

Director General of Audit (Shipping)
C-2, G N Block, Bandra Kurla Complex, Mumbai - 400051
Email: pdashippingmum@caq.gov.in
Phone No. 022-26520873, 26520874
Office website: <https://caq.gov.in/mab/mumbai-i/en>

QUOTATION NOTICE No. 1

F.No. DGA(S)/Admn/E-waste Disposal/2022-23

Date: 09.02.2023

विषय: ई-कचरा का निपटान - पुराने / अप्रचलित कंप्यूटर हार्डवेयर और बाह्य उपकरणों।

केंद्रीय प्रदूषण नियंत्रण बोर्ड या राज्य प्रदूषण नियंत्रण समिति के साथ पंजीकृत ई-कचरा के डिस्मेंटलर / रिसाइक्लर से मुहरबंद उद्धरण पुराने / अप्रचलित / अपरिवर्तनीय इलेक्ट्रॉनिक और विद्युत सामग्री के निपटान के लिए "जैसा है वहाँ है" (as is where is) के आधार" पर आमंत्रित हैं।

क्रमांक	वस्तुओं का विवरण	विवरण
1	उपलब्ध वस्तुओं का निरीक्षण करने का स्थल	महानिदेशक लेखापरीक्षा (नौवहन), भारतीय लेखापरीक्षा एवं लेखा विभाग, सी -2, जी एन ब्लॉक, बांद्रा कुर्ला कॉम्प्लेक्स, मुंबई - 400051
2	अवधि और निरीक्षण का समय	22-02-2023 से 28-02-2023 (11.00 am to 4.00 pm) (On working days of office)
3	सील कोटेशन का सबमिशन	03-03-2023 (by 3.00 pm)
4	सील कोटेशन का खुलना	03-03-2023 (by 3.30 pm)

उद्धरण सभी प्रकार से पूर्ण, और एक मुहरबंद लिफाफे में होना चाहिए। इस तरह के सील किए गए उद्धरण को वरिष्ठ लेखा परीक्षा अधिकारी (प्रशासन), महानिदेशक लेखापरीक्षा (नौवहन), मुंबई को संबोधित किया जाना चाहिए और 7 वीं मंजिल, आर टी आई बिल्डिंग, सी -2, जीएन ब्लॉक, बांद्रा कुर्ला कॉम्प्लेक्स, मुंबई - 400051 में रखा गया कोटेशन बॉक्स में 03-03-2023 से पहले 15:00 बजे तक डाल दिया जाना चाहिए।

नोट: उपर्युक्त किसी भी तारीख को इस कार्यालय के लिए अवकाश घोषित किए जाने की स्थिति में, नियत समय पर अगले कार्य दिवस पर कोटेशन / बोलियां प्राप्त / खोली जाएंगी।

हस्ता

वरिष्ठ लेखापरीक्षा अधिकारी / प्रशासन

Sub: Disposal of e-waste - old/obsolete computer hardware and peripherals.

Sealed quotations are invited from **Dismantler/Recycler of E-waste registered with Central Pollution Control Board or State Pollution Control Committee** for disposal of old/obsolete/unserviceable electronic and electrical material on "**AS IS WHERE IS BASIS**".

Sl. No.	Description of items	Details
01	Available items can be inspected at	Director General of Audit (Shipping), C-2, G N Block, Bandra Kurla Complex, Mumbai – 400051
05	Period & Time of Inspection	22-02-2023 to 28-02-2023 (11.00 am to 4.00 pm) (On working days of office)
06	Submission of Sealed Quotations	03-03-2023 (by 3.00 pm)
07	Opening of Sealed Quotations	03-03-2023 (by 3.30 pm)

The Quotation should be complete in all respects, and in a sealed envelope. Such sealed quotation should be addressed to **the Senior Audit Officer (Administration), Director General of Audit (Shipping), Mumbai** and be dropped in the Quotation Box placed at 7th floor, RTI Building, C-2, G N Block, Bandra Kurla Complex, Mumbai - 400051 on or before **03-03-2023 upto 15:00 hrs.**

Note: In the event of any of the above mentioned dates being declared as a holiday for this office, the quotations/bids will be received/opened on the next working day at the appointed time.

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Sr.Audit Officer/Administration

Note: The dates/period are subject to approval of Competent Authority and publishing of quotation notice.

Principal Director of Audit (Shipping)
C-2, G N Block, Bandra Kurla Complex, Mumbai - 400051
Email: pdashippingmum@cag.gov.in
Phone No. 022-26520873, 26520874

Quotation for disposal of e-waste

This Office intends to dispose of e-waste - old/obsolete/unserviceable computer hardware (Desktops, Laptops, TV, Telephone instruments, UPS, Printers etc.), water coolers, photocopy machines etc. on “**AS IS WHERE IS BASIS**” through sealed quotations.

1. Eligibility Criteria

Bidders must fulfil following eligibility criteria and submit documents mentioned at **Annexure - I** of this quotation document in support of the same as under: -

- (a) Must be registered as a Recycler/Reprocessor/Dismantler 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 Organisation of Government. An Undertaking regarding non-blacklisting of the bidder by any Government Organization must be furnished by the bidder in the quotation document in the format given in **Annexure - II**. 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.

2. Inspection of Items

The inspection of material can be done carefully by the prospective bidders or their representatives at the designated place at Director General of Audit (Shipping), C-2, G N Block, Bandra-Kurla Complex, Mumbai - 400051. Queries can be raised with the officer concerned at the time of inspection. No further clarification shall be entertained after the above inspection.

3. Earnest Money Deposit (EMD)/Bid Security

Bidders have to submit the EMD of ₹2000/- with Account Payee Demand Draft in favour of **Pay and Accounts Officer (Audit), [Office of the Principal Accountant General (A&E)-I]** payable at **[Mumbai, Maharashtra]**. Bidder has to submit the proof of the DD during the submission of bid.

4. Minimum Reserved Price

No minimum reserved price has been kept.

5. Bid validity Period

Bids should remain valid for acceptance for a period of **three months** from the date of opening of the Bids. Bids with lesser validity period will be summarily rejected.

6. Financial Bid

- (a) The financial bid shall be quoted in the Proforma given at **Annexure - III** of this quotation document.
- (b) The Financial bid of only those bidders shall be evaluated who fulfil the eligibility criteria.
- (c) The bidder shall quote for the whole lot.
- (d) Any overwriting of/on amount quoted will render the bid to be invalid.
- (e) GST/VAT or any other tax / duty, if applicable shall be borne by the bidder. Bid Amount to be quoted shall be exclusive of all taxes.
- (f) The rate quoted shall be final.
- (g) The successful bidder shall be evaluated on the basis of highest quoted price for the whole lot.

7. Submission of Bids

- (a) 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.
- (b) The Bid prepared by the Bidder shall comprise of (i) Details of Eligibility Criteria and (ii) Financial Bid.
- (c) Bid may include following documents:
 - (i) Eligibility Criteria (**Annexure - I**).
 - (ii) Financial Bid (**Annexure - III**).
 - (iii) Supporting documents

Sealed quotations superscribed “**Quotation for disposal of e-waste**” addressed to **the Senior Audit Officer (Administration), Director General of Audit (Shipping), Mumbai** and be dropped in the Quotation Box placed at 7th floor, RTI Building, C-2, G N Block, Bandra Kurla Complex, Mumbai - 400051 on or before **03-03-2022 upto 15:00 hrs**. Bids received after the closing date and time prescribed shall NOT be accepted under any circumstances.

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

8. Opening of Bids

- A) All bids containing Eligibility Criteria and Financial Bid shall be opened by the **Senior Audit Officer (Administration), Director General of Audit (Shipping), Mumbai** in the presence of members of disposal committee and the Bidders or their authorized representatives.
- B) The bidder himself or his authorised representative can attend the quotation opening event. The representative attending the opening of the quotation on behalf of the bidder should bring with him/her a letter of authority from the bidder and a proof of identification at the time of opening of bid. Only one person/representative from each bidder would be allowed to attend the bid opening event.

9. 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 **PAO(Audit), Office of the Accountant General (A&E) – I, Maharashtra, Mumbai** payable at Mumbai within **three working days** after receipt of letter regarding award of contract, failing which the contract may be cancelled.

10. Lifting of e-waste - old computer hardware

- (a) The successful bidder shall be required to lift all e-waste - old/obsolete/unserviceable computer hardware and not selectively from the designated place to their premises on “**AS IS WHERE IS BASIS**” within **three 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, this Office 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 Officer(s) of this Office. Materials will have to be removed within the time stipulated in acceptance letter. No extension of time will be given under ordinary circumstances. However, extension of time may be granted provided convincing and satisfactory reasons for such delay is given in writing by the successful bidder. Delay, beyond the stipulated time, may entail cancellation of the award/order.
- (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.

11. Submission of Undertaking for Disposal of e-Waste

The successful bidders shall submit an undertaking (**Annexure - V**) that e-waste items out of old/obsolete/unserviceable computer hardware etc. will be stored/process/disposed off as per **Rule 15 of Chapter IV of E-Waste (Management) Rules, 2016**.

12. 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 should also enclose the self-certified copy of the valid registration certificate issued by the Central Pollution Control Board or Maharashtra Pollution Control Board along with the quotation document failing which the quotation will be rejected. The successful bidder shall produce the original certificate before lifting of the items from said location.

- (c) The bidder has to submit their rate against each lot separately instead of quoting for individual items of the particular lot. They are requested to quote their rates Lot-wise (**which is one LOT in the present case**). Any conditional offer will be rejected.
- (d) No bidder will be allowed to withdraw after submission of bids/opening of the quotation.
- (e) This quotation is non-transferable.
- (f) Each page of the quotation document should be signed by the bidder(s). Incomplete and unsigned quotations are liable to be rejected.
- (g) If a firm violates any of these terms & conditions, the same shall be blacklisted and other legal action may be initiated.
- (h) This Office reserves the right to accept or reject any bid without assigning or communicating any reason thereof and to take any decision relating to the quotation including the cancellation of the quotation.
- (i) Any corrigendum / addendum / errata etc. in respect of above Quotation shall be made available in our official website and Notice Board only. No press publication shall be made in this regard. Hence applicants are advised to visit our website regularly for any amendment / corrigendum / addendums in this regard.

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**Senior Audit Officer/
Administration**

Eligibility Criteria for Disposal of e-waste**QUOTATION NO. - 01/2023**

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		
		PAN No.	
		GST / VAT Registration	
5.	Other Details (Enclose Copy)	No.	
		Registration Certificate No. issued by Centre/State Pollution Control Board	

**Signature of Authorised Signatory
with stamp (Name of the person)**

Quotation for Disposal of E-waste

QUOTATION NO.- 01/2023

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 Authorised Signatory
with stamp (Name of the person)**

ANNEXURE - III

Financial Bid for Disposal of E-waste

QUOTATION NO. - 01/2023

Name of the Bidder/Firm: -

Address of the Bidder/Firm: -

Telephone No.: - _____

Email ID:

Description of Item	Total Quoted Amount (In Rs.)	Remarks
E-Waste items mentioned at Annexure – IV lying at RTI Building, C-2, G N Block, Bandra Kurla Complex, Mumbai - 400051		

The total price should be inclusive of all Misc. charges like transportation, labour or any other expenses etc. All these expenses are to be borne by the successful bidder.

I/We declared that I/my representative have inspected the obsolete items as per the list attached (**Annexure - IV**) with quotation 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 quotation document and agree with the same. I/We understand that in the event of non-compliance of the terms and conditions of the quotation my/our bid will be cancelled.

I hereby also declared that firm is registered with Central Pollution Control Board or State Pollution Control Board as authorised recycler/re-processor/dismantler and having environmentally sound management facilities for collection, disposal/recycling of e-Waste.

Date: -

**Signature of Authorised Signatory
With stamp (Name of the person)**

Annexure IV

**LIST OF OLD/OBSOLETE COMPUTER HARDWARE AND PERIPHERALS FOR
DISPOSAL**

QUOTATION NO. 01/2023

Inventory of E-waste to be Disposed Of

Sr No	Description of items	Quantity
1	Monitors	20
2	CPU	31
3	Keyboard	30
4	Mouse	55
5	Laptops	18
6	Printers	11
7	UPS	5
8	Scanners	2
9	Speakers	4
10	Extension Board	4
11	Paper Shredder	1
12	LCD TV	2
13	Display phone	5
14	Xerox Machine	2
15	Adapters	25
16	LAN Cables	1350m
17	Fax	1
18	Power Cord	40
19	Headset	2
20	Water Purifier	1

Quotation for Disposal of e-waste

QUOTATION NO. – 01/2023

UNDERTAKING FOR DISPOSAL OF EWASTE

I/We _____ do hereby solemnly affirm and declare that e-waste items out of old/obsolete/unserviceable e-waste will be stored/process/disposed off as per Rule 15 of Chapter IV of e-Waste (Management) Rules, 2016. I/We solemnly affirm and declare that hard disk, if any will not be used by me or any other person who is in possession of the computer system and will be disposed off completely. If at all it is used by me or any other person, I/We shall ensure that data, if any is completely erased off before use. In case of failure, I/We would be personally responsible for misuse of data.

Dated:

**Signature of Authorised Signatory
with stamp (Name of the person)**