

REQUEST FOR PROPOSAL
OF

DISPOSAL OF E-WASTE – OLD /OBSOLETE/
UNSERVICEABLE COMPUTER HARDWARE AND
PERIPHERALS IN GENERAL ADMINISTRATION
DEPARTMENT, GOVT. OF NCT OF DELHI, CARE TAKING-I
BRANCH, LEVEL-2'A' WING, DELHI SECRETARIAT, I.P.
ESTATE, NEW DELHI-110002

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SECTION 1 – INVITATION OF THE BIDS

General Administration Department (GAD) invites online bids (items rate contract) from Recyclers/Preprocessors of e-Waste (Electronic Waste) registered with Central Pollution Control Board (C.P.C.B)/ State Pollution Control Board for disposal of various Old/Unserviceable/Obsolete IT / Electronics items/ equipments on "AS IS WHERE IS BASIS". The Tender Document can be downloaded from the website of <https://gad.delhi.gov.in> and e-tender portal <https://govtprocurement.delhi.gov.in>.

General Administration Department (GAD) intends to dispose off e-waste-old/obsolete/unserviceable IT equipments Computer Hardware, Photocopier and other electronic items on "AS IS WHERE IS BASIS" through the highest Bidder (H1) items rate contract from selected bidder. The bidder will be selected on the basis of highest sum total rate of items quoted in the financial bid. The selected bidder will be responsible to collect the e-waste material from offices of GAD. The contract will be initially for 02 years and can be extended for a further period of two (02) years solely at the discretion of GAD.

Details of Tender Schedule;

Particulars	Description
Bid	RFP shall be submitted online through e- procurement portal i.e. https://govtprocurement.delhi.gov.in . before the due date and time.
Item Description	Disposal of e-waste
Category	e-waste
Estimated Value of the Bid	Rs. 20,00,000/-
Last Date & Time of Submission of RFP	30/05/2025 till 3.00 PM
Submission of Bids	Two Bid System: The two bid system will be followed for this tender. In this system Bidder must submit their offer in separate sealed envelopes as – Technical Bid and financial Bid.
Opening Date & Time of RFP	The technical Bid will be opened on e-procurement portal on 30/05/2025 at 4.00 PM. Opening of financial bid will be intimated later to the technically qualified bidders.
Tender Fees	Nil
Earnest Money Deposit/Bed Security	Earnest Money Deposit (EMD)/Bid Security of Rs. 40,000/- (Rs. Forty Thousand Only) in favour of "The DDO, GAD" payable at Delhi. (No exemption for MSME).
Place of Opening Tender	Delhi Secretariat

RFP for disposal of e-Waste

Any Clarification	Name	: Section Officer (Caretaking)
	Dept	: General Administration Department
	Email	:
	Contact No.	: 011-23392052/23392006

Note: - The first requirement of participation in e-tender is to have digital signature and the registration of tenderers with application service provider (ASP) is mandatory.

The above tender document can be downloaded from <https://govtprocurement.delhi.gov.in>. The submission of e-Bids will be only through the e-Tender portal <https://govtprocurement.delhi.gov.in>. Bids will not be accepted in any other form. The terms and conditions of the tender and the project are contained in the tender document hence forth. Interested firms/agencies registered with the Central Pollution Control Board (C.P.C.B.) / State Pollution Control Board may submit their tender documents along with requisite, earnest money and other documents as mentioned in the tender document.

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SECTION 2-ELIGIBILITY CRITERIA

1. The firm should be registered with Central Pollution Control Board, Ministry of Environment and Forests, GOI OR State Pollution Control Board of State government for Recycling and dismantling of e-Waste (Self-attested copy of registration certificate must be enclosed).
2. Enclose self-attested copy of **PAN CARD** under Income Tax Act of the bidder entity.
3. Past Experience of Similar Services: The bidder must have experience of disposal of e-Waste in various Government/Semi- Government/PSU during **last five financial years i.e. 2019-20, 2020-21, 2021-22, 2022-23 & 2023-24**. Copies of contracts/work orders and documentary evidence of successful execution/completion in support of Past Experience of Similar Services alongwith names & addresses of the Organization and satisfactory performance certificate from the concerned organization should be provided.
4. The bidder must have average Annual Business Turnover of minimum **Rs.20 lakhs** in the last three financial years (enclose certificate of turnover from Chartered Accountant for the last three financial years i.e. **2021-22, 2022-23 & 2023-24**. In case certificate of turnover from Chartered Accountant is not available, then the audited annual accounts is to be submitted).
5. The bidder should have filed ITR for last three years i.e. A.Y.2022-23, A.Y. 2023-24 & A.Y.2024-25 (Enclose copy of Acknowledgments.)
6. Enclose self-attested copy of valid **GST Registration certificate**.
7. The bidder or its duly authorized signatory must sign and stamp all the papers enclosed with tender document and must submit them online along with "Technical Bid". **All the documents/papers mentioned in the tender document are mandatory and if any of the documents/papers/information is not submitted/ uploaded the bid shall be rejected out rightly.**



SECTION 3—INSTRUCTIONS TO BIDDERS

- A) RFP shall be submitted online **only** through e-procurement portal i.e. <https://govtprocurement.delhi.gov.in> before the due date and time.
- B) **Technical Bid** (as per Annexure-A) and **Financial Bid** (as per Annexure-B) should be submitted online **only** through e-procurement separately. The Financial Bids of only those bidders, who have qualified the Technical Bid will be opened and have fulfilled all the required terms and conditions of the tender document.
- C) The bidder entity shall deposit EMD / Bid Security amounting to **Rs.40,000/- (Rupees Forty Thousand Only)** physically in the office of Dy. Secretary – I (GAD), 2nd Level, A-Wing, Delhi Secretariat in form of A/c payee Demand Draft/FDR/Bankers' cheque/Bank Guarantee from a public / private sector bank, in original, in favour of **DDO (GAD), Government of NCT of Delhi** before the last date and time of the bid. The EMD should remain valid for a period of 45 days beyond the final tender validity period. The EMD will be forfeited if the bidder withdraws or amends its tender or impairs or derogates from the tender in any respect within the period of validity of its tender. Any bidder changing the substance of its bid or withdraws its bid within the bid validity period, will do so at the risk of having his Bid Security forfeited. The Bid Security will also be forfeited if the qualified bidder fails or refuses to enter into a contract within the time limit specified in the bid document. No interest shall be payable on EMD. No exemption in EMD has been allowed for MSME participants. Any tender without requisite EMD shall be rejected out-rightly.
- D) No sub-letting/outsourcing to any third party is permitted. In case of violation of this provision, EMD/performance security shall be forfeited and no payment shall be made.
- E) Rates shall be valid till the tenure of the contract.
- F) Rates should be clear in all respects i.e. without hidden costs.
- G) The tenderer or its duly authorized signatory must sign and stamp all the papers enclosed with tender document and must submit them online only along with "Technical Bid". **All the documents/papers mentioned in the (Annexure–A) of the tender are mandatory and if any of the documents/papers/information are not submitted/uploaded the bid shall be rejected out rightly.**
- H) Amendment of tender documents: - At any time prior to the deadline for uploading of bids, Department may amend the RFP document by issuing an addendum. The amendment will be displayed on the website of the Delhi Govt. i.e. <https://govtprocurement.delhi.gov.in>. The amendment will be binding on all the bidders.
- I) The successful Bidder will be required to execute an agreement with the Deptt. and shall procure at its expense a non-judicial stamp paper of Rs. 100/- for the purpose.
- J) Bidders have to submit an undertaking, in prescribed proforma (Annexure 'C') that they have read and understood and will abide by all the terms and conditions laid down in the tender document.
- K) The vendor shall ensure that e-Waste should be disposed off in accordance with the timelines laid down by the GOI guidelines currently in force. On final disposal, the vendor would be required to provide a Certificate to this effect to the GAD within 30 days after receipt of the e-Waste. The Bidder should follow environmentally sound practices for management of e-Waste as per Govt. guidelines in this regard. The bidder will be responsible to collect the e-Waste material from the office of GAD.

- L) All the terms and conditions contained in this tender document will be a part and parcel of the agreement/contract to be executed by the Bidder with the General Administration Department, GNCTD/Delhi Government.
- M) In the event of any dispute arising out of or in connection with the interpretation of any clause or otherwise the matter shall be referred to the Arbitrator as appointed by Competent Authority of Govt. of NCT of Delhi. Subject to the foregoing, Courts at Delhi/New Delhi shall have jurisdiction in connection with any dispute/litigation arising out of this contract.
- N) For any clarification/information regarding the tender to be executed, the bidder may contact Caretaking -I, General Administration Department, Delhi Secretariat, Delhi-110002 on any working day between 11:00 am to 05:00 pm.
- O) **Lifting of e-waste:-** The successful bidder shall be required to lift all e-waste - old/obsolete/unserviceable computer hardware and other items and not selectively from the destination on the basis "AS IS WHERE IS BASIS" in Seven (07) working days after depositing the full amount. In case, the successful bidder deposits the full amount within a stipulated period but fails to lift the articles in the scheduled time, this Office shall not take responsibility for safe custody of the articles. No damage shall be caused to the existing property of this Office or any Citizen premises while removing the materials from the site. Any loss/ damage to the property of this Office or 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. Goods/material will be removed under the supervision of designated Officer(s) of this Office. Materials will have to be removed within the time stipulated in acceptance letter. No extension of time will be given under ordinary circumstances. 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.
- P) **PRICE BID:-**
- Quoting of Price(s): Price quoted should be in Indian Rupees inclusive of all charges.
 - PRICE BID must be submitted in Financial Bid Form only through online mode.
 - If the price is not quoted in Price Bid Form provided in tender document then, the bid will be rejected.
 - Contract Value: The value of the contract in the tender can be increased or decreased depending upon the actual requirement.
- Q) **CANCELLATION OF BID:** The department reserves the right to accept or reject any part or the entire bid without assigning any reason thereof.
- R) If any information furnished by the successful bidder is found incorrect at any time, the contract/award of work shall be terminated without any prior notice and performance security shall be forfeited.



SECTION 4-SCOPE OF WORK

1. The successful bidder shall be required to lift all e-waste old/obsolete/unserviceable computer hardware and other items and not selectively from the Delhi Secretariat and Vikas Bhawan-II on the basis "AS IS WHERE IS BASIS" in Seven (07) working days after depositing the full amount.
2. No damage shall be caused to the existing property of this office while removing the materials from the site. Any loss/ damage to the property of this Office or 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.
3. Goods/material will be removed under the supervision of designated Officer(s) of this Office Materials will have to be removed within the time stipulated in acceptance letter. No extension of time will be given under ordinary circumstances.
4. 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.
5. The selected Bidder shall ensure compliance of all regulations/ conventions/ policies/ guidelines/ orders etc., in force related to any or all of the above activities from time to time.
6. If E-Waste is generated/collected in one State and required to be transported to another state for dismantling /recycling / final disposal, it would be the responsibility of the bidder to obtain "N.O.C." from concerned State Pollution Control Board / Pollution Control Committee of Union Territory and intimate the State Pollution Control Board / Pollution Control Committee of Union Territory in transit as required by the GOI guidelines currently in force.
7. The E-Waste should be disposed off in accordance with the timelines laid down by the GOI currently in force. On final disposal, the vendor would be required to provide a Certificate to this effect to the GAD concerned within 30 days after receipt of the e-Waste.
8. The Selected Bidder should follow environmentally sound practices for management of E-Waste as per GOI guidelines currently and future in force.

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SECTION 5-CONDITIONS OF CONTRACT

A) AWARD OF CONTRACT:

1. The Rate Contract will be valid for a period of **Two Year from the date of the award of the contract**. The rate contract **could be extended to further two year** on the same terms and conditions and rates on mutual consent basis.
2. The technically qualified bidder, with highest quoted Price Bid, Price (H1) will be issued.
3. The bidder will be selected on the basis of highest sum total rate of items quoted in the financial bid.
4. The bidder will abide by all the Terms & Conditions of the Tender Document.
5. The successful bidder will be required to execute an agreement within a period of 15 working days from the date of issue of the letter of offer.

B) SECURITY DEPOSIT:

- a. The successful bidder shall have to deposit a performance security of **Rs. 1,00,000/- (Rupees One Lakh Only)** through A/c payee Demand Draft/FDR/Bank Draft/Bank Guarantee in favour of **DDO (GAD), Government of NCT of Delhi**, for the due performances of the agreement and it should remain valid for a period of sixty days beyond the date of completion of all contractual obligations including warranty obligations. In the event of breach/violation or contravention of any terms and conditions contained herein by the firm/agency, the said security deposit shall be forfeited by the Department. If the qualified bidder fails or refuses to furnish the required performance security within the specified period, its EMD will be forfeited.
- b. Security deposit shall be released after successful completion of the contract subject to compliance and settlement of all outstanding dues. In case the contract period is extended further, the validity of security deposit shall also be extended by the vendor accordingly.

C) TERMS OF PAYMENT:

- a. The payment should be made in favour of **DDO (GAD), Government of NCT of Delhi** through A/c payee Demand Draft/FDR/Bank Draft/Bank Guarantee.
- b. The e-waste should be collected within 07 days of realization of payment.

D) PENALTY:

- a. If the bidder fails to lift the e-Waste within 07 days of realization of payment, the penalty of Rs. 1000/- per day will be imposed.

- E) If any information furnished by the successful bidder is found incorrect at any time, the contract/award of work shall be terminated without any prior notice and performance security shall be forfeited.**



**SECTION OFFICER
GENERAL ADMINISTRATION DEPARTMENT**

SECTION 6-TECHNICAL BID**Annexure-A**

1. Name of the firm :
2. Address :
3. Name & Address of Prop. /
Partner/Authorized signatory
(In case of Pvt. Ltd. firm) :
4. E-mail id :
5. Contact No. :

S. No.	Documents	Whether Copy of desired certificate/ documents are enclosed
1.	The firm should be registered with Central Pollution Control Board, Ministry of Environment and Forests, GOI OR State Pollution Control Board of State government for Recycling and dismantling of e-Waste (Self-attested copy of registration certificate must be enclosed).	Yes/No
2.	Self attested Copy of GSTIN Certificate	Yes/No
3.	Self attested Copy of PAN card	Yes/No
4.	The bidder should have filed ITR for last three years i.e. A.Y. 2022-23, A.Y. 2023-24 A.Y 2024-25 (Enclose copy of Acknowledgments)	Yes/No
5.	The bidder must have experience of disposal of e-Waste to various Government/Semi- Government/PSU during last five financial years i.e. 2019-20, 2020-21, 2021-22, 2022-23 & 2023-24 for similar service(s) in last five years to any Central/State Govt. Organization/PSU. Copies of contracts/work orders and documentary evidence of successful execution/completion in support of Past Experience of Similar Services alongwith names & addresses of the Organization and satisfactory performance certificate from the concerned organization should be provided	Yes/No

6.	The bidder must have average Annual Business Turnover of minimum Rs.20 lakhs in the last three Financial years. (Enclose certificate of turnover from Chartered Accountant for the last three financial years i.e. 2021-22, 2022-23 & 2023-24 . In case certificate of turnover from Chartered Accountant is not available, then the audited annual accounts is to be submitted).	Yes/No
7.	FDR/Bank Guarantee/Bankers' cheque/ Bank Draft of Rs.40,000/- in favour of DDO (GAD) as EMD/Bid Security. Attach scanned copy of the said document.	Yes/No

Note: All the documents/papers must be signed by the Prop./Authorized Signatory /Partner.

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(Signature of tenderer/authorized signatory)
(Seal of the firm)

SECTION 7- FINANCIAL BID**Annexure-B**

1. Name of the firm :
2. Address :
3. Name & Address of Prop. /
Partner/Authorized signatory
(In case of Pvt. Ltd. firm) :
4. E-mail id :
5. Contact No. :

Category-I:-Disposal of e-Waste – old/ Unserviceable/obsolete IT equipments/ items, Photocopier is as under:-

S. No.	Item Description	Rate per unit inclusive of all charges but exclusive of GST
1.	Monitor TFT	
2.	UPS 600 VA	
3.	CPU (Cabinet)	
4.	Printer	
5.	Fax Machine	
6.	Keyboard	
7.	Mouse	
8.	Laptop	
9.	Speaker	
10.	Amplifier	
11.	UPS 30 KVA	
12.	Plotter HP	
13.	Server	
14.	Hard Disk	
15.	Mother Board	
16.	Docking Station	

17.	LCD Television	
18.	LED Television	
19.	Photocopier Machine	
20.	Telephone	
21.	Scanner	
22.	Electric Kettle	
23.	LAN Card Hard Disk	
24.	RAM	
25.	VGA Cable	
26.	Graphic Card	
27.	SMPS	
28.	Monitor CRT	
29.	Computer Cabinet	
30.	Hot Case	
31.	Printer Cartridge	
32.	Photocopier Cartridge	

Place:

.....
(Signature of Tenderer/Prop./Partner/Authorized signatory)
(Seal of the firm)

SECTION 8

ANNEXURE-C

(ON A STAMP PAPER OF RS.100/-)

UNDERTAKING

To,

Dy. Secretary (CTB),
General Administration Department
Govt. of NCT of Delhi
Delhi-110002

Name of the firm/Agency _____

Name of the tender _____ Due date _____

Sir/Madam,

1. I/We hereby agree to abide by all terms and conditions laid down in tender document.
2. This is to certify that I/We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ourselves abide by the said terms and conditions.
3. I/We undertake that I/We or any of our constituent partners (in case of partnership firm) has neither been debarred nor blacklisted for tendering in any organization at any time including any Central / State Government. It is further stated that none of us has been convicted by any court of law.
4. I/We declare that no agent, middleman or any intermediary has been, or will be engaged to provide any material or any other item or work declaration related to the award and performance of this contract. It is further confirmed and declared that no agency commission or any payment which may be construed as an agency commission has been or will be paid and that the tender price will not include any such amount.
5. I / We undertake that there is no pending demand of any tax authority as on date.

Name and Address of the Bidder.

Telephone No.