

**TENDER DOCUMENT FOR DISPOSAL OF OBSOLETE / UNSERVICEABLE ITEMS AT
INFLIBNET CENTRE, GANDHINAGAR, GUJARAT**

No. INF/PUR/DISPOSAL/Unserviceable/2023



Information and Library Network Centre

सूचना एवं पुस्तकालय नेटवर्क केन्द्र

An Autonomous Inter-University Centre of UGC

विश्वविद्यालय अनुदान आयोग का स्वायत्त अंतर विश्वविद्यालय केन्द्र

Gandhinagar/ गांधीनगर-382007

INTRODUCTION

The Information and Library Network Centre (hereinafter will be referred to as INFLIBNET), is an Autonomous Inter-University Centre of the University Grants Commission, Ministry of Education (MoE), New Delhi. Sealed bids on behalf of the Director, INFLIBNET Centre are invited under single bid system from reliable bidders, for the DISPOSAL OF OBSOLETE / UNSERVICEABLE ITEMS AT INFLIBNET CENTRE, GANDHINAGAR ON “AS IS WHERE IS BASIS” as per all instructions, forms, terms & conditions mentioned in the bidding document.

CRITICAL DATE SHEET

Published Date & Time	05.09.2023 (1800 hrs.)
Bid submission End Date & Time	20.09.2023 (1600 hrs)
Bid Opening Date & Time	21.09.2023 (1600 hrs.)
Date and Time for Inspection of Items	From 06.09.2023 to 19.09.2023 (11:00 A.M. to 01:00 P.M.)

- **The tender documents can be downloaded from the website www.inflibnet.ac.in/tenders/**

Contact person:

Shri Shyam Yadav, I/C (Purchase & Store)

Email: shyam@inflibnet.ac.in

Tel: +91 079-23268143

GENERAL INSTRUCTIONS FOR BIDDERS

- 1.1 Eligibility Criteria:** The bidder shall furnish the following with the bid and must enclose their supporting documents at Annexure T-I.
- Copy of GST registration certificate.
 - Copy of Valid PAN Card.
 - A signed copy of the terms and conditions
 - Earnest Money Deposit (EMD) of Rs. 500/-
 - Bidder's Details
 - Bid form Annexure
 - Declaration of Bidder
 - Financial/ Price Bid undertaking
- 1.2 Period of Validity of Offer:** The proposals shall remain valid for 60 days from the date of opening of the tender. During the period of validity of proposals, the rates quoted shall not change. In exceptional circumstances, INFLIBNET may ask for an extension of the period of validity and such a request shall be binding on Bidders. INFLIBNET's request and the response to such a request by various bidders shall be in writing. A Bidder agreeing to such an extension will not be permitted to increase its rates.
- 1.3 Submission of Bid:** The Bid may be submitted in the following manner:
- Interested firms may send their bid in a single sealed cover and shall duly super scribe the same as **"Quotation for Unserviceable items"**.
 - Bid in sealed covers superscribing **"Quotation for Unserviceable items"** address to:
The In-charge - (P&S),
INFLIBNET Centre,
Infocity area,
Gandhinagar-382007 (Gujarat)
 - The Bid must reach on or before 20.09.2023 at 16:00 Hrs. Any bid received after the prescribed deadline will be rejected.
 - Due to unforeseen circumstances, if the bid is not opened on the stipulated date, the same will be opened on the next working day at the same time. INFLIBNET Centre will not be responsible for any postal delay.
 - Any Incomplete and conditional bids received shall not be considered and will be summarily rejected.
 - The bid shall be written in English only.
- 1.4 Earnest Money Deposit (EMD):** The interested bidders shall submit the Earnest Money Deposit (EMD) of Rs. 500/- via RTGS/NEFT or Demand Draft drawn in favor of "INFLIBNET Centre" payable at Gandhinagar. **The copy of the EMD submitted shall be attached to the tender document.** No interest shall be payable by the Institute on EMD. The Bid security is normally to remain valid for a period of forty-five days beyond the final Bid validity period.
- Bank details for RTGS/NEFT Payment:**
Account Holder Name: INFLIBNET Centre
Bank Name: State Bank of India
Branch Name: Infocity Gandhinagar
Bank A/c Number: 10298781250
IFSC Code: SBIN0012700
- 1.5 Forfeiture of EMD:** EMD submitted by Firms may be forfeited under the following conditions:
- Non-acceptance of the order.
 - Violates any of the conditions of this proposal or indulges in any such activities which would jeopardize the tender process.
 - Submitting false/misleading information/declaration/documents/proof/etc.
- 1.6 Bid Evaluation Criteria & Award Criteria:**
- After the opening of the technical bids, the same will be evaluated by the Centre. In case, the Centre decides to seek further information/clarification, the same shall be provided by the bidder. Those bids which are technically qualified as per the pre-qualification criteria and completed in all aspects with all annexures and meeting the requirements as specified in Annexure T-I, the financial bid of such qualified bidders will be opened on a specified date and time by the Centre. The date and time of opening of financial bids will be intimated to the technically qualified bidders well in advance through email.

- 1.6.2 In case, two or more agencies are found to have quoted the same rates, the Competent Authority of INFLIBNET shall decide the bidder to which the offer shall be granted based on the report of length of experience as mentioned in the submitted documents etc. The decision of the Competent Authority of INFLIBNET shall be final.
 - 1.6.3 The tender shall be awarded with the approval of the competent authority to the bidder whose bid has been determined to be eligible and to be substantially responsive to the bid documents and who has offered the highest evaluated bid.
 - 1.6.4 A bid which in relation to the cost estimates of the empowered Committee is unrealistically priced and which cannot be substantiated satisfactorily by the bidder may be rejected as non-responsive.
- 1.7 Clarification of Bids and Shortfall documents:** During the evaluation of Technical or Financial Bids, the INFLIBNET Centre may, at its discretion, but without any obligation to do so, ask Bidder to clarify its bid by a specified date. Bidder should answer the clarification within that specified date and time. The request for clarification shall be submitted in writing or electronically, and no change in prices or substance of the bid shall be sought, offered, or permitted that may grant any undue advantage to such Bidder. Any clarification submitted by a Bidder regarding its Bid that is not in response to a request by the Purchasing Entity shall not be considered.
- 1.8 Removal of materials:** Materials should be lifted/ by the successful bidder on “as is where is basis” within 10 working days of receipt of order after depositing the full amount in the form of Bank Draft/ Banker’s Cheque drawn in favour of “INFLIBNET Centre” payable at Gandhinagar. In case, the material is not lifted/removed within the prescribed time, appropriate action will be taken against the bidder as prescribed in the Tender Document. In case, the successful bidder deposits the full amount within a stipulated period but fails to lift the article, the Seller shall not take responsibility for safe custody of the article.
- 1.8.1 No damage should be caused to the existing property of this Centre’s premises while lifting/removing the materials from the site. Any loss/ damage to the property of this 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 have to be indemnified by the successful bidder.
 - 1.8.2 Goods/material will be removed under the supervision of designated Officer (s) of this Centre 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, an 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 and appropriate action.
 - 1.8.3 This Tender is non-transferable.
 - 1.8.4 All the labour charges towards loading, unloading and transportation charges, etc. shall be borne by the successful bidders. No claims and complaints whatsoever will be entertained on account of lifting and transportation.
 - 1.8.5 If a firm after award of the order violates any of the terms & conditions and fails to honor its bid without sufficient grounds and within a reasonable time it shall be liable for blacklisting for a suitable period.
 - 1.8.6 Delivery of Sold Material: Free Delivery Time and Ground Rent Delivery has to be taken within 20 (twenty) calendar days (called the free delivery period) from the date of the acceptance letter/sale order (excluding the date of issue of the acceptance letter/sale order). The delivery of material will be given only after the realisation of the demand draft/pay order. If the purchaser is not able to lift the material within the free delivery period, he may request for an extension. Such extensions are generally granted after levying a ground rent @ 1/2 (half) percent of the sale value per day. But, in some genuine cases, the levy of ground rent may be waived.
- 1.9 Amendment of Bid Document:** At any time prior to the deadline for submission of proposals, INFLIBNET Centre reserves the right to add/modify/delete any portion of this document by the issuance of a Corrigendum, which would be published on the Centre’s website www.inflibnet.ac.in. The Corrigendum shall be binding on all firms/Bidders and will form part of the tender document.
- 1.10 Enforcement of Terms:** The failure of either party to enforce at any time, any of the provisions of this order or any rights in respect thereto or to exercise any option herein provided shall in no way be construed to be a waiver to such provisions, rights or options or in any way to affect the validity of the order. The exercise by either party of any of its rights herein shall not preclude or prejudice either party from exercising the same or any other right it may have hereunder.
- 1.11 INFLIBNET Right to reject any of all bids:** The Competent Authority of INFLIBNET reserves the right to reject any bid and to annul the bidding process and reject all bids at any time prior to the award of Order without thereby incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for such decision. Any effort by a bidder or bidder’s agent/consultant or representative, whosoever described to influence the INFLIBNET/ in any way concerning scrutiny/consideration/evaluation/comparison of the bid or decision concerning the award of order shall entail rejection of the bid.

- 1.11.1 The Competent Authority of the INFLIBNET reserves the right to annul bids or discontinue this tender process, without assigning any reason, at any time prior to the signing of an agreement with the successful bidder.
- 1.11.2 By acceptance of this document, the recipient agrees that any information herewith will be superseded by any subsequent written information on the same subject made available to the recipient with access to any additional information or to update this document or to correct any inaccuracies, therein, which may become apparent, and INFLIBNET reserves the right at any frame of time and without advance notice, to change the procedure for the selection of service provider.

1.12 Resolution of dispute amicably/through arbitration: The law of the land shall govern this order. Any dispute between the parties arising in connection with the performance of this order shall be resolved amicably between the representatives nominated by both parties through the process of negotiation. In case the dispute is not resolved, then it shall be referred to the Competent Authority of the INFLIBNET Centre and the Chief/Authorized Representative of the opposite party for settlement.

- 1.12.1 If the dispute is not resolved, then it shall be referred to the Sole Arbitrator for arbitration proceedings as per the provisions contained in the Indian Arbitration and Conciliation Act, 1996 (as amended from time to time and in force at the time when the reference is made). The Sole Arbitrator shall be appointed with the consent of both parties. The Sole Arbitrator shall be appointed within a period of 60 days from the date of receipt of written notice/demand of appointment of an arbitrator from either party. The seat and jurisdiction of the arbitration proceedings shall be at Ahmedabad. The arbitration proceedings shall be in English language. The cost of the arbitration proceedings shall be borne equally by both parties as per Arbitration rules. If any dispute remains still unsettled, in that case, the same shall be adjudicated by the Courts of Law at Ahmedabad.

1.13 The inspection of items should be done carefully by the prospective bidders on 'as-is-where-is' condition. Query, if any, should be raised with the concerned officer at the time of inspection. No further clarification shall be given after the said inspection. Bidders are advised to quote rates only after inspection of items at the site. The bidder or his authorised representative may inspect the materials as per the inspection schedule mentioned in the auction details, on a working day at the INFLIBNET Centre, Infocity area, Gandhinagar - 382007 with prior permission from the contact person, as given in the auction details.

सूचना एवं पुस्तकालय नेटवर्क केन्द्र Information and Library Network Centre
(Tender No. NO. INF/PUR/DISPOSAL/UNSERVICEABLE/2023)

Technical Bid- Pre-qualification Criteria (Annexure – T-I to T-VII)

Checklist for Technical Bid

Sr. No.	Pre-qualification criteria	Documents to be provided	Mention Page Numbers	
			Attached (Y/N)	Page No.
01.	Valid Registration for Recycler/Re-processor/Dismantler of e-Waste with Pollution Control Board of Central/State/UT Government	Certificate of Commencement of business		
02.	Copy of GST registration certificate.	Attested copy of GST registration certificate.		
03	Copy of PAN	Attested copy of PAN		
04.	Earnest Money Deposit (EMD) of Rs.1,000/-	Soft copy of EMD to be uploaded with tender document		
05.	Bidder's Details	Annexure T-II [On the letterhead of the Bidder]		
06.	Bid form	Annexure T-III [On the letterhead of the Bidder]		
07.	Declaration of Bidder	Annexure T-IV [On the letterhead of the Bidder]		
08.	Financial/ Price Bid undertaking	Annexure T-V [On the letterhead of the Bidder]		

- The bidder is required to submit the self-attested photocopies of the following documents along with the Technical Bid, failing which their bids may be summarily/out rightly rejected and may not be considered:

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

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Annexure T-II

Bidder's Details

[On the letterhead of the Bidder]

1	Name of the Firm/ Company	
2	Name and Designation of Authorized Signatory	
3	Office Address of the Firm / Communication Address:	
4	Office Phone No: Mobile No:	
5	Fax: E-Mail ID:	
6	Trade License No: GST registration Number: PAN Number: Service Tax No:	
7	Firm's Bank Account details	Bank Account No. Name of the Bank: IFSC Code No:
Particular Details of the Bidders Representative		
8	Contact Person: Designation: Tele Phone / Mobile No: E-Mail ID:	

UNDERTAKING

1. I, the undersigned, certify that I have gone through the terms and conditions mentioned in the bidding document and undertake to comply with them.

Authorized Signatory (signature in full): _____

Name and Title of Signatory: _____

Company Rubber Stamp: _____

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Annexure T-III

Bid Form

[On the Letterhead of the Bidder]

(Bidders are requested to furnish the Bid Form in the Format given in this section, filling all the details and to be submitted on Letter Head in original)

To
INFLIBNET CENTRE
Infocity, Gandhinagar

Sub: Disposal of Unserviceable items at IFLIBNET CENTRE, Gandhinagar

Dear Sir,

1. I/We have obtained the tender document(s) NO. INF/PUR/DISPOSAL/UNSERVICEABLE/2023 for the above mentioned tender from the website (s), namely, www.inflibnet.ac.in .
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.), and I/we shall abide hereby by the terms and conditions/clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/organization 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/entirely.
5. I/We certify that all information furnished by our Firm is true and correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/organization 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.

Dated, thisday of20....

Thanking you,

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

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Annexure T-IV

DECLARATION

[On the Letterhead of the Bidder]

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/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), schedules(s), etc.,) which form part of the order agreement and I/We shall abide hereby by the terms / conditions / clauses contained therein.

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.

The corrigendum(s) issued from time to time by your department/organization too have all been taken into consideration, while submitting this declaration letter.

I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s) in it's totally / entirely.

In case any provision of this tender are found violated, then your department/organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

**FINANCIAL/PRICE BID UNDERTAKING
(To be given on Company Letter Head)**

To
INFLIBNET CENTRE
Infocity, Gandhinagar

Dear Sir/Madam,

I/We submit the Price Bid for and related activities as envisaged in the Bid document.

2. I/We have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agreed to abide by them.

3. I/We offer to work at the rates and applicable taxes as indicated in the financial bid, Annexure- II

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

Financial Bid

[On the Letterhead of the Bidder]

List of Items for Disposal and Offered Price

Sr. No.	Items Description (Make & Model)	Qty.	Price Offered (in Rupees.)	GST Amount, if any	Total Amount including GST
1	Lawn Mover	1			
2	Office Furniture Table	1			
3	Lawn Mover	1			
4	Table corner	2			
5	Computer Table	3			
6	Computer Table	1			
7	Computer Table	1			
8	Computer Table 900*900*25mm	18			
9	2 Door Book Case	1			
10	Side Table Black	2			
11	Chair in Maroon Colour	13			
12	Racks for Networking, Semi-Managed Switches	6			
13	Center Teapoy	3			

Total Amount in Words _____

_____.

*The Tender shall be awarded to the highest bidder.

*The successful bidder (buyer) shall be responsible for depositing GST with the concerned authorities.

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____