

**Government of Meghalaya
Information Technology & Communication Department**

Tender Notice

No.ITR.5/2005/Pt/176

Dated Shillong, the 8th May, 2019

Notice Inviting Tender for disposal of Electronic (e-Waste) from IT&C Department, Government of Meghalaya.

A number of Obsolete Computers, Computer peripherals, and other e-waste items as per detailed list enclosed at **Annexure ‘B’** are lying in the office of this Institute (in Shillong) for disposal. This Institute proposes to dispose off these materials on ‘as is where is’ basis to the vendors registered with Central / State Pollution Control Board for recycling of e-Waste through quotations. Detailed terms and conditions for the disposal are enclosed at **Annexure ‘A’**

Interested eligible firms may quote their highest prices in the proforma enclosed at **Appendix- ‘I’** under the Terms and Conditions. Please note that it is required to quote the prices for all items.

Your quotation/ bid in the prescribed proforma along with requisite documents should be sealed in a cover super scribed with the words “Bid for e-Waste” addressed to “The Under Secretary to the Government of Meghalaya, Information Technology & Communication Department, Government of Meghalaya” and must reach on or before **3.00 PM of 29th May, 2019**

Late bids shall not be accepted under any circumstances. Please note that IT&C Department, Government of Meghalaya reserves the right to accept/reject any/all bids without assigning any reason whatsoever.

EMD should be submitted in a separate envelope super scribed as EMD for e-waste tender citing the tender number. The tender documents can be downloaded from the Information Technology & Communication Department, Government of Meghalaya’s website (www.ditmeghlaya.gov.in)

The bids shall be opened on **29th May, 2019 at 3.30 PM** in the Conference Hall of New IT Building, Behind NIC Building, Secretariat Hills, Shillong. The bidder shall depute a representative **with authorization letter for attending the bid-opening event.**

Annexure A

Detailed Terms and Conditions for disposal of e-waste:

A. General:

- a. The notice inviting tender can also be downloaded from IT&C Department, Govt. of Meghalaya website at www.ditmeghalaya.gov.in

b. Details of the bid:

1	Bid Reference :	No.ITR.5/2005/Pt/174 Dated Shillong, 8 th May, 2019
2	Last Date of Receipt of Bids	3.00 PM on 29 th May, 2019
3	Date & time of Inspection equipment	9 th May to 27 th May, 2019
4	Place of Receiving bids	Information Technology & Communication Department, Government of Meghalaya
5	Date & Time of Opening of bids (Last Date of Receiving Bids) of	3.30 PM on 29 th May, 2019
6	EMD	10 % of bid Value

B. Eligibility/Qualification Criteria:

- a. Must be authorized and registered as per E-waste Management Rules, 2016, as a Dismantler /Recycler/Refurbisher/ Producer Responsibility Organisation of e-Waste with Central Pollution Control Board, Ministry of Environment and Forests, Government of India or with the State Pollution Control Board or State Governments dealing with E-waste etc.
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-D**.
Bids without above undertaking will not be considered.
- c. Should be registered with GST/ Service Tax/VAT with Departments of Government of India/State Governments

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, IT&C Department be at liberty to forfeit the Bid Security absolutely.

D. General Terms and Conditions

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.

- a) The items shall be sold to the highest bidder.
- b) 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.
- c) No items, once disposed off to the successful bidder, shall be taken back by the office of IT&C Department, Govt. of Meghalaya.
- d) The successful bidder has to make full balance payment in the form of Demand Draft in favour of the **Under Secretary to the Government of Meghalaya, Information Technology & Communication Department, Govt. of Meghalaya** within 7(seven) days after confirmation, failing which the offer will be cancelled and EMD shall stand forfeited.
- e) An Earnest Money Deposit (EMD) of 10% of bid value must accompany each quotation. This shall be in the form of Demand Draft/Pay order of any Nationalized / Scheduled Bank drawn in favor of **Member Secretary, Meghalaya Information Technology Socieity** payable at Shillong, without which the tender shall be summarily rejected. **Cheque/ Money order/ Cash shall not be accepted.** The EMD deposit shall not attract any interest.
- f) 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 for the successful bidder). On failure to do so, office of IT&C Department shall have the right to forfeit the entire amount of the bidder and dispose the items to an alternate bidder.
- g) The successful bidder shall deposit the total calculated amount based on their quoted rates within 3 days of receipt of letter/ e-mail communication from Information Technology & Communication Department, Govt. of Meghalaya. A copy of this document (terms and conditions) with each page duly signed by the authorized signatory, who has signed the bid, should be submitted with the quotation in token of acceptance of the terms and conditions.
- h) Incomplete and unsigned quotations will be rejected.
- i) 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 notified by Ministry of Environment & Forests, Govt. of India.

E. Bidding Procedure:

- a) Sealed Bids shall be received, not later 3.00P.M on 29th May, 2019. No Bid 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 3.00 PM on 29th May, 2019. The bidders shall depute their representatives to attend the bid opening event along with the **authorization letter for attending the same.**
- c) All bids must be delivered to the office of **Information Technology & Communication Department, Government of Meghalaya, Shillong-793001,**
- 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 bid should be submitted in two separate sealed envelopes for,
 - a. **Pre-Qualification/ Technical bid and**
 - b. **Financial bids.**
- b) The bidder shall submit their bid in the prescribed proforma enclosed as **Appendix – I**
- c) The amount should be quoted in Indian Rupees and should be clearly legible. In case of any ambiguity, IT&C Department, Government of Meghalaya shall have the authority to reject the bid.
- d) The amount 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 to the same will lead to rejection of the bid.
- f) A copy of the terms and conditions (with each page duly signed by the authorized 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 10% of bid value in the form of a Bank Draft issued by any Nationalized Bank in favour of **Member Secretary, Meghalaya Information Technology Society**, payable at Shillong. Bids received without EMD shall be summarily rejected.
- h) A copy of Certificate/Proof of Registration with Central Pollution Control Board (CPCB) or Pollution Control Board, Meghalaya 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 send to the **Under Secretary, Information Technology & Communication Department, Government of Meghalaya, Shillong-793001** so as to reach the addressee latest by the date and time indicated in this Document.
- j) No bid may be modified subsequent to the deadline for submission.
- k) The bid 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 with an authorization letter would be allowed to attend the Bid opening event.

- 1) 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. In case, where a bidder quotes lump sum amount for complete e- waste proposed for disposal under this tender and the same is found to be the highest value tender, such bidder shall be awarded the bid.

Sd/-

Under Secretary to the Government of Meghalaya
Information Technology & Communication Department

ANNEXURE- B

ELECTRONIC WASTE (e-waste)

Electronic Waste

Sl No	Item	Brand/Model Type	Qty
1	CPU	HP dx 2000	50
		HP dx 5150	8
		HP dx 6120	2
		HP 2280	1
		HP 2480	2
		HP 3090	2
		HP 6300	1
		HP 8300	2
		HP	17
		HCL	58
		Wipro	7
		LG	1
		Intex	1
		Supercomp	1
		Acer Veriton	1
		Zenith	1
		Infinity	2
		Compaq	16
2	LAPTOP	Toshiba PPM40L	9
		Wipro WLGCPC15	5
		HP TC4200	2
		HP 6710D	3
		HP NX9010	1
		HCL 519	1
		HCL K22DC	2
3	CRT MONITOR	HP	46
		HCL	16
		Wipro	13
		Compaq	19
		IBM	1
		LG	1
	LCD MONITOR	HP	12
		HCL	32
		Acer	1
4	PRINTER	Hp Laserjet Pro 1007	16
		Hp Laserjet Pro 1010	3
		Hp Laserjet Pro 1018	1
		Hp Laserjet Pro 1020	13

		Hp Laserjet Pro 1108	23
		Hp Laserjet Pro 1320	3
		Hp Laserjet Pro 1505	1
		Hp Laserjet Pro 1606	2
		Hp Laserjet Pro 1136	3
		Brother Laserjet	1
		HP Laserjet M1522n MFP	2
		HP Laserjet Pro M128 MFP	6
		Canon 4450 MFP	4
		Hp Laserjet Pro 6000	5
		HP Deskjet 2468	7
		HP Deskjet 3920	1
		HP Deskjet 4368	1
		Dot Matrix Printer	2
5	SCANNER	HP Flatbed Scanner	9
6	LAN SWITCH	HCL 24-Port	2
7	UPS	700 VA	86
		1000 VA	1
8	Photocopier	Cannon IR-4570	1
		Cannon C2020H	1
		RISO RZ220AS	1
		TOTAL=	532

Appendix – I

(To be printed & submitted in firm's letterhead)

Name of the Organization :

Address of the organization : Telephone No. :

Email ID : Rates Quoted :

Sl No	Particular of Item	Brand/Model Type	Qty	Unit Price offered in figures (Rupees)	Unit Price offered in words (Rupees)	Amount (Qty x Unit Price) (Rupees)	Remarks
1	CPU	HP dx 2000	50				
		HP dx 5150	8				
		HP dx 6120	2				
		HP 2280	1				
		HP 2480	2				
		HP 3090	2				
		HP 6300	1				
		HP 8300	2				
		HP	17				
		HCL	58				
		Wipro	7				
		LG	1				
		Intex	1				
		Supercomp	1				
		Acer Veriton	1				
		Zenith	1				
		Infinity	2				
		Compaq	16				
2	LAPTOP	Toshiba PPM40L	9				
		Wipro WLGCP15	5				
		HP TC4200	2				
		HP 6710D	3				
		HP NX9010	1				
		HCL 519	1				
		HCL K22DC	2				
3	CRT MONITOR	HP	46				
		HCL	16				
		Wipro	13				
		Compaq	19				
		IBM	1				
		LG	1				
	LCD MONITOR	HP	12				
		HCL	32				
		Acer	1				
4	PRINTER	Hp Laserjet Pro 1007	16				

		Hp Laserjet Pro 1010	3				
		Hp Laserjet Pro 1018	1				
		Hp Laserjet Pro 1020	13				
		Hp Laserjet Pro 1108	23				
		Hp Laserjet Pro 1320	3				
		Hp Laserjet Pro 1505	1				
		Hp Laserjet Pro 1606	2				
		Hp Laserjet Pro 1136	3				
		Brother Laserjet	1				
		HP Laserjet M1522n MFP	2				
		HP Laserjet Pro M128 MFP	6				
		Canon 4450 MFP	4				
		Hp Laserjet Pro 6000	5				
		HP Deskjet 2468	7				
		HP Deskjet 3920	1				
		HP Deskjet 4368	1				
		Dot Matrix Printer	2				
5	SCANNER	HP Flatbed Scanner	9				
6	LAN SWITCH	HCL 24-Port	2				
7	UPS	700 VA	86				
		1000 VA	1				
8	Photocopier	Cannon IR-4570	1				
		Cannon C2020H	1				
		RISO RZ220AS	1				
		TOTAL=	532				

(Total amount in figure: Rs. (In words.....))

* 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 event of non-compliance of the terms and conditions of the tender my/our EMD shall be forfeited by the IT&C Department, Government of Meghalaya.

I/We hereby also declared that firm is registered with MOEF /CPCB as authorized recycler/re-processor/Producer Responsibility Organization and authorized as per e-waste Management Rules 2016 and having environmentally sound management facilities for collection, disposal/recycling of e-waste.

Date:

Signature of Authorized Signatory

Name of the Person _____ Designation _____

Eligibility Criteria

(to be filled up and submitted along with documental proof wherever needed)

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	Telephone/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 Registration No.	
		Registration Certificate No. issued by Centre/ State Pollution Control Board as per e-Waste Management 2016	

Date:

Signature of Authorized Signatory

Name of the Person _____

Designation _____

ANNEXURE - D

Tender for Disposal of E-waste - old/obsolete Computer Hardware and peripherals

UNDERTAKING

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 with stamp (Name of the person)