



**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E),  
ODISHA : BHUBANESWAR**

No. EDP Cell/E-Waste/Management/2019-20/140

Date: 09.12.2019

**NOTICE INVITING TENDER FOR DISPOSAL OF E-WASTE**

**Bid Information Sheet**

Document Description	Tender Document for "Disposal of E-Waste" at the Office of the Pr. Accountant General (A&E), Odisha, Bhubaneswar
Bid Submission	The documents (Section I to III & Annexure A to C) will be available in our website <a href="http://www.agodisha.gov.in">www.agodisha.gov.in</a> and can be downloaded and used as documents for submitting the offer.
Last date & Time of Submission of Bids	23.12.2019 (15:00 Hrs)
Bid Opening	23.12.2019 (16:00 Hrs)
Bid Validity	Three Months from the last date of submission of tender.
Bid Security/EMD	₹ 5,000/- (Rupees Five Thousand only) in the form of Demand Draft drawn on any Nationalised/ Scheduled Bank in favour of "Accounts Officer (Cash)", Office of the Pr. Accountant General (A&E), Odisha payable at 'Bhubaneswar'.
Name, Designation, Address and other details (For Submission of Response to Tender)	The Deputy Accountant General (Admn.), Office of the Principal Accountant General (A&E), Odisha, Bhubaneswar-751001

Cost of Tender Document - Free

Sd/-  
Deputy Accountant General (Admn)

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## SECTION-I

## 1.1 DOCUMENT PURPOSE

The Deputy Accountant General (Admn), Office of the Pr. Accountant General (A&E), Odisha, invites open tenders from the registered Recycler/ Pre-processor of E-waste, registered with Central Pollution Control Board, Ministry of Environment and Forests, Government of India or with any State Government Pollution Control Board for disposal of E-Waste items viz. Desktop computers, Printer, Servers and UPS, "As is where is basis". The detailed list of the disposable E-Waste items is given below:

SI. No.	Name of the Items	Quantity
1	Desktop PC	1
2	-do-	6
3	-do-	1
4	Server	1
5	UPS (600VA)	15
6	Laserjet Printer	3
7	-do-	1
8	-do-	1
9	Dot Matrix Printer	2
10	Laptop	1
11	24 Port Switch	1
12	-do-	1
13	8 Port Switch	1
14	Modem	3
15	Keyboard	20
16	Mouse	30

## 1.2 LOCATION OF THE ITEMS:

The above mentioned E-Waste items are lying in the Office of the Principal Accountant General (A&E), Odisha, Bhubaneswar-751 001

## SECTION -II

### 2.1 Minimum Pre- Qualifying / Eligibility Criteria

The bidder(s) should fulfill the following minimum Pre- Qualifying / Eligibility Criteria:

Sl.No	Minimum Eligibility Criteria	Supporting Documents to be submitted
1	The bidder should be registered under Companies Act, 1956 or should have valid Trade License.	Copy of the valid Company Registration Certificate / Certificate of Incorporation / Trade License.
2	The bidder should have valid PAN Card and GST Registration certificate	a) Copy of PAN Card b) Copy of GST registration certificate.
3	The bidder shall submit the valid Earnest Money Deposit (EMD) in the form of Demand Draft issued by Nationalized/Scheduled Bank.	Demand Draft in Original drawn on any nationalized/scheduled bank in favour of "Accounts Officer (Cash)", O/o the Pr. AG (A&E), Odisha payable at Bhubaneswar
4	The bidders should be a Recycler of E-waste, registered with Central Pollution Control Board, Ministry of Environment and Forests, Government of India or with any State Government Pollution Control Board.	The bidders should enclose the self - attested copy of the Registration Certificate issued by the Central Pollution Control Board or by any State Government Pollution Control Board.

### 2.2 Inspection of the disposable E-Waste items

a) The disposable computer hardware items may be inspected by the bidder or any authorized representatives to satisfy themselves about quality, quantity, usefulness etc. of the items they are bidding for on 16.12.2019 and 17.12.2019 between 03:00 PM to 04:30 PM at the Office of the Pr. Accountant General (A&E), Odisha, Bhubaneswar- 751001, only on production of valid ID Proof/authorization by the firm under prior intimation to Sr.A.O/EDP Cell (0674-2393547). No claim thereafter shall be entertained.

b) The items shall be sold to the highest price bidder.

### 2.3 Procedure for Submission of Bid

a) Tenders are invited in two bid system (i) Techno-Commercial Bid & (ii) Price Bid. The "Techno-Commercial Bid" & "Price Bid" are to be put in two separate envelopes superscripted as "Techno-Commercial Bid" & "Price-Bid" respectively and sealed properly and both the envelopes are to be put in another envelop and sealed with superscription "BID FOR DISPOSAL OF E-WASTE" and addressed to the "Deputy Accountant General (Admn), Office of the Principal Accountant General (A&E), Odisha, Bhubaneswar-1" which must reach at 'Confidential Branch' of this office on or before 23.12.2019 (15.00 hrs). The bids will be opened on 23.12.2019 at 16.00 hrs.

b) No tenders will be received after the due date and time mentioned above.

c) The Principal Accountant General reserves the right to accept / reject any tender without assigning any reason. It may be noted that tenders incomplete in any respect or conditional tender are liable for rejection.

### 2.5 Bid Security / EMD (Earnest Money Deposit):

a) Earnest Money amounting to ₹ 5000/- in shape of Account Payee Demand Draft payable to "Accounts Officer (Cash), Office of the Principal Accountant General (A&E), Odisha, Bhubaneswar-1" drawn on any Nationalized/Scheduled/Commercial Bank payable at Bhubaneswar shall be enclosed with the tender failing which the tender shall be liable for rejection. No other mode of payment towards earnest money is acceptable.

b) EMD submitted in O/o the Principal Accountant General (A&E), Odisha, Bhubaneswar against any other tender shall not be adjusted against the current tender.

c) In case of unsuccessful bidder, the same will be refunded after finalization of Tender and after final execution of the order in case of successful tender.

#### **2.6 Bid Price**

a) The prices should be quoted in Indian Rupees only.

b) The price quoted shall be on a fixed price basis and shall include all applicable costs, charges, taxes and duties. All other charges, duties and other outgoings, whatsoever of every description shall be paid by the bidder. No price variation on any account shall be considered.

#### **2.7 Opening of Bids and Evaluation Parameter:**

Evaluation of the Proposal will be done in four stages, i.e. EMD submission, Pre-Qualification, Technical & Financial:

a. Bids received without valid EMD will be not taken for evaluation.

b. The Technical Evaluation consists of detailed scrutiny of the proposal.

c. The Bidders who qualify in the Technical Evaluation will be considered for opening of Financial Bids.

#### **2.8 Evaluation of Minimum Pre- Qualifying / Eligibility Criteria**

a) For the evaluation of Minimum Pre-Qualifying / Eligibility Criteria, the documents furnished by the Bidder will be examined to check if all the eligibility requirements mentioned in the para 2.1 are fulfilled.

b) Proposal not meeting the pre-qualification criteria shall be rejected and will not be considered further.

**2.9 Technical Evaluation:** The Technical Evaluation Committee shall evaluate and scrutinize the proposal in detail along with the Bid Application Form as mentioned in Annexure-A.

#### **2.10 Award of Contract:**

a) The Office will issue a Letter of Award to the successful bidder whose bid has been determined to be substantially responsive and accepted by this office.

b) The Letter of award is required to be acknowledged by the awardee on the duplicate copy, duly stamped and signed by the authorized signatory.

#### **2.11 Right to accept any bid, reject any or all bids**

This office reserves the right to accept any bid, and to annul the tender process and reject all bids at any time prior to award of contract or to split up the entire lot of the articles to more than one bidder, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for the action taken. In case of any disputes pertaining to the Tender, the decision of this office shall be final and binding.

**2.12 Sub-Contract:** Neither the contract nor any right granted under the contract may be sold, leased/sublet, assigned, or otherwise transferred, in whole or in part, by the bidder/s, and any such attempt to sell, lease, assign or otherwise transfer shall be void and of no effect. The bidder/s shall not permit anyone other than its personnel to perform any of the work, service or other performance required by the vendor under the contract.

**2.13 Canvassing:** No bidder is permitted to canvass on any matter relating to this tender. Any bidder found doing so may be disqualified and his bid may be rejected.

Sd/-

Deputy Accountant General (Admn)



File No. EDP Cell/E-Waste management/2019-20

SECTION -III

TERMS AND CONDITIONS

3.1 The entire disposable computer hardware items will be sold as a single lot to the successful bidder(s) and no part quotation will be considered. The articles will be sold on the assumption that the Bidder has inspected the unserviceable computer hardware items and is fully aware of the condition of the entire articles, they are interested in buying.

3.2 The successful bidder(s) have to pay the full amount in the form of Demand Draft in favour of "Accounts Officer (Cash), Office of the Pr. Accountant General (A&E), Odisha", payable at Bhubaneswar, within five working days after the receipt of the Work Order from this end, failing which the offer will be treated as cancelled and the EMD of the firm shall be forfeited.

3.3 The successful bidder shall be required to lift all the items at his own cost from the disposal site to his premises within two weeks after depositing the full amount. On failure to do so, the office shall have the right to forfeit entire amount of the bidder including EMD and the said bidder(s) will have no right to claim the said articles. This office will have full right to dispose of the articles in any other manner deemed fit as decided by the competent authority. Segregation/Dismantling of material is not allowed in the premises of the Department.

3.4 The cost of lifting and transportation of the disposable hardware items from this office premises are at the responsibility of the bidder/s and will be borne by themselves.

3.5 No items, once disposed of to the successful bidder, shall be taken back by this office, on any condition whatsoever.

3.6 No extension of time limit will be granted for payment of the full amount of the quotation and or removal of articles from this office premises.

Sd/-  
Deputy Accountant General (Admn)

(On letter Head for the firm)

Tender No.

Subject:-Tender for disposal of old obsolete E-waste items

Name & Address of the Bidder:

(In capital letter)

Telephone Number:

Details of EMD: Name of the Bank DD/Pay Order No.                      Date &                      Amount in ₹

1. I/We declare that I/my/our representatives have inspected the obsolete items as per the list attached (Annexure B) with tender and am/are interested to purchase the same on “As is where is basis”.
2. 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 Principal Accountant General (A&E), Odisha, Bhubaneswar.
3. I hereby also declare that firm is registered with MOEF / Central Pollution Control Board / Govt. of Odisha as authorized recycler/re-processor and having environmentally sound management facilities for collection, disposal/recycling of e-waste.

Note: Agencies without having registration and authorization will be not allowed to participate in the bid and bid will be summarily rejected.

(Signature of the Bidder)

List of items proposed to be auctioned / disposed off  
By  
O/o the Principal Accountant General (A&E), Odisha

S No	Name of Item	Make / Model	Quantity (In No's)	Remarks
1 *	Desktop PC	HP	1	
2 *	-do-	HCL	6	
3 *	-do-	HCL	1	
4	Server	HCL	1	
5	UPS (600VA)	Numeric & HCL	15	
6	Laserjet Printer	HP	3	
7	-do-	HP	1	
8	-do-	RICOH	1	
9	Dot Matrix Printer	TVS & Wipro	2	
10	Laptop	HCL	1	
11	24 Port Switch	D-link	1	
12	-do-	Cisco	1	
13	8 Port Switch	D-link	1	
14	Modem	D-link	3	
15	Keyboard	HCL, HP etc	20	
16	Mouse	HCL, HP etc	30	

\*Desktop PC includes Key Board and Mouse.

On the Letter Head of the Bidder

Format for submitting item-wise price bid for items proposed to be auctioned / disposed off

S No	Name of the Item	Make/Model	Quantity (In No's)	Unit Price	Total price	Remarks (If any)

My/Our offer for the items as given in Annexure-B, is given below:-

A. Total Quote Price ₹ (Rupees )

Signature:  
 Name of the Authorised signatory:  
 Designation:  
 Office Seal: