



भारतीय लेखा तथा लेखा-परीक्षा विभाग
महालेखाकार (लेखा एवं हक), पश्चिम बंगाल
Indian Audit And Accounts Department
Accountant General (A & E), West Bengal



No. PAGAE-ITSM0ITSC(HW)/2/2019-ITSC

Date: 19/12/2023

NOTICE INVITING TENDER FOR DISPOSAL OF E-WASTE

Bid Information Sheet

Document Description	Tender Document for “ Disposal of E-Waste ” at the Office of the Accountant General (A&E), West Bengal”
Tender Document No.& Date	PAGAE-ITSM0ITSC(HW)/2/2019-ITSC Date: 19/12/2023
Bid Submission	Submission of the bid through Central Public Procurement Portal (e-Procurement) of Government of India (https://eprocure.gov.in/eprocure/app)
Last date & Time of Submission of Bids	09/01/2024 (15:00 Hrs)
Bid Opening	10/01/2024 (15:00 Hrs)
Bid Validity	Three Months from the last date of submission of tender.
Bid Security/EMD	₹7,500/- (Rupees Seven Thousand Five Hundred only) in the form of Demand Draft drawn on any Nationalised/Scheduled Bank in favour of “ PAO (Audit), Office of the Pr. Accountant General (A&E), West Bengal ” payable at 'Kolkata'.
Name, Designation, Address and other details (For Submission of Response to Tender Document)	The Sr. Deputy Accountant General (A/cs & VLC) and ITSM Office of the Accountant General (A&E), West Bengal, Treasury Buildings, 2- Government Place (West), Kolkata – 700 001.
Important Note: Prospective Bidders are requested to remain updated for any notices/amendments/clarifications etc. to the Tender Document through the websites https://eprocure.gov.in/eprocure/app. No separate notifications will be issued for such notices/amendments/clarifications etc. in the print media or individually.	

**Sr. Accounts Officer
IT Support Cell**

SECTION-I

1.1 DOCUMENT PURPOSE

Office of the Accountant General (A&E), West Bengal, on behalf of the President of India, invites open tenders through e-Procurement from the registered Recycler/ Pre-processor of E-waste, registered with Central Pollution Control Board, Ministry of Environment and Forests, Government of India or with any State Government Pollution Control Board for disposal of E-Waste items viz. Desktop computers, CRT Monitors, LED/LCD Monitors, Printers, Servers, Scanners, UPS, and used cartridges of printers "As is where is basis". The detailed list of the disposable E-Waste items is mentioned below:

Sl. No.	Name of the Items	Quantity
1	Desktops (CPU)	83
2	Monitors (LED/LCD)	44
3	Desk Jet Printers	01
4	LaserJet Printers	07
5	Laptop	06
6	Scanner	04
7	UPS small	20
8	Empty Used Toner Cartridges	200 (Approx.)

1.2 LOCATION OF THE ITEMS:

The above mentioned E-Waste items are lying in the Office of the Accountant General (A&E), West Bengal, Treasury Buildings, 2 Govt. Place (West), Kolkata-700 001.

SECTION -II

INSTRUCTIONS TO BIDDERS

2.1 Minimum Pre- Qualifying / Eligibility Criteria

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

Sl No.	Minimum Eligibility Criteria	Supporting Documents to be submitted
1.	The bidder should be registered under Companies Act, 1956 or should have valid Trade License.	Copy of valid Company Registration Certificate/ Certificate of Incorporation /Trade License.
2.	The bidder shall have valid PAN Card and GST Registration certificate.	(a) Copy of PAN Card. (b) Copy of GST registration certificate
3.	The bidder should have submitted the valid Earnest Money Deposit (EMD) in the form of Demand Draft issued by Nationalised/Scheduled Bank.	Demand Draft in Original
4.	The bidders should be a Recycler of E-waste, registered with Central Pollution Control Board, Ministry of Environment and Forests, Government of India or with any State Government Pollution Control Board.	The bidders should enclose the self-attested copy of the Registration Certificate issued by the Central Pollution Control Board or by any State Government Pollution Control Board.

2.2 Inspection of the disposable E-Waste items

The disposable computer hardware items may be inspected by the bidder or any authorized representatives to satisfy themselves about quality, quantity, usefulness etc. of the items they are bidding for on **28/12/2023** and **03/01/2024** between 03:00 PM to 04:30 PM at the Office of the Accountant General (A&E), West Bengal, Treasury Buildings, 2 Govt. Place (West), Kolkata – 700001, only on production of valid ID Proof/authorization by the firm under prior intimation to A.A.O/IT Support Cell (033-22138031). No claim thereafter shall be entertained.

2.3 Procedure for Submission of Bid

In order to participate in the bidding process, bidders shall follow the procedure described below for submitting their bids. Failure to do so may result in the bid being eliminated at the examination stage as nonresponsive.

The entire tendering process will be completed end to end through e-Procurement Portal of Central Public Procurement portal (CPPP), Govt. of India. Bids submitted offline will not be taken into consideration at all.

Four envelopes containing EMD, Pre-Qualification, Technical and Financial bids are to be submitted separately in the following manner:

Cover - I - EMD – Scanned Copies of the EMD submitted.

However, the original Earnest Money Deposit (EMD) as mentioned in para 2.4 is to reach at this office before the last date & time of submission of the bids.

Cover - II –Pre-Qualification

The Cover-II shall contain the documents related to Minimum Pre-Qualification/Eligibility Criteria as listed in Section-II Para 2.1. All the documents are mandatory. The bid will be out rightly rejected in case of non-submission of any of the above mentioned documents.

Cover – III – Technical Bid

The duly filled in and signed **Bid Application Form** for disposal of E-waste as mentioned in Annexure-A of the tender document.

Cover - IV – Financial Bid

The Financial bid is to be submitted in the BOQ only. Incomplete or part quotation will lead to rejection of the bid documents.

2.4 Bid Security / EMD (Earnest Money Deposit):

(a) The Bidders are requested to submit their bid documents along with Earnest Money Deposit of ₹7,500/- (**Rupees Seven Thousands Five Hundred only**) in the form of Demand Draft drawn on any Nationalised/ Scheduled Bank in favour of “**PAO (Audit), Office of the Pr. Accountant General (A&E), West Bengal**” payable at **Kolkata. Bids submitted without valid EMD will summarily be rejected.**

(b) The original Earnest Money Deposit (EMD) is to reach at the office before the last date & time of submission of the bids.

(c) EMD in original not received by this office within the last date & time of submission of the bids will be considered as Bid submitted without EMD and will be rejected.

(d) EMDs of all the unsuccessful Bidders will be returned after the Work Order is issued to successful Bidder.

(e) The EMD of the successful bidder shall be released after depositing full amount and removal of the items from the premises subject to the satisfaction of this office.

(f) The Bid security (EMD) will be forfeited, if the Successful Bidder withdraws his bid within the bid validity period of 3 months specified in the tender documents.

(g) The Bid security (EMD) will be forfeited, if any Bidder withdraws his bid at any stage during the tender evaluation process.

2.5 Bid Price

(a) The prices should be quoted in Indian Rupees only in the BOQ of '**FINANCIAL BID**'.

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

2.6 Opening of Bids and Evaluation Parameter:

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

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

(b) The Pre-qualification criteria of the bidders will be evaluated in the 2nd stage.

(c) The Technical Evaluation consists of detailed scrutiny of the proposal.

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

2.7 Evaluation of Minimum Pre- Qualifying / Eligibility Criteria

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

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

2.8 Technical Evaluation:

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

2.9 Award of Contract:

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

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

2.10 Right to accept any bid, reject any or all bids

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

2.11 Sub-Contract:

Neither the contract nor any right granted under the contract may be sold, leased/sublet, assigned, or otherwise transferred, in whole or in part, by the bidder/s, and any such attempt to sell, lease, 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.

2.12 Canvassing:

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

SECTION -III

TERMS AND CONDITIONS

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

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

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

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

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

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

Sr. Accounts Officer
IT-Support Cell

Bid Application Form for disposal of E-waste

1. Name of the Bidder:
2. Address:
3. Contact No:
4. Name of the Contact Person:
5. Mobile No:
6. Earnest Money Deposit Details:

DD No.	Date	Amount	Issuing Bank and Branch	Bank Address

- 7. Self-attested Copy of the Registration Certificate issued by the Central Pollution Control Board or by any State Government Pollution Control Board is enclosed: YES / NO**

CERTIFICATE AND DECLARATION

- (a) We confirm that we satisfy the qualifying criteria and have attached the requisite documents as documentary proofs. In case you require any further information/ documentary proof in this regard during evaluation of our bid, we agree to furnish the same in time to your satisfaction.
- (b) It has been certified that all information provided in 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.
- (c) 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 tenderer is also authorized to blacklist our firm/company/agency and debar us in participating in any tender/bid in future.
- (d) 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.
- (e) I/We assure that I / We will NOT be outsourcing any work specified in the tender document, to any other firm.
- (f) Our Firm / Company / Agency is not blacklisted or banned by any Govt. Department, PSU, University, Autonomous Institute or any other Govt. Organization.
- (g) I/We certify that, I have understood all the terms & conditions, as indicated in the tender document, and hereby give our unconditional acceptance to the same.
- (h) 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.
- (i) We have inspected the disposable computer hardware items and are interested to purchase the same "As is where is basis". We are aware about the conditions of the disposable E-Waste items and there will not be an objection about the condition of the items during handing over/lifting.

Place:

Date:

Authorised Signatory
(For and on behalf of the Agency /Company with Office Seal)