



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

TENDER DOCUMENT

Sr. No.	BID-DATA SHEET	
01.	Name of Work	BID DOCUMENT FOR DISPOSAL OF OLD/USED COMPUTER, FURNITURE, OFFICE EQUIPMENT AND ELECTRICAL FITTING & FIXURE ETC. AT INFLIBNET CENTRE, GANDHINAGAR.
02.	Tender Number	INF/PUR/E-WASTE/DISP/2018-19
03.	Bid validity	60 days
04.	Issue of Tender Forms	Tender Documents / Forms can be Downloaded from the Institute's website www.inflibnet.ac.in or Central Public Procurement Portal (CPPP) www.eprocure.gov.in
05.	Tender Document Delivery Mode	Through Speed Post / Registered Post/ Courier or either by person.
06.	Earnest Money Deposit (EMD)	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
07.	Contact Person	For query : Ms. S.M.Munshi , Section Officer (P&S) sectionofficer@inflibnet.ac.in Phone Number 079-23268141
08.	Venue of Inspection	INFLIBNET Centre, Infocity, PB No 04, Gandhinagar- 382 007 Website : www.inflibnet.ac.in
09.	Date for Inspection of goods	29.10.2018 TO 11.11.2018 BETWEEN 10.00 TO 05.00PM & On 12.11.2018 up to 2.20 PM DURING WORKINGDAYS MONDAY TO FRIDAY

INTRODUCTION

*The Information and Library Network Centre (here after will be referred as INFLIBNET), is an autonomous Inter University Centre of the University Grants Commission, MHRD, New Delhi. Sealed bids on behalf of Director, INFLIBNET Centre are invited for disposal of old/used Computer, Furniture, Office equipment and Electrical fitting & fixture etc. **at INFLIBNET Centre, Gandhinagar** from bonafide, resourceful and reliable Vendors/agencies only as per terms and conditions attached.*

Desirous companies may download the tender document form and other details from INFLIBNET Centre's website www.inflibnet.ac.in or Central Public Procurement Portal (CPPP), Govt. of India website www.eprocure.gov.in

IMPORTANT DATES

Publish date	29.10.2018	11.00 AM
Document Download/ Sale start date	29.10.2018	11.00 AM
Document Download/ Sale end date	12.11.2018	03.00 PM
Bid Submission Start Date	30.10.2018	09.00 AM
Bid Submission End Date	12.11.2018	03.00 PM
Bid Opening Date	12.11.2018	3.30 PM

सूचना एवं पुस्तकालय नेटवर्क केन्द्र Information and Library Network Centre
(Tender No.INF/PUR/E-WASTE/DISP/2018-19)

Annexure T-I

Eligibility Criteria

The INFLIBNET has set up minimum eligibility criteria for the bidding purpose. All bidding parties must meet following criteria before they apply for the bid. The bidding parties meeting the criteria must enclose their supporting document photocopies along with the proposal, failing which their bids will be summarily rejected and will not be considered any further.

Mention Page Numbers

Sr. No.	Pre-qualification criteria	Documents to be provided	Attached (Y/N)	Page No.
01.	The bidder must be a company registered under the companies Act, of India/State. Documentary (Certificate of incorporation) evidence to be submitted Registration Certificate to do the business for this service.	I. Certificate of Commencement of business II. Certificate consequent to change of name, if applicable		
02	The bidder must 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	Provide certificate		
03.	They should be registered with Income Tax and Goods and Service Tax.	I. Attested copy of PAN/GIR Card II. Attested copy of GST		
04.	Earnest Money Deposit (EMD)	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		
05.	They should have their own Bank Account,	Provide bank details		
06.	Bidder's Details Annexure -III			
07.	Declaration of Bidder Annexure -IV			
08.	Declaration of blacklisting/Non Blacklisting - Annexure -V			

- The bidder is required to enclose self-attested photocopies of the following documents along with the 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: _____

1. TENDER TERMS

- 1.1 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 old/used Computer, Furniture, Office equipment and Electrical fitting & fixture etc. as mentioned in the Annexure-II 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.
- 1.2 Incomplete and conditional tender will be rejected.
- 1.3 The bid shall be written in English/Hindi language only.
- 1.4 The interested bidders are advised to submit sealed envelopes super scribing "TENDER NO.INF/PUR/EDISP/2017-18" to the INFLIBNET Centre, INFOCITY, Gandhinagar And also deposited/ dropped in the tender Box placed at the security cabin, INFLIBNET CENTRE, INFOCITY, GANDHINAGAR-382007 on or before 12th November, 2018 at 3.00 PM.
- 1.5 Late or Delayed tenders will not be accepted.
- 1.6 INFLIBNET reserve the right to accept or reject any quotation fully or partly without assigning any reason.

2. 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

- 2.1 Withdrawal of offers during validity period of the offer.
 - 2.2 Non acceptance of orders.
 - 2.3 Non-confirmation of acceptance of orders within the stipulated time.
 - 2.4 Any unilateral revision made by the tenderer during the validity period of the offer.
 - 2.5 Non-executing of the documents after acceptance of the contract due to any dispute of the tenderer or any reason whatsoever.
3. 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.
 4. 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.
 5. The tenderer shall arrange at their own cost and risk for lifting of disposed items.
 6. **PAYMENT :**
The successful tenderer shall make full payment in advance Draft/Pay Order/NIFT/RTGS in favour of INFLIBNET CENTRE, INFOCITY, GANDHINAGAR before lifting disposed items.
 7. In case of any dispute, difference or objection with regard to any question, claims, right mater 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.

8. 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.

9. The agency must 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.
10. We may also enter into parallel contractor with one or more agencies whenever it is necessary.
11. 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.
12. A list of items to be disposed off is attached herewith as Annexure- II. You will be required to quote your rate in the financial bid at Annexure - VI.

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 sale shall be on '**As is where is basis**'.
3. 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.
4. Bids received within the due date only will be entertained.
5. The bid should be valid for a period of 60 days for acceptance from the date of opening of the bid.
6. The sealed offer must be accompanied by requisite EMD. The offer without EMD shall not be considered. The EMD shall bear no interest.
7. Bidders cannot withdraw their offer once it is submitted to INFLIBNET Centre.
8. EMD of unsuccessful bidder will be returned within a reasonable period.
9. EMD of the successful bidder will be refunded after completion of the contract.
10. No enquiry of bidder shall be entertained once the material is lifted by them.
11. The list of items shown is indicative, INFLIBNET reserves the right to add/delete/modify as found necessary.
12. 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.
13. The personnel employed for the disposal action (job) shall strictly obey the Safety Rules while working in INFLIBNET.

14. 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.
15. Taxes, if applicable shall be at the cost of the buyer.
16. The quantity of the items indicated in the list is approximate and sale will be effected at actual at the time of taking delivery.
17. 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.
18. 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.
19. 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 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.

List of E-waste items

Sr. No.	Item Description	Qty.
1.	16" Orient wall fan(N0.302204)	1
2.	48" Usha extra white ceiling	1
3.	Water Heater	1
4.	HP Compaq EVO D530 CMT	1
5.	Notebook Pc:HP Compaq	1
6.	HP Compaq EVO D530 CMT	4
7.	HP Laserjet Printers 1160	2
8.	Laserjet 1022 Series Printer	1
9.	Laserjet 1022 Series Printer	1
10.	Laserjet Printer P 2015D	1
11.	Laserjet Printer 2015	1
12.	Sata Seagte HDD With External USB Casing	1
13.	HP Notebook, Additional Memory of 1 GB	1
14.	DVD Writer	6
15.	Notebook Pc:HP Compaq	1
16.	Memory Module- 1GB DDR	70
17.	80 GB USB Harddisk	1
18.	Desktop/Work Station 4600	1
19.	Desktop/Work Station 4600	1
20.	External Hard Disk 160Gb with USB 3.5 Casing	1
21.	8 Ports KVM Switch with Cable	1
22.	DVD Writer	4
23.	DVD R/W	4
24.	Ram 4GB, 146 GB HDD	1
25.	Compaq Laptop	1
26.	Compaq Laptop 6710b	1
27.	Desktop Model Dell OpliteX 755 Computers	7
28.	HP Desktop Computer compaq 7900	2
29.	HP Desktop Computer compaq 7900	1
30.	HP Desktop Computer compaq 7900	1
31.	HP Desktop Computer compaq 7900	1
32.	HP Desktop Computer and 2 GB DDR2 Ram 8100 Elite	1
33.	HP Make laserjet 2055dn Printer	1
34.	Hp Make Computers	2
35.	Desktop computer with Preloaded operating system	2
36.	Ink Jet Printer	1
37.	Air Conditioner	1
38.	Flat Colour Television 21"	1
39.	21" Colour television	1
40.	Handy cam camera	1
41.	Panasonic make plain paper fax machine	1
42.	Water Purifier System with Per Cooler Accessory set	3
43.	Setup Box	1
44.	Setup Box	1
45.	Usb PenDrive Modem, T-Sim Card 32 K Guja	3
46.	Morphy Iron S Spr Guide	1

47	Greenline Room Heater	1
48	Data Card , Free Gsk Post – Paid	1
49	Water Purification System with 30-40 L/H Capacity	1
50	AQUA Water Cooler (40 Ltr)	1
51	Water Cooler	1
52	Storewell Plain	1
53	LPD 103 Music System	1
54	TATA sky dish entena with set up box	1
55	64 KBPS Radio Link Line including octroi charges	1
56	Antenna Mast	1
57	Antenna (Mast)	1

Authorized Signatory (signature in full) : _____

Name and Title of Signatory : _____

Company Rubber Stamp : _____

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Annexure T-III

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 contract and period of extension,**

Authorized Signatory (signature in full) : _____

Name and Title of Signatory : _____

Company Rubber Stamp : _____

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Annexure T-IV

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/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 contract 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: _____

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Annexure T-V

CERTIFICATE

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 tender/ contract will be rejected / cancelled by INFORMATION AND LIBRARY NETWORK CENTRE, GANDHINAGAR shall be forfeited. In addition to the above INFORMATION AND LIBRARY NETWORK CENTRE, GANDHINAGAR. Will not be responsible to pay the bills for any completed/ partially completed work.

Signature:.....

Name:

Capacity in which as signed:

Name & address of the firm:

Seal of the firm should
be affixed.

.....

Dated:

Signature of Bidder with seal.

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.

PRICE BID

To
Section Officer
INFLIBNET Centre
Infocity, Gandhinagar.

Amount quoted for purchasing e-waste items (*old/used Computer, Furniture, Office equipment and Electrical fitting & fixture etc.*) 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.57 given at Annexure – II (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 - II 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.