

## TENDER NOTICE

F.NO. 15011/220/2017-Jus(AU)  
Government of India  
Ministry of Law & Justice  
Department of Justice  
Administration Division

Jaisalmer House, 26 Mansingh Road, New  
Delhi, the 29<sup>th</sup> May, 2019

### NOTICE INVITING TENDER

**Sub:** Notice Inviting Tenders (NIT) for disposal of e-waste - old/obsolete computer hardware and peripherals and other electronic items.

The President of India inviting the E-bids from Dismantler/Recycler of E-waste registered with Central Pollution Control Board or State Pollution Control Committee for disposal of enclosed list (Annexure-1) of old/obsolete/unserviceable computer hardware (Desktops, Monitors, UPS, Printers etc.) and other electronic items on "AS IS WHERE IS BASIS". The Tender Document can be downloaded from the website of Department of Justice i.e. [www.doj.gov.in](http://www.doj.gov.in) and Central Public Procurement Portal (CPPP) website <https://eprocuregov.in/eprocure/app>. There is no fee for Tender Document. Manual bids shall not be accepted. Important dates of tender related activities are as under:-

S.No.	Description	Details
01	Available Items can be inspected at	Designated places in Department of Justice, 26, Mansingh Road, New Delhi-110011.
02	Cost of Tender document	Free
03	Published Date	29 <sup>th</sup> May, 2019 (5.00 pm)
04	Bid Document Download Start Date	29 <sup>th</sup> May, 2019 (5.00 pm)
05	Bid Submission Start Date	29 <sup>th</sup> May, 2019 (5.00 pm)
06	Inspection of Items Date and Time	12 <sup>th</sup> June, 2019 to 14 <sup>th</sup> June, 2019 (Between 3:00 pm to 5:00pm)
07	Bid Submission End Date	20 <sup>th</sup> June, 2019 (3.00 pm)
08	Bid Opening Date	20 <sup>th</sup> June, 2019 (5.00 pm)

2. **Tender Fee & Earnest Money Deposit (EMD):**

Tender Fee:	Nil
Tender EMD (Earnest Money Deposit):	Rs 10,000.00 ( Rs.Ten thousand only) by way of Demand Draft/Banker Cheque Payable in favour of DDO (Department of Justice) on any Scheduled Bank payable at New Delhi.

3. The Hard Copy of EMD in respect of Tender Earnest Money must be delivered to Under Secretary (Admn), Department of Justice, Room No. 22-A, Jaisalmer House, 26, Mansingh Road, New Delhi on or before the last date of submission of Tender/Bid as per date sheet. Non-submission of original payment instrument like EMD shall lead to rejection of the tender.

- (a) The firms registered with NSIC/ MSME are exempted from the payment of EMD. Copy of valid certificate must be uploaded with technical cover.
- (b) EMDs of remaining Bidders, except of the first Bidder (L1), shall be returned after issuance of Letter of Award (LOA) to the Successful Bidder.
- (c) The EMD of the First lowest Bidder (Successful Bidder) shall be returned after the finalization of the tender.
- (d) No Interest shall be paid on EMD
- (e) EMD shall be forfeited, in any of the following cases:
  - i) The Bidder withdraws its Proposal after the Proposal Due Date.
  - ii) The Successful Bidder fails to accept LOA within the stipulated period.


4. Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>. Bidders/Vendors are advised to follow the instructions provided in the 'Instructions for Online Bid Submission' for the e-submission of the bids online through the Central Public Procurement Portal for e-Procurement at <https://eprocure.gov.in/eprocure/app>.

5. Bid documents may be scanned with 300 dpi with black and white option which helps in reducing size of the scanned document.

6. The tender must be valid for acceptance for a period of 120 days from the Technical Bid Opening Date.

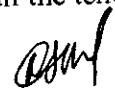
7. Department of Justice reserves the right to accept or reject or cancel or relax any part or whole of the tender document, without assigning any reason(s) thereof.

8. Bids will be opened as per date/time as mentioned in the Tender Critical Date Sheet.

  
(Rajender Singh Sidhu)  
Under Secretary to the Govt of India  
Tele: 2307-2137

## Terms & Conditions of the Tender:-

1. Bids may be submitted in the enclosed prescribed Proforma (**Annexure-2**). The following documents are to be furnished by the vendor as per the tender document:
  - (i) Signed and Scanned copy of Tender EMD document.
  - (ii) Signed and Scanned copy of appropriate value of valid registration certificate, PAN No and Tender Acceptance Letter (**Annexure 3**).
  - (iii) Signed and Scanned copy of previous three years Income Tax / VAT Tax return/ latest VAT Clearance Certificate, TIN No. Certificate.
  - (iv) Signed and scanned copy of the registration certificate from Central Pollution Control Board/ Delhi Pollution Control Committee/ Pollution Control Board/ Agency of a State Government as mentioned in **Annexure-2**.
- 1.2 Bids are invited only from the firms registered with Central Pollution Control Board/ Delhi Pollution Control Committee/ Pollution Control Board /agency of a State Government dealing with E-waste etc. & bids received from the firms other than registered will be summarily rejected.
2. Materials should be removed by the successful bidder on "as is where is" basis within five days of receipt of order after depositing the full amount in the form of Crossed Bank Draft/Pay Order/Banker's Cheque drawn in favour of **DDO (Department of Justice)** on any Scheduled Bank payable at New Delhi. EMD shall be returned after the condemned material is removed as per terms & conditions laid down. In case, the material is not removed within the prescribed time, the Earnest Money will be forfeited and any loss whatsoever occurring due to this will be recovered from the bidder.
3. The inspection of material should be done carefully by the prospective bidders or their representatives in this office premises between **3:00 PM to 5:00 PM on 12/06/2019 to 14/06/2019** and queries raised to the concerned officer at the time of inspection. No further clarifications shall be given after the above inspection.
4. No damage should be caused to the existing property of the Department of Justice or the Govt. while removing the auctioned articles from the site. Any loss/damage to Department or injury or personal accident suffered by any person due to negligence or action of the successful bidder or his authorized worker/supervisor will have to be indemnified by the successful bidder.
5. Goods/material will be removed under the supervision of designated officer(s) of the Department. Materials will have to be removed within the time stipulated in the order awarding disposal of items to the successful bidder. No extension of time will be given under ordinary circumstances. However, extension of time may be granted provided full reasons for causing such delay is given in writing by the successful bidder. Delay, beyond the stipulated time, may entail cancellation of the award/order and forfeiture of the EMD.
6. The successful bidder will have to take away all Condemned listed items and not selectively.
7. All the bidders shall ensure compliance with the provisions contained in E-Waste (Management and Handling) Rules, 2011, Batteries (Management and Handling) Rule 2001 and guidelines issued by Government for its disposal/recycling in an environment friendly manner.
8. The Department of Justice reserves the right to accept or reject any or all the tenders.



(Rajender Singh Sidhu)

Under Secretary to the Govt of India

Tele: 2307-2137

Annexure-2

**PROFORMA FOR FURNISHING BIDS FOR  
PURCHASE OF UNSERVICEABLE/CONDEMNED  
ELECTRONIC  
ITEMS OF DEPARTMENT OF JUSTICE**

1. Name & Address of the Firm :
2. Name of the contact Person :
3. Telephone Numbers  
(O):-  
(R):-  
(M):-  
FAX:-
4. PAN No. :
5. Details of EMD enclosed:-  
D.D/Pay Order No.:-  
Dated:-  
Amount:-
6. Registration No. with Central Pollution Control Board/ Delhi Pollution Control Committee/ Pollution Control Board/ agency of a state Government.  
(Copy of registration certificate to be enclosed)
7. Validity Period
8. Total amount quoted for items in Annexure-I  
(In figures) Rs. \_\_\_\_\_  
(in words) \_\_\_\_\_  
From To

Name And Signature of the bidder

TENDER ACCEPTANCE LETTER  
(To be given on Company Letter Head)

Date:

To,

\_\_\_\_\_  
\_\_\_\_\_

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: \_\_\_\_\_

Name of Tender / Work: -

\_\_\_\_\_

Dear Sir,

I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: \_\_\_\_\_

as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organisation too have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

6. 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/ organisation 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.

Yours Faithfully,

(Signature of the Bidder, with  
Official Seal)

## Instructions for Online Bid Submission:

- The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

### REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "**Online bidder Enrollment**" on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

### SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

## PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

## SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without

- 6) If the BoQ file is found to be modified by the bidder, the bid will be rejected. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology.
- 8) Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

#### ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

Mobile Number	(A) 8826246593
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(B) 0120-4200462,  
(C) 0120-4001002

Mail- [support-eproc@nic.in](mailto:support-eproc@nic.in)



## List of the items to be Condemned

Annexure-I

S.No.	Particulars of items	Quantity
1.	UPS Offline	17 Nos.
2.	UPS Online	1 Nos.
3.	Printers (Samsung 2240)	02Nos.
4.	Printers(Samsung 4521)	2 Nos.
5.	Printers(Samsung 4521)	1 Nos.
6.	Printers(Samsung 4521)	1Nos.
7.	Printers(Samsung CLP 610ND)	1 Nos.
8.	Printer(Ricoh Aficio C231S)	1 Nos.
9.	Printer cum fax (Samusng 565PR)	1 Nos.
10.	CPU (HCL)	11 Nos.
11.	CPU (HP)	02 Nos.
12.	Monitors(HP)+ 1 Adcom	06 Nos.
13.	Monitors (HCL)	09 Nos.
14.	Scanner (HP Scanjet 5590)	03 Nos.
15.	Scanner(HP Deskjet 930c)	1 Nos.
16.	Mouse	78 No.
17.	Keyboard	41 No.
18.	Oil Heaters	3 No.
19.	Hot Case	5 No.
20.	Microwave	1 No.
21.	Standing Fan	3 Nos.
22.	Wall Clocks	17 Nos.
23.	Extension Board	3 Nos.
24.	Emergency Light	1 Nos.
25.	Telephone Instrument	13 Nos.
26.	Printer cartridge (HP+ Samsung etc.)	334 Nos.
27.	Photocopier Machine cartridge	3 Nos.
28.	Heavy Duty Stapler	1 Nos.
29.	Matrix Telephone System	1 Nos.
30.	Paper Shredder	1 Nos.
31.	Water Dispensers	11 Nos.