

Section-I
(Invitation of Bid)
TENDER NOTICE

**Office of the Principal Accountant General (Audit-I),
West Bengal**

2, Govt. Place (W), Treasury Buildings, Kolkata – 700 001

EDP SECTION

Tender Notice no.: EDP/38/US HW Item/2022-23/38

Dated: 07/02/2023

To,

All the eligible firms

(Firms not registered with Central Pollution Control Board/State Pollution Control Board & authorized for disposal of e-waste are **NOT** eligible to participate).

Sub: Tender (Two bid- Technical and Financial) Enquiry for disposing of E-WASTE (unserviceable, obsolete and beyond economic repairable (BER)) IT items belonging to O/o the Pr. Accountant General (Audit-I), West Bengal, Kolkata-700 001.

Sir/Madam,

For and on behalf of the President of India, sealed tenders are invited (single stage two bid system - Technical and Financial) from only the registered e-waste Recyclers/Dismantlers registered with Central Pollution Control Board (CPCB)/State Pollution Control Board/Pollution Control Committee for auction of obsolete/unserviceable/beyond economic repair computer systems and peripherals etc. on "**As is where is basis**" as per E-waste Management Rules 2016 and existing rules/guidelines applicable for recycling/reprocessing of following electronic waste:-

Sl. No.	Item	Quantity
1.	Notebook Computer/Laptop	11
2.	Desktop Computer	41
3.	CRT/LCD Monitor	41
4.	Dot Matrix Printer	03
5.	Laser Jet Printer	07
6.	Projector	01
7.	Flatbed Scanner	07
8.	UPS (625 VA/650 VA etc)	72
9.	UPS (1 KVA)	01

2. In case your firm is interested in participating in the above tender process, you are requested to quote your **competitive highest prices** in the enclosed Proforma (page 16

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वरिष्ठ लेखापरीक्षा अधिकारी / Sr. Audit Officer
कार्यालय प्रधान महालेखाकार (लेखापरीक्षा-I), प. बं.
O/o. the Pr. A. G. (Audit-I), W.B.
ट्रेजरी बिल्डिंग्स, 2, गवर्नमेंट प्लेस (पश्चिम)
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to 18 for technical bid and page 19 for financial bid in separate envelopes) in a sealed cover.

3. Envelops carrying technical and financial bids should be super scribed "**Technical bid**" and "**Financial bid**" respectively.
4. The sealed cover containing the quotation should be super scribed "**Quotation for disposing of e-waste items belonging to O/o the PAG (Audit-I), West Bengal, Kolkata-700001**" and should be submitted to Record Section on or before 07/03/2023 latest by 15:00 hrs.
5. The technical bid will be opened on the same day at 15:30 hrs in "Conference Room, 2, Govt. Place (West), 1st Floor, Treasury Buildings, Kolkata" in the presence of such tenderers who wish to be present.
6. The financial bid of the firm found fit in technical bid shall be opened on the same day, if possible, after preliminary scrutiny of the documents submitted by each participating firms. In case of submission of large number of participants in the tender process, the financial bid shall be opened at a later date after verifying records/documents submitted by each participating firms. In that case, the date of opening of the financial bid will be communicated to each qualified firm later.
7. The O/o the PAG (Audit-I), West Bengal, Kolkata-1 reserves the right to accept or reject any quotation (bid) without assigning any reason thereof.
8. The sealed envelope carrying technical bid must be accompanied by a Demand Draft/Pay order/ banker's cheque of any Nationalized Bank for ₹3900/- (Rupees Three Thousand and Nine Hundred only) as Earnest Money Deposit (EMD).
9. The earnest money amount will be returned to the unsuccessful firm immediately after the award of the contract to successful bidder and the earnest money of the successful bidder will be returned only after completion of the contract to the satisfaction of the Department.
10. Tendering firms fulfilling the terms & conditions of this tender notice are requested to quote their competitive highest prices for the items listed in **Section-V** (enclosed).
11. The complete tender document may be downloaded free of cost from the official website of this office available at url <https://cag.gov.in/ag1/west-bengal/en> or Central Public Procurement website (CPPP) <https://eprocure.gov.in/epublish/app> as per convenience and the same may be used for submission of bid.
12. Bidders shall not temper/modify the tender form in any manner and provide all requisite information in the prescribed formats.


(BISWAJIT SAHA)

Senior Audit Officer (EDP)

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O/o. the Pr. A. G. (Audit-I), W.B.
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Schedule of tender: -

Sl. No.	Particulars	Description
1.	Tender Reference	“Disposal of E-Waste”
2.	Tender inviting authority	Principal Accountant General (Audit-I), West Bengal
3.	Tender Notice No.	EDP/38/US HW Item/2022-23/38 Dated:07/02/2023
4.	Date of issue of Tender	07/02/2023
5.	Tender Type	Limited
6.	Tender Category	Sale
7.	Tender cost/fee	Nil
8.	Estimated Cost	₹78780/-
9.	EMD	₹3900/- (Rupees Three Thousand and Nine Hundred Only) in the form of Demand Draft drawn in favour of “PAO (Audit), O/o the Pr. AG (A&E), W.B.” payable at Kolkata and shall remain valid for 120 days.
10.	Date of publication of Tender enquiry	07/02/2023 18:00 hrs.
11.	Bid document download start date	07/02/2023 20:00 hrs.
12.	Date of Physical inspection of the site. (will be arranged in staggered manner)	From 20/02/2023 to 24/02/2023 between 15:00 hrs. to 17:00 hrs. under prior intimation via email at least two days before visit planned.
13.	Last date and time for submission of bids	07/03/2023 15:00 hrs.
14.	Date of opening of Bid	07/03/2023 15:30 hrs.
15.	Address of communication	Office of the Principal Accountant General (Audit-I), West Bengal, 2, Govt. Place (West), Treasury Buildings (1 st Floor), EDP Section, Kolkata – 700 001.
16.	e-mail ID	edpau1.wbl.au@cag.gov.in
17.	Contact person	Shri Biswajit Saha, Sr. Audit Officer (EDP) 033 – 2213 3151-52 extn. 206 or 033 – 2213 3090
18.	Venue	Conference Hall, Treasury Buildings (1 st Floor)

Note: No bid shall be accepted after the due date and time given in the above schedule for any reasons whatsoever may be.



(Biswajit Saha)

Sr. Audit Officer (EDP)

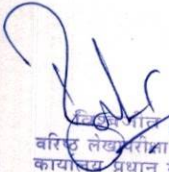
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Section-II (Eligibility Criteria)

1. The bidder(s) should fulfil the following eligibility criteria:
 - a. **Registration:** Registration with Ministry of Environment and Forests (MOEF)/Central Pollution Control Board (CPCB)/West Bengal State Pollution Control Board (SPCB) or any recognized authority as recyclers/re-processor/collection centre/dismantler of e-waste (Computer hardware & peripherals). The bidder is required to furnish valid registration certificate with the tender documents.
 - b. **Declaration:** A declaration duly signed & stamped with respect to recycling/re-use/resale of Computer hardware & peripherals as per E-Waste (Management) Rules-2016 or other stipulations by the GOI/concerned authority or as amended from time to time shall be provided.
 - c. **Tax Registration:** The bidder must be registered under appropriate authorities i.e., GST/PAN/Income Tax etc. Bidder must submit relevant Certificate(s) of registration.
 - d. **Experience:** The bidder must have successfully executed/completed similar services i.e., Disposal of computer hardware & peripherals, disposal of electric & Electronic items etc of any Central/State Government/PSUs/Autonomous Bodies/Reputed Organization etc. under a single contract/order during the last three years. Documentary proof for such services/works shall be produced along with bid offer, failing which bids shall be deemed incomplete.
 - e. **Bank Details:** Bank details for NEFT/RTGS payment along with copy of cancelled blank cheque in format **Annexure-III** (enclosed), in case of refund, if any required, shall be provided along with bid documents.
 - f. **Non-disclosure agreement** in format **Annexure-IV** (enclosed).

N.B.: appropriate & relevant documents, certificates should be submitted as per the eligibility criteria by the bidder.

2. Process for tendering:
 - a. The tender will be processed in a single stage **two bid system (technical bid & financial bid)** duly signed by the authorized representative of the bidders and on "As is where is Basis".
 - b. The tender is **non-transferable**. The contractor will not be permitted to authorize any sub-contractor or any other firm to collect the material or execute the contract on his behalf.
 - c. The tender form for '**Technical Bids**' prescribed at **Annexure-I** (enclosed) complete in all respect (including EMD) should be submitted in First Cover super scribed - "**Technical Bid - Disposal of E-Waste**" at Office of the Principal Accountant General (Audit-I) West Bengal.
 - d. The tender form for '**Financial Bids**' prescribed at **Annexure-II** (enclosed) complete in all respect should be submitted in Second Cover super scribed - "**Financial Bid Disposal of E-Waste**" at Office of the Principal Accountant General (Audit-I) West Bengal.
3. Firm and fixed rates:


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- a. Prices should be quoted on a firm & fixed price basis. The prices/rates quoted should be in INR in the **Section-V** to this Tender Enquiry only.
- b. Request for change of contracted rates shall not be considered under any circumstances.
- c. Tenders with variable prices or seeking provision for changing of prices/ contracted rates shall be rejected straightaway without any consideration.

4. **Contents of Technical Bids (Part/Cover-I):**

The bidder in this regard should submit copies of following documents in the Technical Bid:


- a. Proof of submission of EMD worth ₹3900/- (**Rupees Three Thousand and Nine Hundred Only**) in the form of **Demand Draft**. The bid received without EMD will be summarily rejected.
- b. Proof of self-attested copy of valid registration certificates issued by the Ministry of Environment and Forests (MOEF)/Central Pollution Control Board (CPCB)/West Bengal State Pollution Control Board (SPCB) or any recognized authority, if applicable, as recyclers/re-processor/collection centre/dismantler of e-waste (computer hardware & peripherals).
- c. Declaration with respect to recycling/re-use/re-sale of computer hardware and consumable as per E-Waste (Management) Rules – 2016 as amended from time to time or other stipulations by GoI/Authority concerned to this effect.
- d. Copies of Certificate of Incorporation/Registration of the Company and Incorporation shall be submitted with the tender documents.
- e. Copies of GST registration certificate and PAN card issued by the Income Tax Department.
- f. Details of previous work experience, similar to the current bid may also be attached with the tender documents.
- g. Bank details for NEFT/RTGS payment along with the copy of the cancelled bank cheque as specified in format (**Annexure-III**)
- h. Non-disclosure agreement as per format in **Annexure-IV** duly filled and signed by the bidder affixing office seal.
- i. Signed copy of complete set of tender documents including blank page prescribed for financial bid.
- j. Any other documents relevant to the tender process.

5. **Contents of Financial Bids (Part/Cover-II):**


The financial bid shall contain the financial details of tender as per format - **Annexure-II**.

6. **General Instructions:**

- a. The bidder should sign & stamp all the pages of the document and same are required to be submitted along with the offer quoted by the firm as stipulated in the document with a covering letter in the firm's letter head, duly signed & stamped.
- b. No page should be removed/ detached from the tender document.
- c. The application form for this Tender Enquiry Notice also can be downloaded free of cost from the official website <https://cag.gov.in/ag1/west-bengal/en> and <https://eprocure.gov.in/epublish/app>.
- d. Tenders which are not complete in all respects are liable to be rejected.


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O/o. the Pr. A. G. (Audit-1), W.B.
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- e. The contractor shall observe all security provisions/COVID-19 norms. Any violation shall be the responsibility of the firm.
- f. Unsealed quotations shall not be considered for evaluation.
- g. There should not be any erasing and/or overwriting. The quotations with erasing and/or overwriting shall be summarily rejected.


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Section-III (Instructions to the Bidders)

1. **Preparation of bids:**

- a. The bids and all accompanying documents should be legible for reading. If the documents submitted by the bidders are not legible/readable, bid will not be considered and stands rejected.
- b. Bidders shall search the tender mentioning name of the tender or the tender ID from the published tender list available on the site and download the complete tender document and should take into account corrigendum (s), if any, published before submitting their bids.

2. **Submission of bids:**

- a. Bidders shall go through the tender document carefully to understand the documents required to be submitted as part of the bid. Bidder shall note the number of covers in which the bid documents are to be submitted, the number of documents, including the names and content of each of the documents that need to be submitted. Any deviations from these may lead to rejection of the bid.
- b. The bids should be prepared in the following two parts:

Part/Cover-I: All documents sought for evaluating/pre-qualification and technical criteria.

Par/Cover-II: All documents sought for financial offer.

- c. The quotation should be addressed to
**“Sr. Deputy Accountant General (Admn),
O/o the Principal Accountant General (Audit-I), West Bengal,
2, Govt. Place (West), Treasury Buildings (1st Floor),
Kolkata – 700 001”**
and should be submitted to Record Section at the above address, on or before at 15:00 hours on 07/03/2023.
- d. The bid sent through, FAX, e-mail, post/ speed post or by any other means other than as stipulated in the Tender document without covering letter in Firms' letter Head will not be considered by the Department and shall be liable to be rejected.
- e. Any doubts or clarifications with regard to the interpretation of the Terms & Conditions stipulated in this Tender Enquiry, may be got clarified from EDP Section of this office at least **03 days** before tender closing date.
- f. Requests for postponing the tender opening date for the same shall under no circumstances be accepted by the Office.

3. **Terms & conditions:**

- a. Terms & Conditions as set out in this Tender Document shall have to be complied with by the tendering firm.
- b. Offers not complying with such terms & conditions shall be ignored/rejected at the discretion of this Department.

4. **Prescribed Forms:**

- a. Tenders of firms received in the format prescribed in this tender document shall only be considered.
- b. Offers not received in prescribed format shall be ignored and no correspondence in this regard will be entertained.
- c. Fax/E-mail/Letterhead/Quotations will not be accepted and ignored straightaway.

5. **Late/delayed tenders:**

- a. Tenders received late/delayed after prescribed closing time due to any reason whatsoever will not be accepted under any circumstances.
- b. In the event of any confusion on closing time, the decision of the authority of this office shall stand decisive.
- c. Tenderer may note that if the date of tender opening given in this Tender Document is declared a closed holiday by the Central government, the tender shall be opened on the next working day at the same timing.
- d. In such an event the closing hours for receipt of tenders will stand automatically extended up to 15-00 hours of the next working day in the Central Government offices.

6. **Validity of offer:**

The offer shall be valid up to **120 days** from the date of opening of the bid.

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


- a. This office has evaluated the Minimum Reserve Price (MRP) as mentioned in the Schedule to this notice.
- b. In no circumstances the quoted H-1 price should be less than the MRP and if it so the whole tendering process will be treated as cancelled and no representation in this regard will be entertained.**

8. **Warranty**

The Department does not offer any warranty of the obsolete/damaged/BER items mentioned in the **Section-V** (enclosed) of this notice.

9. **Bid opening and Evaluation - Technical bid (Part/Cover-I):**

- a. After opening of the technical bids and verifying the EMD, the technical bids shall be scrutinized and evaluated by the competent authority/committee with reference to parameters specified in the tender documents.
- b. The authority/committee will scrutinize the bids based on eligibility criteria and other compliance. The technical bid not meeting minimum requirements as per the tender documents, shall be rejected and their financial proposal will be unopened. The bidder qualified in all or more categories as per eligibility criteria will be considered as technically qualified bidder. Decision of the competent authority of this office will be final in this regard and binding on the bidders.


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10. Opening of Financial Bid (Part/Cover-II):

Commercial offer of those bidders, who fulfilled all or maximum eligibility criteria and declared technically qualified by the competent authority/committee, would be opened.

11. Clarification of bids:

During evaluation of bids, the competent authority may at its discretion ask the bidder for clarification, if any, of its bid. The request for clarification and response shall be in writing.

- a. If there is a discrepancy between words and figures, the amount in words shall prevail. If the tenderer does not accept the correction of the error, his/her bid shall be rejected.
- b. The evaluation and comparison of responsive bids shall be done on the price of the goods/services offered inclusive of all levies/taxes applicable, as indicated in the Price Schedule of the bid document.
- c. The competent authority of this office may waive any minor non-conformity or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any bidder.

12. Site visit or material check-up:

- a. The disposal of obsolete items as e-waste shall be on an "As is where is basis" and no guarantee or certificate of its worthiness of quality will be given by this office.
- b. Bidders may inspect the material and its surrounding and satisfy themselves before submitting their tenders. Booting or opening of Desktop/ Laptop/ Printer will not be permitted.
- c. A tenderer 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 given in Section-I. However, prior intimation (at least two days before) and approval of the authority shall be required before conducting such visit.
- e. The condition of the items may be inspected physically between 15:00 hrs. to 17:00 hrs. on any working day from 20/02/2023 to 24/02/2023.

13. Earnest Money Deposit (EMD):

- a. The bidders are required to deposit EMD of ₹3900/- (Rupees Three Thousand and Nine Hundred Only) in form of Demand Draft drawn in favour of "PAO (Audit), O/o the Pr. AG (A&E), W.B." payable at Kolkata, from any scheduled commercial banks.
- b. Payment by any other mode shall not be acceptable.
- c. Offers received without EMD shall be ignored straightaway and will not be considered under any circumstances.
- d. EMD of tendering firms who submit the sealed quotation but withdraw the same before expiry of the tender validity date may be forfeited.
- e. EMD of the successful bidder(s) will be released only after realization of sale proceeds amount.


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- f. EMD of the bidder(s) who fail to honour the bid in prescribed time limit shall stand forfeited.
- g. No representation in this regard shall be entertained by the O/o the Pr. A.G (Audit-I), W.B.
- h. EMD amount will not be adjusted in the sale amount accepted by the O/o the Pr. A.G (Audit-I), W.B.
- i. EMD of successful bidder shall be released only after successful completion of the sale process.
- j. No interest will be paid for not releasing the EMD amount within the tender validity period or at any circumstances.

14. Evaluation of bid, Acceptance of offer & EMD:


- a. **Item-wise price should be quoted.**
- b. For award of contract, the net bundled price mentioned in the schedule will be considered.
- c. The total contract will be awarded to the bidder who offers the highest net bundled price.
- d. The successful bidder will be required to deposit the total bid/quoted amount in lump sum through TR 7 form under appropriate head (to be confirmed from the Office before submitting the same to the Bank) within 07 working days from the date of award of contract and the items must be lifted within **45 days** of the receipt of confirmed work order by the firm.
- e. Failure to do so shall result in forfeiture of EMD.
- f. The EMD of the successful bidder will only be released after submission of quoted amount in the prescribed form by the successful bidder.
- g. If the successful bidder fails to deposit the quoted amount within stipulated date, the EMD of the H-1 firm will be forfeited and the second highest firm will be considered if the second highest quoted firm (H-2) is willing to pay at par the amount quoted by H-1 bidder and the contract will be awarded to H-2 bidder.
- h. If the H-2 firm is unwilling to accept the same, then the whole tendering process will be treated as cancelled and no representation in this regard will be entertained.
- i. Failure in this regard shall be counted as bad performance and may be viewed adversely in award of future contracts or grant on continuing the association to such parties.
- j. This will be in addition to immediate remedial measures/actions available to this office under the relevant laws.

15. Contacting the Tendering Authority:

- a. No bidder shall contact this office on any matter relating to its bid, from time of opening of bids to the time the contract is awarded. For any additional information, the competent authority reserves the right as to whether such additional information should be considered or otherwise.
- b. Any efforts by a Bidder to influence this office in its decision on bid evaluation, bid comparison or contract award may result in disqualification of the Bidder's bid and also forfeiture of its EMD.

16. Period of validity of bids:

Bids shall be valid for 120 days after bid opening date. A bid valid for a shorter period shall be rejected as non-responsive. In exceptional circumstances, the Tendering Authority may


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solicit the Bidders consent to an extension of the period of validity. Such request and response thereto shall be made in writing.

17. Seller's right to accept or reject any or all bids:


- a. O/o the Pr. A.G (Audit-I), W.B (Seller) reserves the right to accept or reject any bid and to annul the bidding process and reject all bids at any time prior to award of contract without assigning any reason whatsoever may be and without thereby incurring any liability to the bidder(s).
- b. Any deviation/irrelevant specifications in this tender will not be accepted. Final decision for accepting or rejecting any/all bid (s) will be at absolute discretion of competent authority of this office and binding on the bidders.

18. Award of contract:

- a. Finalisation of the tender will be done based on recommendation by the appropriate level committee constituted by competent authority for the purpose and is bound to all participating vendors.
- b. Award of contract shall be considered on the bidder whose offer has been found technically and financially acceptable. The competent authority has full right to place order on fully or partially

19. Annulment of Award:

- a. This office reserves the right to terminate the contract in case of violation of terms & conditions or non-fulfilment of the essential requirement(s).
- b. This office reserves the right to cancel the contract without assigning any reason whatsoever may be, at any stage.
- c. This office reserves the right to disqualify the contractor for a suitable period who habitually failed to take the services. This office also reserves the right to blacklist a bidder for suitable period in case he/she fails to honour his/her bid without sufficient and reasonable grounds.


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वरिष्ठ लेखापरीक्षा अधिकारी / Sr. Audit Officer
कार्यालय प्रधान महालेखाकार (लेखापरीक्षा-1), प.ब.
O/o. the Pr. A. G. (Audit-I), W.B.
ट्रेजरी बिल्डिंग्स, 2, गवर्नमेंट प्लेस (पश्चिम)
Treasury Buildings, 2, Govt. Placc (West)
कोलकाता / Kolkata-700 001

Section-IV (Conditions to the Bidders)

1. Definitions:

In this contract, the following terms shall be interpreted as indicated:

- a. **"Seller"** means the Principal Accountant General (Audit-I) West Bengal, Kolkata on behalf of the President of India.
- b. **"E-Waste"** means unserviceable, obsolete and beyond economic repairable (BER)) IT hardware and peripherals e.g., Desktop/Laptop/UPS/Printer/Scanner/Projector etc. mentioned in **Section-V** and required to be taken under the contract.
- c. **"Bidder"** means any vendor that is participating in the tender process.
- d. **"Price"** means the total cost payable by the successful bidder in full as value of e-waste under the contract.
- e. **"Contract"** means the written agreement held between both parties.
- f. **"Contractor"** is the successful bidder to whom the contract will be awarded.

2. 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. Bid acceptance will rest with the competent authority of this office and sale order will be issued to the technically and financially successful bidder.
- c. The material will be counted/weighed on the spot in the presence of successful bidder and authorised official (s) of this office and endorsed by both the parties before taking out from the office premises.
- d. All forms / documents required as per e-waste policy/guidelines will be submitted by the bidder.

3. Payment Terms:

- a. The successful bidder will be required to deposit the total bid/quoted amount in lump sum through TR 7 form under appropriate head (to be confirmed from the Office before submitting the same to the Bank) within 07 working days from the date of award of contract and the items must be lifted within **45 days** of the receipt of confirmed work order by the firm. Failure to do so shall result in forfeiting of EMD.
- b. The EMD of the successful bidder and the unsuccessful bidders will only be released after submission of quoted amount in the prescribed form by the successful bidder.
- c. If the successful bidder fails to deposit the quoted amount within stipulated date, the EMD of the H-1 firm will be forfeited.

4. 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 made by contractor on any working day as specified between 11 AM to 3 PM. within the prescribed time-frame of 45 days.

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बिस्वजीत साहा / Biswajit Saha
लेखापरीक्षा अधिकारी / Sr. Audit Officer
कार्यालय प्रधान महालेखाकार (लेखापरीक्षा-1), प.ब.
Office: the Pr. A. G. (Audit-I), W.B.
ट्रेजरी बिल्डिंग्स, 2, गवर्नमेंट प्लेस (पश्चिम)
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- b. The contractor will have to inform **at least three working days** in advance of the intended date of lifting of the materials. (Phone Nos:**033-22133151/206 or 033-22133090**)
- c. The contractor will be required to bring his own vehicle for lifting the materials and will employ his own labour, bags and other items as required for packing and lifting of the materials.
- d. No assistance will be rendered in this regard by the Department.
- e. The contractor will be responsible for cleaning the area from where the obsolete materials are lifted.
- f. The lifting of the obsolete materials shall be undertaken only under the supervision of an officer nominated for the purpose by the Office.
- g. The lifting of the obsolete materials will be allowed from the designated places only and after issuance of necessary security/gate pass.
- h. Under no circumstances the contractor shall lift any material other than those mentioned in Schedule-I to this notice, lying inside the premises of this office.
- i. Counting of material should be carried out in presence of authorized official (s) from this office.

5. Stipulations of lifting e-waste:

- a. If the bidder/contractor is not able to lift the material within the period as stated above in **clause 4(a)**, a demurrage will be charged **@0.5%** of the sale value for each and every day upto **5%** maximum.
- b. If the material is not removed even after **45 days** from the date of order, the advance amount and total sale amount paid will be forfeited and order will be cancelled. Decision of the competent authority of this office shall be final in this regard and binding on the contractor.
- c. The material shall be removed by the contractor or its duly authorized agent in presence of authorized official (s) from this office.
- d. The bidder/contractor shall arrange his own person/labour for counting/weighing, loading and transportation for removal of material from the site.
- e. Contractor will leave storage place of the material quite clear.
- f. 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 wilful acts, omission or any other reasons whatsoever.
- g. Any attempt to influence the decision will make the bidder unqualified. The bidders, who are in relation with any of staff of this office in any capacity, are not eligible to participate in the tender process.

6. Decision:

The decision taken by the competent authority of this office in the process of the tender process will be full and final and binding on the bidders.

7. Execution of order:


- a. Disposal of E-Waste shall be carried out in the O/o the Principal Accountant General (Audit-I) West Bengal, Kolkata as per directions of the authorized personnel/officer-in-charge at location from this office.


 विश्वजीत साहा / Biswajit Saha
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 कार्यालय प्रधान महालेखाकार (लेखापरीक्षा-1), प.ब.
 O/o. the Pr. A. G. (Audit-I), W.B.
 ट्रेजरी बिल्डिंग्स, 2, गवर्नमेंट प्लेस (पश्चिम)
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- b. No items, once disposed to the successful bidder, shall be taken back, on any condition whatsoever.
- c. Successful bidder/recycler 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.

8. Legal jurisdiction:

- a. Any disputes/differences arising shall be settled through arbitration. The Seller (this office) and Purchaser (Bidding firm) shall first try to resolve the differences/ disputes amicably by mutual consultation.
- b. If both the parties fail to resolve the disputes by such mutual consultation within 21 days, then, depending upon the position of the case, either the Seller or the Purchaser shall give notice to the other party of its intention to commence arbitration as per the Indian Arbitration and Conciliation Act, 1996.
- c. All legal disputes are subject to jurisdiction of Calcutta High Courts only.


विश्वजीत साहा / Biswajit Saha
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O/o. the Pr. A. G. (Audit-1), W.B.
ट्रेजरी बिल्डिंग्स, 2, गवर्नमेंट प्लेस (पश्चिम)
Treasury Buildings, 2, Govt. Place (West)
कलकत्ता / Kolkata-700 001

Section-V
(Scope of Work/Sale)

1. Scope:

The scope of work is for sale of E-Waste belonging to Office of the Principal Accountant General (Audit-I), West Bengal, as per details given below:

Sl. No.	Item	Quantity
1.	Notebook Computer/Laptop	11
2.	Desktop Computer	41
3.	CRT/LCD Monitor	41
4.	Dot Matrix Printer	03
5.	Laser Jet Printer	07
6.	Projector	01
7.	Flatbed Scanner	07
8.	UPS (625 VA/650 VA etc)	72
9.	UPS (1 KVA)	01

N.B.: Quantity shown above in each category is approximated, which may be increased effecting total cost of the contract as per offered unit price of each categorized item, which should be acceptable by the contractor and binding as well.


07.02.27

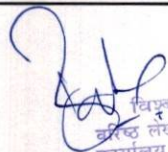
(Biswajit Saha)
Sr. Audit Officer (EDP)

विश्वजीत साहा / Biswajit Saha
वरिष्ठ लेखापरीक्षा अधिकारी / Sr. Audit Officer
कार्यालय प्रधान महालेखाकार (लेखापरीक्षा-I), प.ब.
O/o. the Pr. A. G. (Audit-I), W.B.
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Treasury Buildings, 2, Govt. Place (West)
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Annexure-I
(Technical Bid)
(Mandatory Information)

- Not filling up the mandatory information and non-submission of document will attract cancellation of bid
- Application found deficient in any respect are liable to be rejected without further correspondence
- Duly self-attested copies with office seal of each required document(s) are to be uploaded as stated below:

S/N	Description	Information
1.	Name of the Applicant/Firm	
2.	Nationality	
3.	Address (Enclose Electricity Bill/ Landline Telephone Bill or any other authenticate copy of address proof)	Regd. Office
		Head Office (Attach separate paper for addresses of other offices)
4.	Telephone numbers	Landline/Mobile No.
		Fax No.
		E-mail ID
5.	Other Details (enclose copies)	PAN Details
		GST Registration No.
		CPCB/SPCB Registration Details
6.	Proof of being registered with Ministry of Environment and Forests (MOEF)/ Central Pollution Control Board (CPCB)/ West Bengal State Pollution Control Board (RSPCB) or any other recognized authority as recyclers/re-processor/Collection centre/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.	Details of Bank account (Enclose copy of front page of	Account No: -
		Type of account: -
		Name of Bank: -



 बिष्वजित साहा / Biswajit Saha
 ज्येष्ठ लेखापरीक्षा अधिकारी / Sr. Audit Officer
 कार्यालय प्रधान महालेखाकार (लेखापरीक्षा-1), प.ब.
 O/o, the Pr. A. G. (Audit-1), W.B.
 ट्रेजरी बिल्डिंग्स, 2, गवर्नमेंट प्लेस (पश्चिम)
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	pass book & personalized cancelled cheque)	Name & address of the branch: -	
9.	Bank details for NEFT payment along with copy of cancelled bank cheque as per format in Annexure-III.		Yes/No
10.	Proof of submission of EMD		Yes/No
11.	Earnest Money Deposit (EMD) details	Amount (in ₹)	₹ _____ (Rupees _____ only)
		DD/BC/PO No.	_____
		Date of issue	_____
		Name of issuing bank	_____
	Address of issuing bank		_____
12.	Declaration with respect to recycling/re-use/re-sale of computer peripherals including ink/toner cartridges etc as per E-Waste (Management) Rules- 2016 or other stipulations by the GQI/concerned authority or as amended from time to time.		Yes/No
13.	Copies of Original Registration Certificates:		Yes/No
	i. Incorporation/Registration Documents		Yes/No
	ii. GST Registration Certificate		Yes/No
	iii. PAN Card Number/Income Tax Number		Yes/No
	iv. Incorporation Certificate/Registration of the Company or Firm		Yes/No
14.	Copies of proof of similar work as mentioned in the eligibility Yes/No criteria point No. 1 (e).		Yes/No
15.	Non-Disclosure agreement as per format in Annexure-IV		Yes/No
16.	Self-attested bid document duly signed and affixing office seal in all pages including blank financial bid page		Yes/No

Undertaking

1. I/We (including all partners) certify that I/ we have carefully read the Terms & Conditions mentioned in the tender inquiry form and shall abide by them. Further, I/We hereby undertake to execute the work order as per direction given in the tender document within stipulated period.
2. I/We confirm that we satisfy the qualifying criteria and have attached the requisite documents as documentary proofs. In case you require any further information/

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 बरिष्ठ लेखापरीक्षा अधिकारी / Sr. Audit Officer
 कार्यालय प्रधान महालेखाकार (लेखापरीक्षा-1), प.बं.
 O/o. the Pr. A. G. (Audit-1), W.B.
 ट्रेजरी बिल्डिंग्स, 2, गवर्नमेंट प्लेस (पश्चिम)
 Treasury Buildings, 2, Govt. Place (West)
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documentary proof in this regard during evaluation of our bid, we agree to furnish the same in time to your satisfaction.


3. I/We confirm that in response to the aforesaid Tender Document, we have not submitted more than one response to Tender Document including this response.
4. It has been certified that all information provided in the tender form is true and correct to the best of my knowledge and belief. We hereby declare that our proposal is made in good faith, without collusion or fraud. No forged /tampered document(s) are produced with tender form for gaining unlawful advantage.
5. I/We also understand that if any of the information is found wrong/ false at any stage. I/we are liable to be deregistered from panel of approved contractors/ banned for doing any business dealings with Government Departments or blacklisted or subject to any monetary penalties that may be deemed fit and appropriate by the Competent Authority.
6. I/We assure that our Firm/Company is not blacklisted or banned by any Govt. Department, PSU, University, Autonomous Institute or any other Govt. Organization.
7. In case it is established that any information provided by us is false/misleading or in the circumstances where it is found that we have made any wrong claims, the purchaser is also authorized to blacklist our firm/company/agency and debar us in participating in any tender/bid in future.
8. I/We assure that neither I/We, nor any of my/our workers, will do any act which is improper/illegal and will indulge in any such acts during the execution in case the tender is awarded to us.
9. I/We assure that I/We will NOT be outsourcing any work specified in the tender document, to any other firm.
10. I/We certify that, I have understood all the terms & conditions, as indicated in enquiry of the tender document, and hereby give our unconditional acceptance to the same.
11. I/We, further certify that I/We, possess all the statutory/non-statutory registrations, permissions, approvals, etc., from the Competent Authority for providing the requisite services/
12. I give the rights to the competent authority of the Office of the Principal Accountant General (Audit-I), West Bengal, Kolkata-700 001 to forfeiture of the Earnest Money Deposit if I/We fail to comply with all or any of the terms & conditions in whole or in part as laid down in the Tender Enquiry Notice No. **EDP/38/US HW Item/2022-23/38** dated 07/02/2023 which would constitute and have force of a contract between me/ us and the Office of the Principal Accountant General (Audit-I), West Bengal, if I/we am/are declared a successful bidder.

Date:

Signature of the Bidder/Authorised person

Place:

Office Seal


बिस्वजित साहा / Biswajit Saha
वरिष्ठ लेखापरीक्षा अधिकारी / Sr. Audit Officer
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ट्रेजरी बिल्डिंग्स, 2, गवर्नमेंट प्लेस (पश्चिम)
Treasury Buildings, 2, Govt. Place (West)
कोलकाता / Kolkata-700 001

**Annexure-II
(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 of quoted rate (in ₹)	Amount quoted incl. taxes (₹ in words)
	(A)	(B)	(C)	= (B) x (C)	
1.	Notebook Computer/Laptop		11		
2.	Desktop Computer		41		
3.	CRT/LCD Monitor		41		
4.	Dot Matrix Printer		03		
5.	Laser Jet Printer		07		
6.	Projector		01		
7.	Flatbed Scanner		07		
8.	UPS (625VA/650VA etc.)		72		
9.	UPS (1 KVA)		01		
Total value quoted (in figures INR)					
Quoted value (in words)					

Date:

Signature of the Bidder/Authorised person

Place:

Office Seal


 बिस्वजित साहा / Biswajit Saha
 वरिष्ठ लेखापरीक्षा अधिकारी / Sr. Audit Officer
 कार्यालय प्रधान महालेखाकार (लेखापरीक्षा-1), प.ब.
 O/o. the Pr. A. G. (Audit-I), W.B.
 ट्रेजरी बिल्डिंग्स, 2, गवर्नमेंट प्लेस (पश्चिम)
 Treasury Buildings, 2, Govt. Place (West)
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Annexure-III
(Bank Details for NEFT/RTGS Payment)

Sl. No.	Particulars	Description
1.	Name of Bank	
2.	Branch Name	
3.	Account Type	
4.	Account No.	
5.	Name of the Account holder(s)	
6.	IFSC Code	

The bidder is requested to enclose copies of bank cancelled cheque for verification of details or Bank Mandate Form.

Date:

Signature of the Bidder/Authorised person

Place:

Office Seal


बिस्वाजित साहा / Biswajit Saha
वरिष्ठ लेखापरीक्षा अधिकारी / Sr. Audit Officer
कार्यालय प्रधान महालेखाकार (लेखापरीक्षा-1), प.ब.
O/o, the Pr. A. G. (Audit-1), W.B.
ट्रेजरी बिल्डिंग्स, 2, गवर्नमेंट प्लेस (पश्चिम)
Treasury Buildings, 2, Govt. Place (West)
कोलकाता / Kolkata-700 001

Annexure-IV
(Non-Disclosure Agreement)

Tender Inviting Authority	Bidder/Contractor
Principal Accountant General, O/o the Principal Accountant General (Audit-I), West Bengal, 2, Govt. Place (West), Treasury Buildings, Kolkata – 700 001	


1. I/We, the undersigned certify that I/We have gone through the requirement and terms & conditions of the tender enquiry and undertake to comply with the same.
2. The rates quoted are final and binding upon us.
3. I/We give the rights to the competent authority of the Office of the Principal Accountant General (Audit-I), West Bengal to take appropriate action as deems fit in case, contravenes of any of directions or terms & conditions of the tender enquiry is observed against the firm or its representative (s) at any stage.
4. I/We hereby agree and undertake to maintain such information as confidential and undertake not to use any of part or the whole of such information, directly or indirectly learnt at location for any other purpose other than executing the scope of work for disposal of E-Waste belonging to the Office of the Principal Accountant General (Audit-I) West Bengal, Kolkata.

Date:

Signature of the Bidder/Authorised person

Place:

Office Seal


विश्वजांत साहा / Biswajit Saha
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