

**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 NOTICE

TENDER NO. - 10/1/CMB(HW)/2017

Sub: Disposal of old/obsolete computer hardware and peripherals.

Sealed 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 | : | 19th June 2017 upto 1700 Hrs. |
| (ii) | Tender Opening Date & Time | : | 20th June 2017 at 1500 Hrs. |
| (iii) | Place of Tender Opening | : | Room No. 302, Parliament House Annexe,
Lok Sabha Sectt., New Delhi – 110001. |
| (iv) | Date of publishing of Corrigenda, if required
(Only on the Website of Lok Sabha Sectt.) | : | 12th June 2017 |
| (v) | Period of Inspection | : | 1st June 2017 to 9th June 2017
(On all working days) |
| (vi) | Time of Inspection | : | 1500 Hrs. to 1700 Hrs. |

The Tender, complete in all respects, sealed envelope addressed to the **Director, Computer (Hardware) Management Branch, Lok Sabha Secretariat, Room No. 439, Parliament House Annexe, New Delhi 110001** must be dropped in the Tender Box placed in the **Reception Office, Parliament Library Building (Opp. Gurudwara Rakabganj), New Delhi - 110 001** on or before **19th June 2017 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&F)**

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)
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TENDER DOCUMENT

TENDER NO. - 10/1/CMB(HW)/2017

Tender for disposal of old/obsolete Computer Hardware and Peripherals

Lok Sabha Secretariat intends to dispose of old/obsolete/unserviceable computer hardware (Desktops, 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/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 (Hardware Unit), for which they can contact, Room No.FB-91, Parliament Library Building, New Delhi (Phone No. 011 - 23035055, 23794886), **between 3:00 P.M. to 5:00 P.M.** from **1st June 2017 to 9th June 2017.** 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.62,670/- (Sixty Two Thousand Six Hundred and Seventy 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. **Minimum Reserved Price**

The Secretariat has evaluated the Minimum Reserved Price of **Rs.6,26,700/-** for the items mentioned in **Annexure-III**. The bidders are required to quote a price which is equal to or higher than the minimum reserved price.

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 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/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 the whole lot.

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) Details 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 Eligibility Criteria only (**Annexure - I**).
 - (iii) Envelope No. 3 - Shall contain Financial Bid only (**Annexure - III**).
 - (iv) Envelope No. 4 - Shall contain all the envelopes i.e. Envelope No. 1, 2 & 3.

Sealed tenders superscribed "**Tender for disposal of old/obsolete/unserviceable computer hardware & Peripherals**" 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 **19th June 2017 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, address and phone number** 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 2017** at **1500 Hrs.** in the presence of DDO, Lok Sabha, and the Bidders or their Authorised Representatives.
- (b) **Envelope No. 2 & 3** containing **Eligibility Criteria 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 for Disposal of eWaste

The successful bidders shall submit an undertaking (**Annexure - V**) that e-waste items out of old/obsolete/unserviceable computer hardware will be stored/process/disposed off as per **Rule 12 of Chapter IV of e-Waste (Management and Handling) Rules, 2011.**

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 shall 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/obsolete Computer Hardware and Peripherals

TENDER NO. - 10/1/CMB(HW)/2017

Sl. No.	Description	Information	
1.	Name of the Firm /Agency/ Company		
2.	Address of the Firm/ Agency/ Company (Enclose copy of address proof)		
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.	
		VAT Registration No.	
		Registration Certificate No. issued by Centre/State Pollution Control Board	

**Signature of Authorised Signatory
with stamp**

Name of the person_____

Tender for Disposal of old/obsolete Computer Hardware and Peripherals

TENDER NO. - 10/1/CMB(HW)/2017

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 Authorised Signatory
with stamp**

Name of the person_____

Financial Bid for Disposal of old Computer Hardware and Peripherals

TENDER NO. - 10/1/CMB(HW)/2017

Name of the Bidder/Firm : - _____

Address of the Bidder/Firm: - _____

Telephone No.: - _____

Email ID: _____

Description of Item	Minimum Reserved Price (In Rs.)	Total Quoted Amount (In Rs.)	Remarks
eWaste items mentioned at Annexure - IV	6,26,700		

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
With stamp**

Name of the person_____

LIST OF OLD/OBSOLETE COMPUTER HARDWARE AND PERIPHERALS FOR DISPOSAL
TENDER NO. - 10/1/CMB(HW)/2017

Sl. No.	Item with description	Model	Year of Proc.	Qty.
1	DESKTOP WITH CRT MONITOR	COMPAQ DESKPRO	2000	2
2	DESKTOP WITH CRT MONITOR	COMPAQ 6143	2002	1
3	DESKTOP WITH CRT MONITOR	COMPAQ 6171	2003	2
4	DESKTOP WITH CRT MONITOR	COMPAQ 1055	2004	1
5	DESKTOP WITH CRT MONITOR	HP 6100	2004	10
6	DESKTOP WITH CRT MONITOR	HP D330	2004	2
7	DESKTOP WITH CRT MONITOR	HP 6120	2005	56
			2006	21
8	DESKTOP WITH CRT MONITOR	DELL 620	2006	108
9	DESKTOP WITH TFT MONITOR	DELL 210	2006	29
10	DESKTOP WITH TFT MONITOR	DELL 745	2007	33
11	DESKTOP WITH TFT MONITOR	DELL VOSTRO	2008	2
12	DESKTOP WITH TFT MONITOR	HP 7900	2009	68
13	LAPTOP	TOSHIBA A-10	2003	1
14	LAPTOP	SONY VAIO	2009	3
18	UPS 500 VA	APC	2005	59
20	UPS 500 VA	UNILINE	2006	6
15	UPS 600 VA	POWERPACK	2002	28
			2004	2
19	UPS 600 VA	MICROTEK	2006	141
16	UPS 650 VA	COMPACT	2004	15
17	UPS 650 VA	CHRIS	2004	4
21	UPS 800 VA	PARADYNE	2009	115
22	UPS 1KVA	GUARD TRAUMA 1KVA	1999	1
23	UPS 1KVA	COMPACT 1KVA	2002	1
24	UPS 3KVA	MICROTEK 3KVA	2007	1
25	UPS 10 KVA	LIBERT SUPER 410 (10 KVA)	2004	2
26	DMP PRINTERS	EPSON 1050 DMP	1998	1
27	DMP PRINTERS	EPSON LX 3 DMP	2006	1
28	LASER PRINTERS	HP LJ 6LGOLD	1999	1
29	LASER PRINTERS	HP LJ 1010	2004	9
			2006	9
			2007	7
30	LASER PRINTERS	HP LJ 1022	2009	21
31	LASER PRINTERS	HP LJ 1007	2009	21
32	HEAVY DUTY PRINTERS	HP LJ 2300N	2004	1
33	HEAVY DUTY PRINTERS	HP LJ 2600N	2006	1
34	HEAVY DUTY PRINTERS	HP LJ 4350N	2006	5
35	HEAVY DUTY PRINTERS	HP LJ 3600N	2006	1
36	MFP PRINTER	HP LJ 3055 MFP	2007	4
37	LIPI PRINTER	LIPI T6215	2009	1
38	LIPI PRINTER	LIPI T6615	2012	1
39	SCANNER	EPSON 610U	1999	1
			2004	1
			2005	1
40	SCANNER	HP SJ 2400	2006	1
41	SCANNER	HP SJ 5590	2006	1
43	EXTERNAL CD WRITER	HP	2001	1
42	EXTERNAL CD WRITER	SAMSUNG	2002	1
44	PROJECTOR	INFOCUS	2003	1
45	WEBCAM WITH HEADPHONE	LOGITECH/ALTEC LANCING	2006	1
46	WEBCAM	LOGITECH	2011	1
47	HEADPHONE	GENIUS	2010	1
48	CARD READER	AMKETTE	2010	1
			TOTAL	788 ITEMS

Tender for Disposal of old Computer Hardware and Peripherals

TENDER NO. - 10/1/CMB(HW)/2017

UNDERTAKING FOR DISPOSAL OF EWASTE

I/We _____ do hereby solemnly affirm and declare that e-waste items out of old/obsolete/unserviceable computer hardware will be stored/process/disposed off as per Rule 12 of Chapter IV of e-Waste (Management and Handling) Rules, 2011.

Dated:

**Signature of Authorised Signatory
with stamp**

Name of the person_____