



सूचना एवं पुस्तकालय नेटवर्क केन्द्र
Information and Library Network Centre
विश्वविद्यालय अनुदान आयोग का स्वायत्त अंतर विश्वविद्यालय केन्द्र
An Autonomous Inter-University Centre of UGC
गांधीनगर / Gandhinagar - 382007

☎ 079-23268000, Fax No.23268222

Website: www.inflibnet.ac.in

Limited Tender No. INF/PUR/EDISP/2017-18

Dt.18.8.2017

BID DOCUMENT

BID DOCUMENT FOR DISPOSAL
OF OLD/USED COMPUTERS AND OFFICE EQUIPMENTS AT INFLIBNET CENTRE,
GANDHINAGAR

<i>Date of Release of Tender</i>	18.08.2017
<i>Last Date and Time of Submission of bids</i>	01.09.2017(1500 hrs)
<i>Date and Time of Opening of Tender</i>	01.09.2017(1510 hrs)

For query : Ms. S.M.Munshi , Section Officer (P&S)

sectionofficer@inflibnet.ac.in

Phone Number 079-23268141



सूचना एवं पुस्तकालय नेटवर्क केन्द्र
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INF/PUR/EDISP/17-18

August 18, 2017

NOTICE INVITING TENDER**1. Introduction**

The Information and Library Network Centre (here after will be referred as INFLIBNET), is an autonomous Inter University Centre of the University Grant Commission, MHRD, New Delhi. Sealed bids on behalf of Director, INFLIBNET Centre, Gandhinagar are invited for disposal of old/used computers and office equipments.

Tender document can be downloaded from the website www.inflibnet.ac.in.

2. Schedule of tender

Tender No.	INF/PUR/EDISP/2017-18
Tender Date	18.08.2017
Tender type	Limited Tender
Last date and time of receipt of tender	01.09.2017(1500 hrs)
Date and time of opening of tender	01.09.2017 at 1510 hrs.
Contract period	30 days from award of order
Date for Inspection of goods	21.8.2017 TO 30.8.2017 DURING WORKING MONDAY TO FRIDAY BETWEEN 10.00 TO 04.00PM
Venue of Inspection	INFLIBNET CENTRE INFOCITY, GANDHINAGAR
Earnest Money Deposit	5% of the quoted value to be furnished in the form of DD or Pay order should be in favour of M/s INFLIBNET CENTRE
Officials to be contacted	Mrs. S.M.MUNSHI SECTION OFFICER (PURCHASE & STORE) 079 - 23268141 Mr. SHYAM.T.YADAV ASSISTANT (PURCHASE & STORE) 079 - 23268143
Address for submission of tender document	INFLIBNET CENTRE INFOCITY, GANDHINAGAR

3. TENDER TERMS

3.1 Sealed tenders are invited from the registered Recycler/preprocessors of E-waste registered with Central Pollution Control Board (Ministry of Environment & Forest, Government of India) or with Gujarat/State Pollution Control Board for disposal of condemned computer systems, printers, UPS and electrical peripherals as mentioned in the Annexure-D on "AS IS WHERE IS" basis. The copy of registration certificate to this effect must have the validity for at least one month from the date of submission of bid.

3.2 Incomplete and conditional tender will be rejected.

3.3 The bid shall be written in English/Hindi language only.

3.4 The Quotation along with all annexures duly signed, stamped and sealed in a envelope super-scribed as **TENDER NO.INF/PUR/EDISP/2017-18 DATED 18/08/2017 "TENDER FOR OLD/USED COMPUTERS AND OFFICE EQUIPMENTS"** should be posted / dropped in tender box placed at the Security cabin, INFLIBNET Centre, Infocity, Gandhinagar.

The cover should be sent to the following address:-

Section Officer (P&S)
Information & Library Network Centre,
INFOCITY, GANDHINAGAR – 382007

3.5 Late or Delayed tenders will not be accepted.

3.6 INFLIBNET reserve the right to accept or reject any quotation fully or partly without assigning any reason.

4. EMD

An earnest money deposit of 5% of the quoted value to be furnished by Demand Draft/Bank Guarantee/Banker's Cheque to be drawn in favour of INFLIBNET Centre, Infocity, Gandhinagar. **Cheque / Cash or any other forms of payment are not acceptable towards EMD. Offers received without required EMD will not be accepted and shall be rejected at the tender opening stage itself.**

No interest will be paid on EMD.

EMD IS LIABLE TO FORFEITURE IN THE EVENT OF

- a. Withdrawal of offers during validity period of the offer
- b. Non acceptance of orders
- c. Non-confirmation of acceptance of orders within the stipulated time
- d. Any unilateral revision made by the tenderer during the validity period of the offer
- e. Non-executing of the documents after acceptance of the contract due to any dispute of the tenderer or any reason whatsoever.

5. **The tenderers must initial all the pages of tender document and to put their full signature with office seal at the last page of each Annexure.**
6. **Validity of the Work Order:** The contract, if any, awarded against this order will be valid for a period of **30 (Thirty)** days from the award of contract.
7. **The tenderer shall arrange at their own cost and risk for lifting of disposed items.**

8. PAYMENT :

The successful tenderer shall make full payment in advance **Draft/Pay Order** in favour of **INFLIBNET CENTRE, INFOCITY, GANDHINAGAR** before lifting disposed items.

9. In case of any dispute, difference or objection with regard to any question, claims, right matter or anything whatsoever in any way arising out of, or relating to the contract shall be referred to the sole Arbitration of any Officer appointed by the Director, INFLIBNET Centre at the time of reference. The deduction of the Arbitration so appointed shall be final and binding on both the parties of the contract. The arbitration proceeding shall be conducted as per Indian Arbitration Act, 1950. The place of arbitration is Ahmedabad/ Gandhinagar.

10. OPENING AND CLARIFICATIONS OF BIDS

The bids will be opened at the specified date and time in the presence of attending bidders. To assist in the scrutiny, evaluation and comparison of bids, INFLIBNET, may, at their discretion, request/clarifications/further documents on the bid from the bidders.

11. The agency is advised to visit the office before submitting the quotation in order to acquaint with the access of terms and inspect the items to be disposed and obtain other connected information.
12. We may also enter into parallel contractor with one or more agencies whenever it is necessary.
13. Vendor must submit his PAN/TAN Number and GSTN details failing which, the tender will summarily be rejected.
14. In case the H1 party fails to uplift items/equipment within the stipulated period, the Centre has the discretion to award the contract to H2 party on H1 rates. Centre is not bound to give any notice / reminder to H1 party for their failure to deposit the required security deposit or remove / uplift machines/equipment within the stipulated period. In such case the EMD of the H1 party will be forfeited.
15. A list of items to be disposed off is attached herewith as Annexure- D. You will be required to quote your rate in the financial bid at Annexure - C.

**Seal & Signature
of Bidder**

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Annexure - A

DECLARATION

I, _____ Son/Daughter/Wife of _____

Resident of _____

_____ Proprietor / Director / Authorized Signatory of the Company / Firm, mentioned above, is competent to sign this declaration and execute this tender document;

I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;

The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Authorized Signatory (Signature In full) : _____

Name and title of Signatory : _____

Stamp of the Company/firm : _____

Annexure- B

INSTRUCTIONS TO BIDDERS

1. The bidder should be registered with Central/State Pollution Control Board and should have the valid license. **A copy of the License must be enclosed along with the offer.** Non submission of a valid license will render the tender as invalid and will be rejected.
2. The items can be inspected at our office during office working hours between 21.08.2017 and 30.08.2017 **on prior appointment only.**
3. The sale shall be on '**As is where is basis**'.
4. It is the responsibility of the bidder to assess the items properly before quoting. No further claims will be entertained after opening of the bids.
5. Bids received within the due date only will be entertained.
6. The bid should be valid for a period of 30 days for acceptance from the date of opening of the bid.
7. The sealed offer must be accompanied by requisite EMD. The offer without EMD shall not be considered. The EMD shall bear no interest.
8. Bidders cannot withdraw their offer once it is submitted to INFLIBNET Centre.
9. EMD of unsuccessful bidder will be returned within a reasonable period.
10. EMD of the successful bidder will be refunded after completion of the contract.
11. No enquiry of bidder shall be entertained once the material is lifted by them.
12. The list of items shown is indicative, INFLIBNET reserves the right to add/delete/modify as found necessary.
13. All labour, tools and equipment for loading the items from Site to buyer's trucks with all leads, lifts, etc., shall be at the cost of the buyer.
14. The personnel employed for the disposal action (job) shall strictly obey the Safety Rules while working in INFLIBNET.
15. The job shall be done without damaging the premises / roads / drains / etc. The buyer shall make good the damages, loss, etc., in the event of any occurrence otherwise.
16. Taxes, if applicable shall be at the cost of the buyer.

17. The quantity of the items indicated in the list is approximate and sale will be effected at actual at the time of taking delivery.
18. The successful tenderer with **highest bid** will be issued a sale order and shall have to make full payment in the form of Demand Draft for the quantity at the contract rate in advance within 7 days from the receipt of Sales order. Any additional payment if required, the same shall be made to INFLIBNET Finance Section before taking delivery of the material.
19. In case the bidder fails to pay the full amount within 7 days of receipt of sale order, his EMD is liable to be forfeited and his bid will be cancelled.
20. The bidder should take delivery of the items within 10 days from the date of Sale Order failing which 2% of bid order value per day will be charged extra after the stipulated time. In case of failure in depositing the full money and non lifting of the material within the stipulated period, earnest money will stand forfeited.
21. The bidder will not be permitted to sort out the materials. The entire lot should be cleared as directed by the officer in charge.
22. Removal and transportation of materials shall be done only during working hours of INFLIBNET. No materials will be allowed to go out after 5.00 PM on week days. Similarly, no materials will be allowed to go out on Saturday, Sundays and Holidays.
23. The material shall be collected in trucks licensed to carry such products.
24. The buyer will arrange to remove the materials sold to him and clear the site within the stipulated period mentioned.
25. No other material should be removed from the site.
26. INFLIBNET Centre reserves the right to divide / split the order between more than one qualified bidders.
27. INFLIBNET Centre also reserves the right to accept/reject the offers or cancel the whole tender proceedings without assigning any reason whatsoever. The decision of INFLIBNET will be final and binding on the bidder(s). BIDDERS are not entitled to claim any damage or compensation in case of such cancellation.
28. Jurisdiction: The disputes, legal matters, court matters, if any shall be subject to Ahmedabad/Gandhinagar jurisdiction only.
29. The e-waste being disposed is to be treated in line with applicable rules/notifications/guidelines etc. as may be prescribed by the government. The successful bidder shall be responsible to ensure this action.
30. The successful vendor shall indemnify, protect and save INFLIBNET against all claims, losses, costs, damages, expenses, action suits and other proceedings in respect of the material uplifted from INFLIBNET and recycled/processed by him as per e-waste (management and handling) rules notified by Ministry of Environment and Forests.

31. At any time INFLIBNET may modify the bidding document by amendment thereto. The amendment will be notified on Centre's website which will be binding on bidders.

I have understood the terms and conditions given above and in case the bid is accepted, we shall abide by the terms and conditions as referred above without any further cause or reason.

I/We accept all the terms and conditions contained in Bid document for Disposal of various items vide Reference No. INF/PUR/EDISP/17-18 dated 18.08 2017.

Signature of the authorized person with seal of the offer

Annexure- C

PRICE BID

To
Section Officer
INFLIBNET Centre
Infocity, Gandhinagar.

Amount quoted for purchasing e-waste items (old/used computers and office equipments) from INFLIBNET Centre on "As is Where is" is Rs.(Rupees).

Total amount quoted for all E-waste items at Sr.No.1 to Sr.No.45 given at Annexure – D (including all expenses/charges/ taxes, if any)	In Figures(Rs.)	In words (Rs.)

We have inspected the e-waste items as per list given at Annexure - D of the bid document under e-waste disposal at INFLIBNET and interested in purchasing the same on "As is Where is" basis. We also undertake that these items shall be recycled/reprocessed as per e-waste (management and handling) rules notified by Ministry of environment and forests.

We shall indemnify, protect and save the INFLIBNET Centre against all claims, losses, costs, damages, expenses, action suits and other proceedings in respect of the e-waste material uplifted from INFLIBNET and recycled/reprocessed by us.

We agree to all the terms and conditions of the tender.

Date:

Signature:

Placed : _____

Name of the Bidder _____

Address: _____

Contact No. _____ E-mail. _____

Note.: The price bids will be evaluated based on total amount as given on above table. The overall highest amount will be considered for award of the contract provided requisite EMD and valid e-waste license is submitted by the bidder.

List of E-waste items

Sr No.	ITEM DESCRIPTION	Year Of Purchase	Qty.
1	HP Compaq D530 CMT Computers	2003-04	5
2	HP Compaq D530 CMT Computers	2003-04	7
3	HP Compaq Computers	2003-04	22
4	IOMEGA External Cd Writer	2005-06	1
5	HP BRIO P-III computers	2000-01	13
6	Epson Dot Matrix Printer 24 Pin, 136 Column, 300 CPs	2001-02	1
7	Epson Dot Matrix Printer 24 Pin, 136 Column, 300 CPs	2001-02	1
8	128 MB Genuine ram For HP Brio BA 600 P-3Computer	2001-02	1
9	Deskjet Printer	2002-03	1
10	Laser Printer	2002-03	1
11	Laserjet Printer	2002-03	1
12	HP Compaq D530 CMT Computer	2003-04	19
13	HP Compaq EVO D530 CMT	2003-04	7
14	HP Laserjet printer 1160	2004-05	2
15	IOMEGA External Cd Writer	2005-06	1
16	Sata Seagte HDD With External USB Casing	2007-08	1
17	HP Notebook, Additional Memory of 1 GB	2007-08	1
18	DVD Writer	2007-08	6
19	Notebook Pc:HP Compaq	2007-08	1
20	Iomega Pocket Drive	2007-08	1
21	Compaq Laptop	2008-09	1
22	Voltas Make 2 Ton Window Air Conditioner 4 Full Adju. selves	1999-00	2
23	Multi Meter	1991-92	1
24	Kilburn 28(S) Comb Binding Machine of A3 size Sr.No.PS800174	1999-00	1
25	Push button Telephone tata p-488	1999-00	1
26	Panasonic make cordless telephone KXTC 1231	2004-05	1
27	Nokia mobile Handset	2007-08	1
28	Beetel M 60	2010-11	1
29	Nokia mobile Handset C2-03	2010-11	1
30	CD-ROM	1992-93	1
31	Turbo Gist Card	1994-95	1
32	CD-NET 314/Q-4/16	1995-96	1
33	TASE DITTO CTD 420 MB	1995-96	1
34	Multimedia Kit	1995-96	1
35	TVSE CTD DITTO 420.	1995-96	1
36	GE Esquire Over Head Projector	1995-96	1
37	RIFOX ARTEC SCANNER FLAT-BAD.	1995-96	1
38	Parallel Port casing External	1997-98	1
39	CD ROM Drive 32x ACER	1998-99	1
40	Triplite BC PRO 1050 UPS	1997-98	1
41	Minolta QMS Network Ready Colour Laser Printer & HP6350C Scanner	2000-01	1
42	2 KVA Online Ups system	2003-04	1
43	Mitaro Electric Instant Water Heater	1992-93	9
44	Geyser	1992-93	2
45	Keyboard	1991-92	1