



भारतीय लोक प्रशासन संस्थान

इन्द्रप्रस्थ एस्टेट, रिंग रोड, नई दिल्ली-110002

INDIAN INSTITUTE OF PUBLIC ADMINISTRATION

INDRAPRASTHA ESTATE, RING ROAD, NEW DELHI -110002 (INDIA)

NOTICE INVITING TENDER

Sub: Tender for disposing of Electrical & Electronic Equipment Waste "A" (unserviceable, obsolete and beyond economic repairable (BER) items and Non E-Waste "B" lying in parking area between Hostel building D-II flats at IIPA New Delhi.

Sealed bids/tenders are invited on behalf of Director General, IIPA from the registered recycler/Preprocessors of E-waste with Central Pollution Control Board/Sate Government having authorization for E-waste Disposal for auction of old/obsolete/used e-waste items and also from other scrap vendors for non E-Waste on "as is where is basis", as per list of items attached. All participants have to submit prescribed EMD along with the bid. And for E-waste bid have also to submit the certificate of authorization for disposal of e-waste issued by the Appropriate Authority and fulfilling the terms and conditions of the tender document.

1. Details of Bid:

(a)	Bid reference	Tender No. J-102(5)/24/2020-MAINT/24/1 Tender Document can be downloaded from the website of IIPA
(b)	Contact Person	Shri Ashok Sharma Electrical Supervisor, Indian IIPA Tel : 23468399 Mail:- ashoksharma.iipa@iipa.org.in
(b)	Place of receiving the bid/ address for communication	Room No.55A (Room of Executive Engineer), Indian Institute of Public Administration, Office Building, Indraprastha Estate New Delhi-110002.
(c)	Inspection of items	The disposal of obsolete items shall be on as "As is where is basis" and no guarantee of certificate of its worthiness of quality will be given by this Department. The condition of the items can be inspected physically on 13 th & 14 th October 2025 from 10.30 A.M. to 5.00 P.M.
(d)	Last date & time of receipt of bid	15 October 2025, 11.00 A.M.
(e)	Opening of bids	The bids will be opened by the Committee constituted for the purpose on 15 October 2025 at 3.00 P.M.

B. Eligibility/Qualification Criteria:

- (a) The bidder for e-waste shall have to be registered as per e-waste rules with Ministry of Environment, Forests & Climate Change/Central Pollution Control Board/State Pollution Control Committee. Document on registration and validity of authorization shall be produced with the bid. Agencies without having above registration and authorization will be not allowed to participate in the bid.
- (b) The bidder shall have to provide services required at New Delhi/Delhi.
- (c) The firm, bidding for e-waste may enclose sufficient documents regarding execution of Government work order, specifically disposal of e-waste in the past.
- (d) The bidders must enclose GST certificate along with the tender documents.

(C) Bidding Procedure:

- a) Sealed Bids, super-scribed in bold capital letters :-
 "QUOTATIONS FOR DISPOSAL OF UNSERVICEABLE/OBSOLETE ITEMS INCLUDING E-WASTE AND NON E-WASTE at INDIAN INSTITUTE OF PUBLIC ADMINISTRATION"
 (who wants to bid for both e-waste and other miscellaneous waste)

OR

"QUOTATIONS FOR DISPOSAL OF UNSERVICEABLE/OBSOLETE NON E- WASTE ITEMS at INDIAN INSTITUTE OF PUBLIC ADMINISTRATION", (who wants to bid only for miscellaneous waste)

OR

"QUOTATIONS FOR DISPOSAL OF UNSERVICEABLE/OBSOLETE E-WASTE ITEMS at INDIAN INSTITUTE OF PUBLIC ADMINISTRATION" (who wants to bid only for e-waste),

shall be received, not later than upto 1100 Hrs. on 15 October 2025. No Bids will be accepted after this date & time under any circumstances. This office will not be responsible for any postal/courier delay and also for reasons beyond the control of this office.

- b) Each page of tender document should be signed by the bidder (s).
 - c) Incomplete and unsigned quotations are liable to be rejected.
1. Earnest Money Deposit (EMD) of 10% of the bidding price (to be indicated by bidder) must accompany with each quotation. This shall be in the form Bank Draft/Pay order of any Nationalized/ scheduled Bank drawn in favor of INDIAN INSTITUTE OF PUBLIC ADMINISTRATION New Delhi payable at New Delhi or through online mode in the bank Account no.18200100002699, IFSC Code-UCBA0001820, UCO Bank, IIPA Branch, New delhi-

110002 without which the tender shall be summarily rejected.

No Cheque/ Money order / Cash shall be accepted. EMD deposit shall not attract any interest. The Earnest Money Deposit of the successful bidder shall be adjusted in the bid forthwith. The EMD of unsuccessful bidder, shall be returned within one month of the auction date, without any interest. MSMEs are exempted from the requirement of EMD. Intending bidders are required to produce necessary documents in support of seeking exemption from submission of EMD. EMD of the bidders/firms rescinding their offer, withdrawing or abrogating after submitting the bid shall stand forfeited. Decision of the Institute shall be final in this regard.

- d) All the bids must be delivered/dropped in the tender box placed in Room No.55A (Room of Executive Engineer), Indian Institute of Public Administration, Office Building, Indraprastha Estate New Delhi-110002.
- e) No bid may be modified subsequent to the deadline for submission.
- f) Bidders may invariably share their telephone, e-mail and mobile numbers to facilitate communication.

(D) General Terms and conditions:

1. The items shall be sold to the highest price of bidder (H1 bidder).

This may result into the items shall be sold to a composite bidder if which has quoted Highest individual price for both e-waste and non e-waste or e-waste and non e-waste shall be so separately to bidders quoting highest bid separately among all the received bids.

2. The successful bidder has to make full balance payment in the form of a Bank Draft/pay Order issued in favour of Bank Draft/Pay order of any Nationalized/ scheduled Bank drawn in favor of INDIAN INSTITUTE OF PUBLIC ADMINISTRATION New Delhi payable at New Delhi or through online mode in the bank Account no.18200100002699, till 16th October 2025, upto 3.00 P.M. after confirmation failing which the offer will be cancelled and EMD shall stand forfeited.
3. The successful bidder shall be required to lift all the items from the disposal site to its premises within 3(Three) working days i.e. 18th October 2025 after the payment of the quoted amount. On failure to do so, Institute shall have the right to forfeit the entire amount of the bidder and dispose the items to alternate bidder.
4. No items, once disposed to the successful bidder, shall be taken back by the Institute.
5. List of unserviceable/obsolete items is at Annexure-II, along with Lot-Wise price quotation format.
6. The detail list of items may be referred while submitting the bid.

7. Institute reserves the right to cancel the bid, to reduce the items or to add the items for auction any time and even before or after the auction. Institute has also the right to reject all or any bidder in whole or part without assigning any reasons thereof.
8. The bidding firm shall alone be responsible for furnishing any false or wrong information and the consequences or loss thereof. Mandatory information at Annexure-I to be filled- up compulsorily.


(K. S. Ranga)
Executive Engineer

Copy to :-

1. Registrar for kind information
2. All notice boards
3. ICT for uploading on IIPA site.
4. Information to scrap vendors who participated earlier auctions telephonically

Contractor/bidder's details (Mandatory Information)

**Non filling up the Mandatory Information and
non-submission of document will attract cancellation of bid.**

Supporting documents be annexed with the application form (applications found deficient in any respect are liable to be rejected without further correspondence)

Sl. No.	Description	Information	
1.	Name of the Applicant/Firm		
2.	Nationality		
3.	Address (attach separate papers for addresses of other officers) Enclose Voter ID/Electricity Bill/Landline telephone bill/Aadhar or any other authenticated copy of address proof).	Registered Office	
		Head Office	
4.	Telephone Numbers	Landline/ Mobile No.	
		Tel/Fax No.	
		e-mail address	
5.	Other details (enclose copies)	PAN details	
		GST Registration Number	
6.	Whether Registered vendor/firm (attached documents)		
7.	Details of Bank account (enclose copy of front page of pass book & personalized cancelled cheque)	Account No.	
		Type of Account	
		Name of Bank	
		Name & address of the branch	
8.	Earnest Money Deposit (EMD)	Amount in Rs.	
		Bank draft/pay order No./ UTR no.	
		Date of Issue	
		Name of issuing bank	
		Address of the issuing Bank	

9.	Certificate/Undertaking	I/we (including all partners) certify that I/we have carefully read the terms and conditions mentioned in the tender enquiry form and shall abide by them. Information given is true to the best of my/our knowledge. I/we agree to the forfeiture of the Earnest Money Deposit if, I/we fail to comply with all or any of the terms and conditions in whole or in part as laid in the Tender Enquiry Notice, which would constitute and have force of a contract between me/us and the Indian Institute of Public Administration, if I/we am/are declared a successful bidder. I/we hereby declare the items mentioned in the Schedule to this notice will be used for bonafide/lawful purposes only as per the guidelines of MoEF&CC, Government of NCT Delhi or any other Office/Department applicable in the matter. I/we hereby also certify that, I/we have signed all the pages of the document with my/our conscious and nobody from this Department influenced/compelled to do so.
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Documents to be attached with bid:

- a. Address proof (electricity bill/aadhar card/driving licence/voter I-card, etc)
- b. Copy of PAN card
- c. Copy of GST registration (if any)
- d. Copy registration & authorization for disposal of e-waste
- e. EMD Fee
- f. Bank account details (passbook/cancelled cheque leaf copy)

On the Letter Head of the Bidder

Format for submitting item-wise price bid for items proposed to be auctioned/disposed of (offered price by bidder **should be higher than the reserve price**).

List of e-waste/Scrap items "A":

S. No.	Name of the Items	Quantity (In Nos.)	Total Qty.	Price offered by the bidder in Rs.
1	AC (Window & Split), Stabilizers, TV, Tube Lights/Ceiling Lights/Bed light, Ceiling Fans, Exhaust Fans, Geysers, Water Dispensers, Water Purifiers, Heat Convector, Oil Filled Radiators, Panel with Energy Meters, old DBs, Hot Case, Servo Stabilizer, UPS, Water Pumps, batteries, Amplifiers, Speakers & Miscellaneous electrical Waste)	One Lot	1 Lot	
		GST@	18%	
		TCS@	1%	
	<u>Total Amount with GST & TCS</u>			

Amounts in Words:- _____

On the Letter Head of the Bidder

Format for submitting item-wise price bid for items proposed to be auctioned/disposed of (offered price by bidder should be higher than the reserve price).

List Non-e-waste/scrap/sundry items "B"

S.No.	Name of the Items	Quantity (In Nos.)	Total Qty.	Price offered by the bidder in Rs.
1	Partition (office cabins), Book Rack Iron, Office table Iron, Chair steel, Chair wooden, Sofa 3 Seater, File rack (Office cabin), Book rack Iron (Five racks), Curtain partition, Ducts Big size, Ducts small size, G.I. Pipe, G.I. Pipe, C-I pipe, Angle Iron, Aluminum frame, Wooden table office PVC pipes & Door		1Lot	
			GST@	18%
			TCS@	1%
<u>Total Amount with GST & TCS</u>				

Amounts in Words:- _____
