



महानिदेशक, लेखापरीक्षा का कार्यालय (केन्द्रीय), कोलकाता  
OFFICE OF THE DIRECTOR GENERAL OF AUDIT (CENTRAL), KOLKATA  
जि. आई. पी. बिल्डिंग, 8, किरण शंकर राय रोड, कोलकाता – 700001  
G. I. P. BUILDING, 8, KIRAN SANKAR ROY ROAD, KOLKATA – 700001



File No.: DGAC/KOL/ITCell/E-Waste

Date: 04/08/2025

**Notice Inviting Tender**

**Sub: Tender for disposal of declared obsolete/condemned E-Waste IT items**

Office of the Director General of Audit (Central), Kolkata, invites sealed bids from the Registered recycler/re-processor/collection center/dismantlers of E-waste, registered with Central Pollution Control Board/Ministry of Environment and Forests, Government of India or registered with any other State Pollution Control Boards for disposal of E-Waste items (IT items) on “As is where is basis”. In case your firm is interested in the above process work, you are requested to quote your competitive highest prices in the tender process.

The tender date and other schedule details of the tender are as follows:

Description of Items	E-Waste Bid (unserviceable/ obsolete/ condemned or beyond economic repairable (BER) items etc., will take place on “As is where is basis”
Bid Submission Start Date	04/08/2025 from 10:00 Hrs
Bid Submission End Date	14/08/2025 till 17:00 Hrs
Inspection of IT Materials	On working days during 10:00 Hrs to 17:00 Hrs till bid submission end date
Date & Time of opening of Technical Bid	18/08/2025 at 12:00 Hrs
Date & Time of opening of Financial Bid	18/08/2025 at 15:00 Hrs
Bid Reserved Price	Rs 1,00,455/-
Bid Validity Period	90 Days
EMD	Rs. 5,000/- in form of Demand Draft drawn on any Nationalized/Scheduled Bank in favour of “Senior Audit Officer (Entitlement), O/o the Director General of Audit (Central), Kolkata” and payable at Kolkata. Note: The firms registered with NSIC/ MSE are exempted from the payment of EMD. Copy of valid certificate must be furnished.
Contact Details for Administrative purpose	Shri Gautam Prakash Senior Audit Officer (IT Cell) Contact No: 8981818725 Email: <a href="mailto:compcell.kol.dgac@cag.gov.in">compcell.kol.dgac@cag.gov.in</a>
Office Address	O/o the Director General of Audit (Central), Kolkata, GIP Building (East Wing) 8, Kiran Sankar Roy Road, Kolkata-700001

Senior Audit Officer/IT Cell

### **List of the E-waste items**

Office of the Director General of Audit (Central), Kolkata, invites prospective bidders for Tender from Registered recycler/re-processor/collection center/dismantler of E-waste registered with Central Pollution Control Board /Ministry of Environment and Forests, Government of India or with any other State Pollution Control Board for disposal of E-Waste IT items on "As is where is" basis.

The detailed list of the disposable E-waste items which are lying at the O/o the Director General of Audit (Central), Kolkata, GIP Building (East Wing) 8, Kiran Sankar Roy Road, Kolkata, 700001, is mentioned below:

Sl. No.	Name of the Items	Quantity
1	Laptops	14
2	CPUs	24
3	Monitors	24
4	Scanners	08
5	Printers	03
6	UPS	09
7	Empty Used Printer Cartridges	370

## **GENERAL CONDITIONS OF SALE**

### **1. Minimum Pre-Qualifying / Eligibility Criteria**

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

<b>Sl. No.</b>	<b>Minimum Eligibility Criteria</b>	<b>Supporting documents to be submitted</b>
a.	The bidder shall be registered under Companies Act, 1956 or should have valid Trade License.	<b>Copy of valid Company Registration Certificate/ Certificate of Incorporation /Trade License.</b>
b.	The bidder shall have valid PAN Card and GST Registration certificate.	<b>Copy of PAN Card and Copy of GST registration certificate.</b>
c.	The bidders are required to submit the valid Earnest Money Deposit (EMD) in the form of Demand Draft issued by any Nationalised/ Scheduled Bank.	<b>Demand Draft in Original</b>
d.	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.	<b>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.</b>
e.	Declaration of blacklisting/Non-blacklisting Certificate	<b>Duly filled Annexure-C enclosed herewith</b>
f.	Additional document	<b>Duly filled Annexure- A, B &amp; D</b>

### **2. Inspection of the disposable E-Waste items by Tender:**

- a. The disposal of obsolete items as e-waste shall be on an “**AS IS WHERE IS**” basis and no guarantee/warranty or certificate of its worthiness of description/quality/quantity will be given by this office.
- b. Bidders may inspect the material and its surroundings and satisfy themselves before submitting their tenders. Booting or opening of desktop/Laptop/printer will not be permitted.
- c. The bidder shall be deemed to have full knowledge of the site/material whether he/she inspects it or not and no extra charges consequent on misunderstanding or otherwise shall be allowed.
- d. Bidders or his authorized agents, accompanied by authorized personnel from this office, will be allowed to undertake the site visit, as per schedule mentioned above. However, prior intimation at least one days before and approval of the authority shall be required before conducting such visit.
- e. The Bidder or his authorized representative may inspect the items/materials during Office Hrs between **10:00 Hrs to 17:00 Hrs** at the Office of the Director General of Audit (Central), Kolkata, GIP Building (East Wing), 8, Kiran Sankar Roy Road, Kolkata, 700001.

### 3. E-Waste Bid Security/ EMD (Earnest Money Deposit):

- a. The Bidders are requested to fill the **enclosed Annexure A, B, C and D** and submit the same along with relevant supporting documents and Earnest Money Deposit (in offline mode) of **Rs. 5,000/- (Rupees Five Thousand only)** in the form of **Demand Draft** drawn on any Nationalised/Scheduled Bank in favour of **“Senior Audit Officer (Entitlement), O/o the Director General of Audit (Central), Kolkata”** and **payable at Kolkata**. Bids submitted without valid EMD may be rejected.
- b. EMD shall be forfeited, if the Bidder unilaterally withdraws, amends, impairs or derogates from his offer in any respect within the period of validity of his offer.
- c. EMDs of all the unsuccessful Bidder will be returned after the Work Order is issued to successful bidder.
- d. The EMD of the successful Bidder shall be released after depositing the quoted H-1 amount and removal of the items from the premises subject to the satisfaction of this office. If the successful Bidder fails to deposit the quoted amount within the prescribed period, the sale relating to the awarded lot can be cancelled at the discretion of the Seller/Auctioneer and the EMD of the H-1 firm will be forfeited in full. The Seller/Auctioneer shall also be entitled to recover any costs and/or incidental/consequential loss suffered by it as a result of such failure to pay the balance sale value by the Bidder. EMD of the Bidder(s) who fail to honour the Bid in prescribed time limit shall stand forfeited. No representation in this regard shall be entertained by the Department.
- e. No interest will be paid by this office for not releasing the EMD amount within the Bid validity period or at any circumstances.
- f. The firms registered with NSIC/ MSE are exempted from the payment of EMD. Copy of valid certificate must be provided.

### 4. BID Price:

- a. The prices should be quoted in Indian Rupees only.
- b. The price quoted shall be on a fixed price/lump sum 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.

### 5. Award of Contract:

- a. The Bidder who offers the highest net bundled price on Reserve Price will be awarded the contract.
- b. The Office will issue an Acceptance letter/Sale Order to the highest acceptable responsive Bidder.
- c. The Letter of award is required to be acknowledged by the awardee on the duplicate copy, duly stamped and signed by the authorized signatory.
- d. The successful Bidder (H1) shall make payment of Total Sale/Auction Value within 15 (fifteen) calendar days (including the date of acceptance letter/sale order). The late payment charges @one per cent per week or part thereof up to two weeks only shall be paid by the successful Bidder (H1).
- e. After receipt of H1 bid amount from the successful bidder, the Delivery Order will be issued to the H1 Bidder.

**6. Minimum Reserve Price (MRP):**

This office has evaluated the Minimum Reserve Price (MRP) as **Rs. 1,00,455/- (Rupees One Lakh Four Hundred and fifty-five only)**. Under no circumstances the quoted H-1 price should be less than the MRP and if so, the whole tendering process will be treated as cancelled and no representation in this regard will be entertained.

**7. Right to accept/reject any bid:**

The Seller reserves the rights to accept or reject the highest bid after assigning the reasons and the Contract of any or all the lots may be allotted by the Seller to one or more than one Bidder as Seller may deem fit and no claim / complaint in this regard will be entertained by the Seller/Auctioneer”.

**8. Sub-Contract:**

The tender is non-transferable. 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, assignment 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.

**9. General Conditions:**

- a. Lots of proposed items are sold on " **As is where is**" basis. The disposal of E-Waste of various make, model and types is strictly on the understanding that Bidder had inspected the items. No complaint/claim will be entertained in this regard.
- b. The material will be counted/weighed on the spot in the presence of the successful Bidder and authorized official (s) of this office and endorsed by both the parties before being taken out from the office premises.
- c. The **Delivery of the Sold Material/items has to be taken within 20 (twenty) calendar days** (free delivery period) **from the date of the acceptance letter/sale order** (excluding the date of issue of the acceptance letter/sale order). If the purchaser is not able to lift the material within the free delivery period, extensions may be granted by the competent authority but after levying a ground rent @ 1/2 (half) per cent of the sale value per day.

- d. The material/items shall remain, in every aspect, at the risk of the buyer from the time of acceptance of his offer. This office will not undertake any liability whatsoever for the safe custody, protection or preservation after the sale has been confirmed. No complaint regarding the quality or description of the materials sold will be entertained once the Bid has been accepted.
- e. Materials sold but not removed within the specified date will become the property of this office and this office has the right to dispose of such goods in any manner as this office deems fit without any notice.
- f. All forms/documents required as per e-waste policy/guidelines will be submitted by the Bidder.
- g. 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.

#### **10. Job execution process:**

- a. Items will be allowed to be lifted from the site only after confirmation of receipt of payment amount in full. The lifting of materials will be done by the contractor on any working day as specified between 11:00 hrs. to 15:00 hrs.
- b. The EMD of the successful Bidder will only be released after submission of quoted amount in the prescribed form by the successful Bidder. If the successful Bidder fails to deposit the quoted amount within the stipulated date, the EMD of the H1 firm will be forfeited.
- c. The contractor will have to inform at least one working days in advance of the intended date of lifting of the materials.
- d. The contractor will be required to bring their own vehicle for lifting the materials and will employ their own labour, bags and other items as required for packing and lifting of the materials. No assistance will be rendered in this regard by the Department.
- e. The lifting of obsolete materials shall be undertaken only under the supervision of an officer nominated for the purpose by the Office.
- f. The lifting of the obsolete materials will be allowed from the designated places only and after issuance of necessary security/gate pass.
- g. The contractor will leave the storage place of the material quite clear.
- h. The contractor shall comply with all safety measures and indemnify this office against any liability for compensation due to injury to his own labour/person (s) or to other persons inside the office premises while taking out the material under the contract and for any losses or damages to the building/structure/property of this office due to any fault or negligence or willful acts, omission, or any other reasons whatsoever.



### **11. Execution of order:**

- a. No items, once disposed to the successful Bidder, shall be taken back, on any condition whatsoever.
- b. Successful Bidder/re-cycler shall be required to submit one certificate in their official letter head/pad certifying that the items (e-waste) have been recycled/processed as per existing Govt. policies/procedures applicable to such products/items within 45 days.

### **12. Sale of hazardous waste items** would be governed by the following procedures in addition to guidelines / notifications issued by the Central Pollution Control Board (CPCB)/ Ministry of Environment and Forests (MoEF) from time to time:

- a) Sale of old batteries/lead acid batteries will be governed by the Batteries (Management & Handling) Rules, 2001 or as amended from time to time.
- b) Sale of other categories of hazardous waste items will be governed by the Hazardous and Other Wastes (Management and Trans-boundary Movement) Rules, 2016 or as amended from time to time.
- c) The sale of e-waste shall be governed by E-Waste (Management) Rules, 2022 or as amended from time to time.
- d) Bidders must submit a notarized copy of the valid registration certificates issued by the State (or Union Territory) Pollution Control Board (SPCB) and produce it at the time of taking delivery of the materials, failing which their bid will be liable for rejection. In case of lead acid batteries, used/waste oils, and nonferrous metal wastes, in addition to submitting necessary valid registration from the SPCB, the bidder must also submit a notarized copy of the valid registration certificate from CPCB (or MoEF); and In case of a sale involving inter-state movement of goods, the buyer shall also submit an NOC from the concerned SPCB, with whom the buyer is registered, to the seller before taking delivery, failing which the buyer will be responsible for the consequences and the seller shall take further decision as may be deemed fit.

### **13. Additional Terms & Conditions**

Any dispute/differences arising shall be settled through arbitration. The seller (this office) and the purchaser (Bidding firm) shall first try to resolve the differences/disputes amicably by mutual consultation.

  
04/8/25  
Senior Audit Officer/IT Cell

**Annexure – ‘A’**  
**Mandatory Information**  
**(Technical Bid)**

Sl. No.	Description	Information/declaration	
1.	Name of the Applicant/Firm		
2.	Nationality		
3.	Address (Enclose Electricity Bill/Landline Bill or any other authenticate copy of address proof)	Regd. Office Address	
		Head Office Address	
4.	Telephone numbers	Landline/ Mobile No.	
		E-mail ID	
5.	Other details (bidders must enclose copy of the relevant documents)	PAN Details	
		Registration No.	
		CPCB/SPCB Registration Details	
6.	Proof of being registered with Ministry of Environment and Forests (MOEF)/ Central Pollution Control Board (CPCB)/State Pollution Control Board (SPCB) or any other recognized authority as recyclers/re-processor /Collection center/dismantler of E-Waste (computer peripherals) etc.	Yes / No	
7.	Constitution of firm	Individual	
		Sole Proprietorship Concern	
		Partnership Firm	
		Public Ltd. Company	
		Private Ltd. Company/Public Sector Enterprises	
		Others	



8.	Proof of submission of EMD		Yes / No
9.	Earnest Money Deposit (EMD) details	Amount (in ₹)	
		DD No.	
		Date of issue	
		Name of issuing bank	
		Address of issuing bank	
10.	Declaration with respect to recycling/re-use/re- sale of computer peripherals including ink/toner cartridges etc. as per E-Waste (Management) Rules- 2022 or other stipulations by the GoI/concerned authority or as amended from time to time.		Yes / No
11.	Copies of Original Registration Certificates:		
	a. Incorporation Certificate/Registration of the Company or Firm		Yes / No
	b. GST Registration Certificate		Yes / No
	c. PAN Card Number/Income Tax Number		Yes / No
12.	Self-attested bid document duly signed and affixing office seal in all pages including blank financial bid page		Yes / No
13.	Declaration of blacklisting/Non-blacklisting Certificate in Annexure "C"		Yes/No

**(Signature of the Bidder with company seal)**

**Annexure - 'B'**  
**Tender Acceptance Letter**

(To be submitted on Company Letter Head)

To

The Dy. Director (Administration),  
Office of The Director General of Audit (Central), Kolkata,  
GIP Building (East Wing), 8, Kiran Sankar Roy Road, Kolkata - 700001

**Sub:** Tender for disposal of unserviceable/obsolete E-waste IT items.

Sir/Madam,

1. I/We have downloaded/obtained the tender document (s) for the above-mentioned Tender/work as per your advertisement.
2. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents (including all documents like annexure(s), etc.) which form part of the contract agreement and I/we shall abide hereby by the terms/conditions/clauses contained therein.
3. I/ We hereby unconditionally accept the conditions of above-mentioned e-tender document(s) /corrigendum (s) in its totality/entirely.
4. I/We do hereby declare that our Firm has not been blacklisted/debarred by any Government Department/Public Sector Undertaking.
5. I/We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason therefore or summarily reject the Bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.
6. I/We assure that I/We will NOT be outsourcing any work specified in the tender document, to any other firm.

Yours faithfully,

**(Signature of the Bidder with company seal)**

**Annexure- 'C'**  
**CERTIFICATE**

**DECLARATION REGARDING BLACKLISTING/NON-BLACKLISTING**

I/We, Proprietor / Partner(s) / Director (s) of M/S -----  
hereby declare that the firm / company namely M/S -----  
has not been blacklisted or debarred in the past by any organization from taking part in  
Government tenders.

Or

I/We proprietor / partner(s) / Director (s) of M/S -----  
hereby declare that the firm / company namely M/S -----  
was blacklisted or debarred by any Government Department from taking part in  
Government tenders for a period of ----- years w.e.f. -----.  
The period over on and now the firm / company is entitled to take part in Government  
tender. In case the above information found false, I/We are fully aware that the tender /  
contract will be rejected / cancelled by O/o the Director General of Audit (Central),  
Kolkata and EMD shall be forfeited. In addition to the above, O/o the Director General of  
Audit (Central), Kolkata will not be responsible to pay the bills for any completed /  
partially completed work.

Name: -----

Capacity in which assigned: -----

Name & Address of the firm: -----

**Date:**

**Signature of the Bidder with company seal.**

## Annexure – ‘D’

### (Financial Bid)

**(Rates shall include cost of transportation, taxes and other overheads)**

#### Price Schedule

This template must not be modified/replaced by the bidder and the same should be submitted after filling the relevant column, else the bidder is liable to be rejected for the tender. Bidder are allowed to enter the value only in Indian currency.

Sl. No.	Category of equipment	Offer rate per items (In ₹)	No. of items	Total Quoted rate incl. taxes (In ₹)
(A)	(B)	(C)	(D)	= (C) x (D)
1.	Laptops		14	
2.	CPUs		24	
3.	Monitors		24	
4.	Scanner		08	
5.	Printers		03	
6.	UPS		09	
7.	Empty Used Printer Cartridges		370	
Total value quoted (in figures INR)				
Quoted value (in words)				

Date :

Place:

**Signature of the Bidder/Authorized person  
With Company Seal**