



Bid-Document

Notice Inviting Tender for Obsolete/unserviceable/Scrap Goods

INTRODUCTION

The Information and Library Network Centre (hereinafter referred to as INFLIBNET), is an autonomous Inter University Centre of the University Grants Commission, Ministry of Education, New Delhi. Sealed bids on behalf of Director, INFLIBNET Centre are invited **for Obsolete/unserviceable/Scrap Goods on "As-Is-Where-Is" basis at INFLIBNET Centre, Gandhinagar** from agencies as per terms and conditions attached.

Details of the Bid

Sr. No.	BID-DATA SHEET	
01.	Tender Number	INF/PUR/SCRAP/2021-22
02.	Bid validity	60 days
03.	Tender Document Delivery Mode	Through Speed Post / Registered Post/ Courier or either by person.
04.	EMD (Only DD)	Rs. 6,500/- In favour of INFLIBNET Centre, payable at Gandhinagar
05.	Contact Person	For query: In-Charge (Stores & Purchase), Email: shyam[at]inflibnet[dot]ac[dot]in; Tel: 079-23268143 [During office hours 10.00 am to 5.00 pm (Mon-Fri)]
06.	Contact Address	INFLIBNET Centre, Opposite DAICT, Gandhinagar- 382007 Website : www.inflibnet.ac.in
07.	Date of Release of Tender	12.11.2021
08.	Last Date and Time of Submission of bids	03.12.2021 till 12.00 noon
09.	Date and Time of Opening of Tender	06.12.2021 at 12.00 noon
10.	Date for the Inspection Of Material	From 13.11.2021 to 02.12.2021 between 10:00 AM to 05:00 PM on working days (excluding lunch timing)

IMPORTANT DATES

Publish Date	12.11.2021	01:00 PM
Document Download / Sale start Date	12.11.2021	01:00 PM
Document Download / Sale end Date	03.12.2021	12:00 PM
Pre-Bid Meeting	23.11.2021	11:00 AM
Bid Submission Start Date	23.11.2021	04:00 PM
Bid Submission End Date	03.12.2021	12:00 PM
Bid Opening Date	06.12.2021	12:00 PM

GENERAL INSTRUCTION FOR BIDDER

- 1) The INFLIBNET has set up minimum eligibility criteria for the bidding purpose. All bidding parties must meet following criteria before applying for the bid. The bidding parties adhering to the criteria must enclose their supporting documents/photocopies as mentioned in Annexure – IV along with the proposal, failing which their bids will be summarily rejected and will not be considered any further.
- 2) The bid shall remain valid for 60 days after the date of bid opening. If any bidder withdraws his/her tender before the said-period, he/she shall without prejudice to any other right or remedy, be at liberty to forfeit the Bid Security absolutely.
- 3) The interested firms put the Earnest Money Deposit (EMD) of Rs. 6,500/- must accompany with bid document. This shall be in the form of Demand Draft drawn of any scheduled bank drawn in favour of "INFLIBNET Centre" payable at Gandhinagar, without which the tender shall be summarily rejected. No Cheque / Money order / Cash shall be accepted.

- 4) The bid securities of the unsuccessful bidders shall be returned to them at the earliest, after expiry of the final bid validity and latest on or before the 30 day after the award of the contract. No interest shall be payable by the Institute on EMD.
- 5) **Pre Bid Meeting:** Pre Bid Meeting will be held on 23.11.2021 at 11:00 hrs at premises of INFLIBNET Centre. Only the queries received within the stipulated date prior to the Pre Bid Meeting will be answered.
- 6) The tenders should be submitted in sealed covers. Open tenders will be rejected. The sealed envelopes should be duly sealed suprescribed "Bid for obsolete items" and send to the INFLIBNET Centre, INFOCITY, Gandhinagar and also deposited/dropped in the tender box placed at the security cabin, INFLIBNET CENTRE, INFOCITY, GANDHINAGAR-382007. The tender must reach on or before **03.12.2021 till 12 noon. Each paper of the bid should mandatorily be numbered serial-wise and duly signed by the bidder with the seal of the firm.**
- 7) Taxes and duties that may be levied by the Govt. will be extra as applicable and shall be borne and deposited by the highest successful bidder before lifting of material. Any statutory variations in the rate of taxes/duties are to be borne by the purchaser.
- 8) The bidders should inspect the items on predetermined dates and satisfy themselves about the items they are bidding for, as the e-Waste and unused equipment offered for disposal is on "AS-IS-WHERE-IS" basis, as Ex-Go-down in unpacked condition.
- 9) **As is where is** means that the description/quality/quantity indicated are approximate and the seller does not give any assurance or guarantee that the material will strictly adhere to the notice inviting tender. All items shall be taken delivery of from the site by the successful bidders, with its faults and errors in description, if any. Neither can the sale be invalidated nor the bidder can make any claim/compensation, whatsoever, on account of any defect in description or deficiency in the quantity and quality after all the said items have been lifted from the Centre. No plea of misunderstanding or ignorance of conditions put forth subsequent to a confirmation of sale shall be accepted. No request for samples or inspection after submission of the tender will be accepted.
- 10) **The bidder must be a registered e-waste dismantler/recycler under the state government.**
- 11) The bidders shall quote rates only after mandatory inspection of items mentioned at Annexure-I & II at the site as detailed above in the bid-data sheet (Sr. no. 10) at the location specified against each lot with the prior permission of the contact person/the Centre, to satisfy themselves about the quality & condition of the materials offered. The detailed description of all lots, including the list of spare parts, if any, is also available at the site. The purchaser may inspect the material to satisfy themselves about the quality & condition of the materials offered.
- 12) The Centre may also enter into parallel contract with one or more agencies whenever it is necessary.
- 13) Tenders should clearly quote **their rates for items enlisted in the Annexure-III** as asked for both in figures and in words exclusive of any taxes and duties. Any over writing in rates or any change and/or alteration without attestation is liable to culminate in the outright rejection of the tender. In case there is any error between the amount specified in figures and words, the higher of the two will be taken into consideration.
- 14) The items shall be sold to the **H1 bidder** i.e. the bidder that offers highest price.
- 15) The highest successful bidder shall deposit the balance money (after deducting the EMD already deposited) within three working days from the date of issue of award letter by way of Demand Draft/RTGS in favour of "INFLIBNET Centre" payable at Gandhinagar. The receipt of deposit will be presented to the Centre for delivery of the goods.
- 16) The material has to be lifted within 10 days after making of full and final payment by the highest successful bidder. In case the material is not lifted within the time specified, ground rent of **Rs. 2,000/- (Rupees Two thousand only)** per day will be charged to the purchaser for a further period of 7 days. The materials not so removed will be treated as abandoned lots and the EMD and other sums paid for the lot will be forfeited without any reference to the purchaser. For such abandoned lots, the Institute reserves the right to re-sell.
- 17) Labour, transport and other arrangements will have to be made by the purchaser at their risk, cost and responsibility. INFLIBNET Centre will not be held responsible for any loss/accident at the site, of manpower deployed by the bidder. Also, in case of any damage occurring in the building/infrastructure during lifting of material, the contractor will have to recompense the same before leaving the site. The person authorized by the purchaser will be allowed for lifting the material.

- 18) No items, once disposed to the successful bidder, shall be taken back by the Centre.
- 19) **Right to Reject all Bids:** The seller reserves the right to accept/reject and cancel any bid, amend the quantity under any lot or withdraw any lot at any stage before or after acceptance of bid/issue of acceptance letter/sale order/delivery order/deposit of the full sale value by the bidder, without assigning any reason thereof and the value of such material, if paid for, shall be refundable. The seller shall not be responsible for damage/loss to bidders on account of such withdrawal at any stage from the sale.
- 20) **All Risks to the Buyer:** The items shall remain, in every aspect, at the risk of the buyer from the time of acceptance of his offer. The seller will not undertake any liability whatsoever for the safe custody, protection or preservation after the sale has been confirmed. Lots are put up for sale, subject to change by nature's wear and tear.
- 21) The address given in the tender shall be deemed to be the Purchaser's address and correspondence sent on that address shall be considered to have been delivered to the purchaser. No claim will be entertained for the reason of forfeiture of the sum deposited in case the correspondence is returned back undelivered.
- 22) The material will be disposed-off in a single lot and the bidders will have to submit price for complete lot. (Annexure-I & II)
- 23) The list of obsolete scrap goods items enclosed under **ANNEXURE-I & II** should be considered.
- 24) **Price should be quoted in the prescribed format under ANNEXURE-III as financial bid in a separate envelope.** The detailed list of scrap goods may be referred while submitting the bid.

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

Annexure-I
List of Electronic Items

Sr. No.	Name of the article	Quantity
1.	Laser jet printer	07
2.	HP Computer/ Desktop/Work Station 4600	36
3.	Laptop/Notebook	06
4.	Photo Scanner L7590/Scanjet 3500C	02
5.	I-omega Pocket Drive	01
6.	Sony DVD Writer with Casing	01
7.	DVD Player	01
8.	Colour TV	01
9.	LCD Projector	02
10.	Panasonic Phone	07
11.	Sony Make Digital Camera, Battery, Memory Stick, Carry Case	01
12.	Water Purification System with 12-18 L/H Capacity	01
13.	Digital Telephone Instrument	01
14.	UPS Rating 2 KVA	01
Total:		71

Annexure-II
List of Furniture

Sr. No.	Name of the article	Quantity
1	Chair/revolving chair	07
2	Executive Table	02
3	3,2 seated sofa, Corner table, Wooden Tipoi	01
6	TV Corner	01
7	Dressing Table with Stool	01
8	Bed Double	01
9	Computer Table	01
Total:		14

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

सूचना एवं पुस्तकालय नेटवर्क केन्द्र/Information and Library Network Centre

Tender No. INF/PUR/SCRAP/2021-22

Price Bid Format

Annexure T-III

To,
The Director,
INFLIBNET Centre,
Gandhinagar-382 007.

Annexure-I
(List of Electronic Items)

Sr. No.	Name of the article	Quantity	Amount in Rs.
1.	Laser jet printer	07	
2.	HP Computer	09	
3.	Laptop/Notebook	06	
4.	Photo Scanner L7590	01	
5.	I-omega Pocket Drive	01	
6.	Sony DVD Writer with Casing	01	
7.	Desktop/Work Station 4600	27	
8.	DVD Player	01	
9.	Colour TV	01	
10.	LCD Projector	02	
11.	Panasonic Phone	07	
12.	Sony Make Digital Camera	01	
13.	Sony Lithium-ION Battery	01	
14.	Additional Sony 2GB Memory Stick	01	
15.	Camera carry Case	01	
16.	Water Purification System with 12-18 L/H Capacity	01	
17.	Digital Telephone Instrument	01	
18.	UPS Rating 2 KVA	01	
19.	Scanjet 3500C With 1200 DPI, 48Bit,USB Port (G4010)	01	
		Total Amount :	

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

**Annexure-II
(List of Furniture)**

Sr. No.	Name of the article	Quantity	Amount in Rs.
1	Chair/revolving chair	07	
2	Executive Table	02	
3	3,2 seated sofa, Corner table, Wooden Tipoi	01	
4	TV Corner	01	
5	Dressing Table with Stool	01	
6	Bed Double	01	
7	Computer Table	01	
	Total Amount :		

Description	Total Amount in Rs.	Amount in words
The Consolidated Total Price of the items mentioned at Annexure I & II		

NOTE: The total price should be exclusive of all miscellaneous charges like transportation, labour or any other expenses etc. The purchaser has to quote for consolidated items and not for individual lots/items. The contract will be awarded on comparison of consolidated price of all items.

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

सूचना एवं पुस्तकालय नेटवर्क केन्द्र/Information and Library Network Centre

Tender No. INF/PUR/SCRAP/2021-22

Eligibility (Pre-qualification) Criteria

Annexure T-IV

Page number should be mentioned mandatorily

Sr. No	Pre-qualification criteria	Documents to be provided	Attached (Y/N)	Page No.
01.	The bidder should possess a registration as a firm under Proprietorship / Partnership or a firm, with any Government Authority. (Certificate issued by Shops and Establishment registration or Service Tax (GST) Registration or any other issuing Authority).	i) Certificate of Commencement of business		
		ii) Certificate consequent to change of name, if applicable		
02.	They should be registered with Income Tax and Goods and Service Tax.	Attested copy of PAN/GIR Card		
		Attested copy of GST		
03.	Bidder's Details Annexure T-V	[On the letterhead of the Bidder]		
04.	Declaration Annexure T-VI	[On the letterhead of the Bidder]		
05.	Declaration of blacklisting/Non Blacklisting - Annexure-VII	[On the letterhead of the Bidder]		
06.	Certificate for the site inspection T-VIII	[On the letterhead of the Bidder]		
07.	Certificate of registered e-waste recycler/dismantler under the state government	Attested copy		

- Please use separate sheet for providing complete information.
- While evaluating bids, the document required against above eligibility criteria shall be provided as per this tender as Annexures. Firm shall self-certify each page of the tender document in token of its understanding / acceptance by signing it.
- The bidder is required to enclose self-attested photocopies of the following documents, 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: _____

सूचना एवं पुस्तकालय नेटवर्क केन्द्र/Information and Library Network Centre
Tender No. INF/PUR/SCRAP/2021-22

Annexure T-V

Bidder's Details

1	Name of the Firm/ Company:	
2	Name and Designation of Authorized Signatory:	
3	Communication Address:	
4	Office Phone No: Mobile No:	
5	Fax: E-Mail ID:	
6	GST registration Number: PAN Number:	
Particular Details of the Bidders Representative		
7	Name of the Contact Person: Designation: Phone No: 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.**
- 2. The rates quoted by me are valid and binding upon me for the entire period of bid validity.**

Authorized Signatory (signature in full): _____

Name and Title of Signatory: _____

Company Rubber Stamp: _____

सूचना एवं पुस्तकालय नेटवर्क केन्द्र/Information and Library Network Centre

Tender No. INF/PUR/SCRAP/2021-22

Annexure T-VI

DECLARATION TO BE FILLED BY BIDDER

Details of EMD:

Name of the Bank:

Demand Draft No. date and amount in Rs.

- I. I/We declared that I/my representative have inspected the obsolete items as per the list attached with tender and am/are interested to purchase the same on "As is where is" basis.
- II. Valid GST registration bearing the no. is attached for your reference.
- III. All the pages of the bid document are signed by me/us as part of acceptance of terms and conditions.
- IV. I/We have gone through the terms and conditions given in the tender document and agree with the same and signed as part of it. I/We understand that in the event of non-compliance if the terms and conditions of the tender my/our EMD shall be forfeited by the INFLIBNET Centre.

Dated, thisday of2021

Thanking you,

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

सूचना एवं पुस्तकालय नेटवर्क केन्द्र/Information and Library Network Centre

Tender No. INF/PUR/SCRAP/2021-22

Annexure T-VII

DECLARATION REGARDING BLACKLISTING/NON BLACKLISTING

I /We Proprietor / Partner (s) / Director (s) of M/shereby declare that the firm/ company namely M/S. has not been blacklisted or debarred in the past by any organization from taking part in Government tenders.

Or

I / We proprietor / partner (s) / Director (s) of M/S..... hereby declare that the firm/ company namely M/S.....Was blacklisted or debarred by any Government Department from taking part in Government tenders for a period ofyears w.e.f..... The period over on And now the firm/ company is entitled to take part in Government tender. In case the above information found false I/we are fully aware that the bid will be rejected/cancelled by INFORMATION AND LIBRARY NETWORK CENTRE, GANDHINAGAR and EMD shall be forfeited. In addition to the above INFORMATION AND LIBRARY NETWORK CENTRE, GANDHINAGAR, will not be responsible for damage/loss to bidders on account of such withdrawal at any stage from the sale.

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

In case of proprietorship firm, certificate will be given by the proprietor, and in case of partnership firm, certificate will be given by all the partners and in case of limited company by all the Directors of the company or company secretary on behalf of all directors.

सूचना एवं पुस्तकालय नेटवर्क केन्द्र/**Information and Library Network Centre**

Tender No. INF/PUR/SCRAP/2021-22

Annexure T-VIII

CERTIFICATE FOR THE SITE INSPECTION

I / We (M/s. _____) have certified that we have visited the site on _____ and seen/ assessed all disposal of old/obsolete items (Annexure I & II) on "As is where is" basis at INFLIBNET Centre and amount of disposal of old/obsolete items involved before submitting our offer.

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____