



भारतीय लेखा तथा लेखापरीक्षा विभाग  
INDIAN AUDIT & ACCOUNTS DEPARTMENT  
महानिदेशक लेखापरीक्षा का कार्यालय (केन्द्रीय), मुंबई  
O/o the DIRECTOR GENERAL OF AUDIT  
(CENTRAL), MUMBAI



C-25, Audit Bhavan, Bandra Kurla Complex, Mumbai- 400 051  
e-mail – [pdacentralmumbai@cag.gov.in](mailto:pdacentralmumbai@cag.gov.in)

I/679827/2024

18-07-2024

**TENDER DOCUMENT**  
**TENDER NO.-1A/2024-25**

**Tender for disposal of e-waste – old/obsolete Computer Hardware and Peripherals.**

This Office intends to dispose of e-waste – old/obsolete/unserviceable computer hardware (Desktops, Computers, Printers, etc.) on “**AS IS WHERE IS BASIS**” through tender.

Eligibility Criteria

Bidders must fulfill following eligibility criteria and submit documents mentioned at

- Must be registered as a Recycler/Re-processor/Dismantler of e-Waste with Central Pollution Control Board, Ministry of Environment and Forest, 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.
- Must not be blacklisted by any Department of the Government of India or of any State or by any PSU/Autonomous Organization of Government. An Undertaking regarding non-blacklisting of the bidder by any Government Organization must be furnished by the bidder in the tender document in the format given in Annexure – II. Bids without above undertaking will not be considered.
- Should be registered with GST/Service Tax/VAT with Departments of Government of India/State Government.

2. Inspection of Items.

The inspection of material can be done carefully by the prospective bidders or their representatives at the designated place i.e. 6th Floor (EDP section), Audit Bhavan, C-25, Bandra Kurla Complex, Mumbai – 400 051 **between July 18 and July 22, 2024** (for which they can contact EDP at 022-26574360 between 11:00 hours and 16:00 hours from July 18-22, 2024). Queries can be raised to the concerned Officer at the time of inspection. No further clarification shall be entertained after the above inspection.

3. Earnest Money Deposit (EMD)/Bid Security:

No EMD or Bid Security is required.

4. Minimum Reserve Price:

Minimum reserve price has been kept.

5. Bid Validity period:

Bid should remain valid for acceptance for a period of one month from the date of opening of the Bid. Bid 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 tender document.
- b. The Financial bid of only those bidders shall be evaluated who fulfill the eligibility criteria.
- c. The bidder shall quote for the whole lot.
- d. Any overwriting of an amount quoted will render the bid to be invalid.
- e. GST/VAT of any other tax/duty, if applicable shall be borne by the bidder.
- f. The highest rate quoted shall be the final if multiple quotations given by any vendor.
- g. The successful bidder shall be evaluated on the highest quoted price basis 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 consist of (i) Details of Eligibility and (ii) Financial bid.
- (c) Bid may include the following documents:
  - (i) Eligibility Criteria (Annexure – I)
  - (ii) Financial Bid (Annexure – III)
  - (iii) Supporting documents

Sealed tender superscribed “**Tender for disposal of e-waste**” addressed to the **Director/Administration ,3<sup>rd</sup> floor, Audit Bhavan, C-25, Bandra Kurla Complex, Mumbai – 400051**, must be delivered in **EDP Section, 6<sup>th</sup> floor, Audit Bhavan, - 25, Bandra Kurla Complex, Mumbai – 400051** on or before **July 24, 2024 till 4.00 pm**. 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 Director/Administration, in the presence of members of disposal committee and the Bidders or their authorized representatives on **25th July, 2024**.
- (b) The bidder himself or his authorized representative can attend the tender opening event.  
The representative attending the opening of the tender on behalf of the bidder should bring with him/her a letter of authority from the bidder and proof of identification at the time of opening of the 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 favor of **SR.A.O./PDAC** payable at Mumbai within two 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 **two working** days after depositing the full amount.

- b. In case, the successful bidder deposit the full amount within the stipulated period but fails to lift the articles in the scheduled time, this Office shall not take the 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. Good/material 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 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 in (Annexure V) that e-waste items out of old /obsolete/unserviceable computer hardware etc. will be stored/process/disposed of 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 timeframe, 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 the next Highest Bidder to lift the item(s) at H1 rate(s).
- b. The bidder should also have the certified copy of the valid registration certificate issued by the Central Pollution Control Board or the State Pollution Control Committee along with the tender document failing which the tender will be rejected. The successful bidder shall produce the original certificate before lifting of the items from the said location.
- c. The bidder should submit his rate against each lot separately instead of quoting for individual item 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 tender.
- e. This tender is non-transferable.
- f. If a firm violates any of these terms & conditions, the same shall be blacklisted and other legal action may be initiated.
- g. This Office reserves the right to accept or reject any bid without assigning or communicating any reasons/thereof.
- h. Any corrigendum/addendum/errata etc. in respect of above Tender 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.

**\*\*Dates are subject to change based on approval of this document by the competent authority.**

ARVIND BARA  
SENIOR AUDIT OFFICER

**ANNEXURE-I****Eligibility Criteria for Disposal of e-waste - old/  
obsolete Computer Hardware & Peripheral****Tender No. 1A/2024-25**

SI NO.	DESCRIPTION	INFORMATION	
1	Name of the Firm (Agency) Company		
2	Address of the Firm/ Agency/Company ( <b>Enclose copy of address proof</b> )		
3	Contact Details of the Firm/ AGENCY	Telephone	
		Mobile No.	
		FAX No.	
		E-Mail ID.	
4	Name of Proprietor/Partners/Directors of the Firm/ Agency		
5	Other Details (Enclose Copy)	PAN No.	
		GST Registration no.	
		Registration Certificate No. issued by Centre/ State Pollution Board	

**ANNEXURE-II****Tender for Disposal of E-waste - old/obsolete Computer Hardware and  
Peripherals**

**TENDER NO.1A/2024-25**  
**UNDERTAKING**

I/We \_\_\_\_\_ do hereby solemnly affirm and declare that the My/Our firm/company/business entity is not blacklisted by any Government Department/Autonomous Organization etc. or prosecuted by any court of law.

Dated:

Signature of  
Authorized Signatory  
with stamp

(Name of the person)

**ANNEXURE-III**

**Financial Bid for Disposal of E-waste : Old Computer Hardware and Peripherals**

**TENDER NO. – 1A/2024-25**

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		

The total price should be inclusive of all Misc. Charges like transportation, labor or any other expenses etc. I/ We declared that I/ my representative have inspected the obsolete items as per the list attached (Annexure - IV) with tender 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 tender document and agree with the same. I/We understand that in the event of non-compliance of the terms and conditions of the tender my/our bid will be cancelled. I hereby also declared that firm is registered with Central Pollution Control Board or State Pollution Control Board as authorized recycler/re-processor/dismantler and having environmentally sound management facilities for collection,

disposal/recycling of e- Waste.

Date:-

Signature of  
Authorized  
Signatory with  
stamp

Name of the person

#### ANNEXURE-IV

#### LIST OF OBSOLETE IT ASSETS FOR DISPOSAL

#### TENDER NO.-01A/2024-25

#### Inventory of E-waste to be disposed off.

Sl. No.	Name of IT Assets	Count
1	Laptop (without hard disk and power cord)	24
2	Desktop (without hard disk)	30
3	Printer	09
4	UPS	18
5	Scanner	47