

**LOK SABHA SECRETARIAT
COMPUTER (HW&SW) MANAGEMENT BRANCH (HW UNIT)
ROOM NO.FB-149, PARLIAMENT LIBRARY BUILDING
NEW DELHI - 110001
TEL. NO. 23035055, 23794886
Website - www.loksabha.nic.in**

TENDER NO. - 10/1/CMB(HW)/2016

Subject: Tender Notice for disposal of old/obsolete/unserviceable computer hardware.

Sealed open tenders are invited from **Dismantler/Recycler of E-waste registered with Central Pollution Control Board or State Pollution Control Committee** for disposal of old/obsolete/unserviceable computer hardware (Desktops, Monitors, UPS, Printers etc.) on "**AS IS WHERE IS BASIS**". The Tender Document can be downloaded from the website of Lok Sabha i.e. www.loksabha.nic.in under link "Tender". There is no fee for Tender Document. Important dates of tender related activities are as under: -

- | | | | |
|-------|--|---|--|
| (i) | Closing Date & Time for receipt of tender | : | 17th June 2016 upto 1700 Hrs. |
| (ii) | Tender Opening Date & Time | : | 20th June 2016 at 1500 Hrs. |
| (iii) | Place of Tender Opening | : | Room No. 302, Parliament House
Annexe, Sansad Marg, New Delhi
- 110001. |
| (iv) | Date of publishing of Corrigenda, if required,
On the Website of Lok Sabha Sectt. | : | 10th June 2016 |
| (v) | Period of Inspection | : | 25th May 2016 to 08th June 2016 |
| (vi) | Time of Inspection | : | 3.00 p.m. to 5.00 p.m. (on all working days) |

The Tender, complete in all respects, must be submitted in sealed envelope addressed to the **Director, Computer(HW & SW)Management Branch, Lok Sabha Secretariat, Room No. 439, Parliament House Annexe, New Delhi 110001** and be dropped in the Tender Box placed in the **Reception Office, Parliament Library Building (Opp. Gurudwara Rakabganj), New Delhi - 110 001** on or before **17th June 2016 upto 1700 hrs.**

Note : In the event of any of the above mentioned dates being declared as a holiday for this office, the tenders/bids will be received/opened on the next working day at the appointed time.

Sd/-
DIRECTOR (C&MSA)

Note: The dates/period are subject to approval of Competent Authority and publishing of tender notice.

**LOK SABHA SECRETARIAT
COMPUTER (HW & SW) MANAGEMENT BRANCH
(HARDWARE UNIT)
ROOM NO.FB-149, PARLIAMENT LIBRARY BUILDING
NEW DELHI - 110001
TEL. NO. 23035055, 23794886
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TENDER NO. - 10/1/CMB(HW)/2016

TENDER DOCUMENT

Tender for disposal of old/obsolete/unserviceable computer hardware with accessories

Lok Sabha Secretariat intends to dispose of old/obsolete/unserviceable computer hardware (Desktops, Monitors, UPS, Printers etc.) on “**AS IS WHERE IS BASIS**” through open tender.

1. Eligibility Criteria

Bidders must fulfill following eligibility criteria and submit documents mentioned at **Annexure - I** of this tender document in support of the same as under: -

- (a) Must be registered for service tax and VAT with Departments of Government of India or State Governments.
- (b) Must be an income tax assessee.
- (c) Must not be blacklisted by any Department of the Government of India or of any State/or by any PSU/Autonomous Organisation 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.
- (d) Must be registered as a Recycler/Reprocessor of eWaste with Central Pollution Control Board, Ministry of Environment and Forests, 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.

2. Inspection of Items

The inspection of material can be done carefully by the prospective bidders or their representatives at the stores of Computer Management Branch (HW Unit), for which they can contact, Room No. 149, Parliament Library Building, New Delhi (Phone No. 011-2303 5055, 23794886), **between 3:00 P.M. to 5:00 P.M.** from **25th May 2016 to 08th June 2016.** 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

- (a) An Earnest Money Deposit (EMD)/Bid Security of **Rs.15,000/- (Rupees Fifteen Thousand only)** in the form of Demand Draft/Banker Cheque issued by any commercial bank drawn in favour of ‘Drawing and Disbursing Officer, Lok Sabha’ payable at New Delhi must accompany the Bid.
- (b) Bids without EMD or EMD for lesser amount and EMD in any other form e.g. Cheque, Cash, Postal Order will be summarily rejected.

- (c) The submission of EMD is compulsory for all the bidders and no exemption will be granted for submission of EMD in any case.
- (d) EMD will be forfeited if the bidders withdraw after submission of the bids or opening of the tenders.
- (e) The EMD of unsuccessful bidders will be returned to them without any interest whatsoever, after expiry of the final bid validity and latest on or before the 30th day after the award of contract.
- (f) The EMD should remain valid for a period of 120 days.
- (g) EMD of successful bidder shall be returned after payment of bid amount and lifting of items from Parliament House Complex as per terms & conditions laid down in the tender document. In case, the material is not lifted within the prescribed time, the Earnest Money will be forfeited and any loss whatsoever occurring due to this will be recovered from the bidder.
- (h) No interest shall be payable on EMD.

4. **Reserve Price**

A reserve price has been kept for the items to be disposed off through this tender and the same are given at **Annexure - III**. The bidders are required to quote a price which is equal to or higher than the reserve price. Bids lesser than the reserve price for any item shall not be considered.

5. **Bid validity Period**

Bids should remain valid for acceptance for a period of **three months** from the date of opening of the Bids. Bids with lesser validity period will be summarily rejected.

6. **Financial Bids**

- (a) The financial bid shall be quoted in the Proforma given at **Annexure - IV** 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 only one rate for one model.
- (d) Any overwriting of/on amount quoted will render the bid to be invalid.
- (e) VAT, if applicable shall be borne by the bidder.
- (f) The rate quoted shall be final.
- (g) The successful bidder shall be evaluated on the basis of highest quoted price for all the items.

7. **Submission of Bids**

- (a) The Bid shall be legible, 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 comprise of (i) Earnest Money Deposit (EMD) (ii) Technical Bid comprising of documents in support of eligibility criteria and (iii) Financial Bid.
- (c) Bid may be submitted in the following manner:
 - (i) Envelope No.1 - Shall contain the EMD. The envelope must be superscribed as "EMD".
 - (ii) Envelope No. 2 - Shall contain Technical Bid only.
 - (iii) Envelope No. 3 - Shall contain Financial Bid only.
 - (iv) Envelope No. 4 - Shall contain all the envelop i.e. Envelope No. 1, 2 & 3.

Sealed tenders superscribed "Tender for disposal of old/obsolete/unserviceable computer hardware" addressed to the **Director, Computer Management Branch (HW Unit), Lok Sabha Secretariat, Room No.439, Parliament House Annexe, New Delhi**, must be dropped in the Tender Box placed in **Reception Office, Parliamentary Library Building, (Opposite Gurudwara Rakabganj)** on or before **17th June 2016 upto 1700 hrs.** Bids received after the closing date and time prescribed shall NOT be accepted under any circumstances.

All the envelopes shall also indicate the name and address of the Bidder enabling the Bid to be returned, if required.

8. Opening of Bids

- (a) **Envelope No.1** containing Earnest Money/Bid Security shall be opened by Pay & Accounts Officer of Lok Sabha on **20th June 2016 at 1500 hrs.** in the presence of DDO, Lok Sabha, and the Bidders or their Authorised Representatives.
- (b) **Envelope No. 2 & 3** containing **Technical Bid and Financial Bid** shall then be opened on the same day and serially numbered. Financial Bids shall be opened only of those bidders who fulfill the eligibility criteria.
- (c) The bidder himself or his authorised 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 a proof of identification at the time of opening of bid. Only one person/representative from each bidder would be allowed to attend the bid opening event.
- (d) A copy of the authorization may also be sent to this Secretariat separately at least three working days before the opening of the Bid.

9. Payment

The successful bidder will have to pay the entire quoted/offered amount in the form of Bank Draft/ Banker's Cheque drawn in favour of '**Drawing and Disbursing Officer, Lok Sabha** payable at New Delhi within **five working days** after receipt of letter regarding award of contract, failing which the contract may be cancelled and the EMD may be forfeited.

10. Lifting of old computer hardware

- (a) The successful bidder shall be required to lift all old/obsolete/unserviceable computer hardware and not selectively from the Parliament House Complex to his premises on "**AS IS WHERE IS BASIS**" within **five working days** after depositing the full amount.
- (b) In case, the successful bidder deposits the full amount within a stipulated period but fails to lift the articles in the scheduled time, this Secretariat shall not take responsibility for safe custody of the articles.
- (c) No damage shall be caused to the existing property of this Secretariat or any other Offices in the premises while removing the materials from the site. Any loss/ damage to the property of this Secretariat 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 LSS will be indemnified.
- (d) Goods/material will be removed under the supervision of designated Officer (s) of this Secretariat. Materials 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 and 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 and forfeiture of the EMD.

- (e) All the charges i.e. loading, unloading and transportation to be incurred in course of lifting of items from Parliament House Complex shall be borne by the successful bidder.

11. Submission of Undertaking

The successful bidders shall submit an undertaking that e-waste items will be disposed off as per E-Waste (Management and Handling) Rules 2011 notified by Ministry of Environment and Forest after lifting the items.

12. Other terms and Conditions

- (a) In the event of failure of the successful Bidder to lift the items in the stipulated time frame, the Earnest Money so deposited by the Bidder shall be forfeited and other legal action may also be initiated. Further, the Bidder will be blacklisted for further business with the Secretariat and the Contract will be awarded to next Highest Bidder to lift the item(s) at H1 rate(s).
- (b) The bidder should also enclose 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 should produce the original certificate before lifting of the items from said location.
- (c) The bidder shall be required to quote for all items. In case the bidder has not offered their rates for any item listed in the proforma, the bid shall be treated as incomplete and summarily rejected.
- (d) No bidder will be allowed to withdraw after submission of bids/opening of the tender; otherwise the EMD submitted by the firm would be forfeited.
- (e) This tender is non transferable.
- (f) Each page of the tender document should be signed by the bidder(s). Incomplete and unsigned quotations are liable to be rejected.
- (g) If a firm violates any of these terms & conditions, the same shall be blacklisted and its EMD shall be forfeited.
- (h) Lok Sabha Secretariat reserves the right to accept or reject any bid without assigning or communicating any reason thereof.

**Eligibility Criteria for Disposal of old Desktop Computers, Printers,
UPSs and Accessories**

TENDER NO. - 10/1/CMB(HW)/2016

1. Name of the Tenderer Firm/Agency/Company:
2. Address of the Tenderer Firm/Agency/Company :
3. Contact Details of the Tendering Firm/Agency:
 - (a) Tel. No. with STD (O)..... (Fax).....(R).....
 - (b) Mobile No.....
 - (c)E-mail.....
 - (d) Website.....
4. Name of Proprietor/Partners/Directors of the firm/agency:
5. CST/VAT/Excise Duty/TIN/PAN, etc. registration details
(Copies of the relevant documents/certificates are to be enclosed)
6. Details of Registration Delhi Pollution Control Committee:
(Copy of registration certificate is to be enclosed)

**Signature of Authorised Signatory
Name of the person
Designation**

**Tender for Disposal of old Desktop Computers, Printers, UPSs
and Accessories**

TENDER NO. - 10/1/CMB(HW)/2016

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 Bidder/Authorized Signatory
(Rubber Seal)**

LIST OF ITEMS AND RESERVE PRICE

SL. NO.	ITEM	MODEL	QTY.	Reserve Price
1	DESKTOP	DELL GX 620	126	850
2	DESKTOP	DELL OPTIPLEX 210 L with TFT Monitor	1	900
3	DESKTOP	DELL OPTIPLEX 745 with TFT Monitor	11	900
4	DESKTOP	HP D 330	5	850
5	DESKTOP	HP DX 6100	22	850
6	DESKTOP	HP DX 6120	130	850
7	DESKTOP	HP 7200	1	850
8	PRINTER	HP 1010	40	350
9	PRINTER	EPSON 300 LX	13	150
10	PRINTER	HP LJ 1022	28	400
11	PRINTER	LEXMARK E230	13	350
12	PRINTER	HP LJ 3055	1	450
13	PRINTER	HP CLJ 3600	1	500
14	UPS	APC	104	150
15	UPS	CHRIS	6	150
16	UPS	COMPACT	21	150
17	UPS	MICROTEK	166	150
18	SCANNER	HP SJ 4850	6	300
19	SCANNER	HP SJ 2400	2	300
20	SCANNER	HP SJ 3500C	1	300
21	SCANNER	HP SJ 5300C	1	300
22	PALMTOP	IMATE JAS JAM	20	200
23	PALMTOP	O2 ZINC	2	200

**Financial Bid for Disposal of old Desktop Computers, Printers, UPSs
and Accessories**

TENDER NO. - 10/1/CMB(HW)/2016

Name of the Bidder : -

Address of the Bidder: -

Telephone No./Email ID: -

Rates Quoted

S. No.	Name of Item	Model	Reserve Price	Quantity	Price Per Unit	Total Price	Remarks
					Grand Total		

The total price should be inclusive of all Misc. charges like transportation, labour 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 EMD shall be forfeited by the Lok Sabha Secretariat.

I hereby also declared that firm is registered with Central Pollution Control Board or State Pollution Control Board as authorised recycler/re-processor and having environmentally sound management facilities for collection, disposal/recycling of eWaste.

Date: -

Signature of Authorised Signatory
Name of the person
Designation