invalid.
 - GST/VAT or any other tax / duty, if applicable shall be borne by the bidder.
 - The rate quoted shall be final.
- (c) GST, if applicable will be borne and deposited by the bidder as per norms.
- (d) Each page of the bid document should be signed by the bidder(s). Incomplete and unsigned bids are liable to be rejected.
- (e) PMU, Ozone Cell, MoEF&CC reserves the right to accept or reject any bid without assigning or communicating any reason thereof

sd/-

Additional Director
Ozone Cell, MoEF&CC

ANNEXURE- I

LIST OF ITEMS FOR DISPOSAL

A. DEFUNCT/OBSOLETE COMPUTER HARDWARE AND PERIPHERALS (E-waste)

Sr No	Description of items	Quantity
1.	Laptop	7
2.	Computers (CPU)	14
3.	Computers (Monitors)	14
4.	Printers	17
5.	Palmtop	1
6.	Modem	2
7.	VCD Player	2
8.	Switch	3
9.	External Print Device Server	1
10.	External CD writer	2
11.	Speaker	2
12.	Photocopier	2
13.	Telephone Instrument	21
14.	Fax Machine	2
15.	UPS	13
16.	DVD writer	2
17.	Scanner	1
18.	CVT 2.0 KVA	1
19.	Others items- Water Dispenser-1, power cables/keyboards/mouse etc	

B. DEFUNCT/OBSOLETE OFFICE EQUIPMENT

Sr No	Description of items	Quantity
1.	Furniture (Table)	5
2.	Furniture (Chair)	8
3.	File Rack	1
4.	Software CD's	14

ELIGIBILITY CRITERIA

Sl. No	Description	Information	
1.	Name of the Firm /Agency/ Company		
2.	Address of the Firm/ Agency/ Company (Enclose copy of address proof)		
3.	Contact Details of the Firm/Agency	Telephon e/ Mobile No	
		FAX No.	
		E-Mail ID	
4.	Name of Proprietor/Partners/Directors of the Firm/Agency		
5.	Other Details (Enclose Copy)	PAN No.	
		GST / VAT Registrati on No.	
		Registration Certificate issued by Centre/State Pollution Control Board	

Signature of Authorized Signatory

(Name of the person)

Seal of the Enterprise/firm/agency

UNDERTAKING (on the letter head)

I/We _____ do hereby solemnly affirm and declare that the My/Our firm /company/business entity is not blacklisted by any Government Department/Autonomous Organization etc. or prosecuted by any court of law.

Dated:

Signature of Authorized Signatory

(Name of the person)

Seal of the Enterprise/firm/agency

FINANCIAL PROPOSAL FORMAT

Name of the Bidder/Firm: -

Address of the Bidder/Firm: -

Telephone No.: - _____

Email ID:

Description of Item	Total Quoted Amount in INR in figures.)	Total Quoted Amount (in INR in words)
Lumpsum amount for e-Waste items mentioned at Annexure – 1		
Lumpsum amount for Office Equipment mentioned at Annexure – 1		

The following may be noted:

- (a) The bidder shall quote for the whole lot of each items and lumpsum amount
- (b) Any overwriting of/on amount quoted will render the bid to be invalid.
- (c) GST/VAT or any other tax / duty, if applicable shall be borne by the bidder.
- (d) The total price should be inclusive of all Misc. charges like transportation, labour or any other expenses etc.

I/We declare that I/my representative have inspected the obsolete items as per the list attached (**Annexure - I**) with tender and am/are interested to purchase the same on **“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 bid will be cancelled.

I hereby also declare that e-waste items out of old/obsolete/unserviceable computer hardware etc. will be stored/process/disposed as per E-waste Management Rules, 2016 and an undertaking to this effect will be given before lifting the material from the premises.

Signature of Authorized Signatory**(Name of the person)****Seal of the Enterprise/firm/agency**

Date:

UNDERTAKING FOR DISPOSAL OF E-WASTE (on Letter Head)

I/We _____ do hereby solemnly affirm and declare that e-waste items out of old/obsolete/unserviceable computer hardware etc. will be stored/process/disposed as per E-waste Management Rules, 2016.

Dated:

Signature of Authorized Signatory

(Name of the person)

Seal of the Enterprise/firm/agency