



# 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<br>Tender Document can be downloaded from the website of <b>IIPA</b>   |
| (b) | Contact Person   | Shri Ashok Sharma<br>Electrical Supervisor, Indian<br>IIPA<br>Tel : 23468399<br>Mail:- <a href="mailto:ashoksharma.iipa@iipa.org.in">ashoksharma.iipa@iipa.org.in</a>   |
| (b) | Place of receiving the bid/<br>address for communication | Room No.55A (Room of Executive Engineer), Indian<br>Institute of Public Administration, Office Building,<br>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 between 11 am to 4 pm on any working day between 14 February 2024 to 26 February 2024. |
| (d) | Last date & time of receipt of bid                       | 27 February 2024, 1100 Hrs.   |
| (e) | Opening of bids  | The bids will be opened by the Committee constituted for the purpose  |

**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 27 February 2024. 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 sold 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, within 3 three working days 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 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
5. M/s NSL for display on Notice Board.



**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)<br>Enclose Voter ID/Electricity Bill/Landline telephone bill/Aadhar or any other authenticated copy of address proof). | Registered Office<br>Head Office   |
| 4.      | Telephone Numbers   | Landline/ Mobile No.<br>Tel/Fax No.<br>e-mail address  |
| 5.      | Other details (enclose copies)  | PAN details<br>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.<br>Type of Account<br>Name of Bank<br>Name & address of the branch   |
| 8.      | Earnest Money Deposit (EMD)   | Amount in Rs.<br>Bank draft/pay order No./ UTR no.<br>Date of Issue<br>Name of issuing bank<br>Address of the issuing Bank |



|    |                         |   |
|----|-------------------------|---|
| 9. | Certificate/Undertaking | <p>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.</p> <p>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.</p> <p>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&amp;CC, Government of NCT Delhi or any other Office/Department applicable in the matter.</p> <p>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.</p> |
|----|-------------------------|---|

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<br>(In Nos.) | Total<br>Qty. | Price offered<br>by the<br>bidder in Rs. |
|--|--------------------------------------|-----------------------|---------------|--|
| 1                                      | Tube Lights/Ceiling Lights/Bed light | One Lot               | 1 Lot         |  |
| 2                                      | Geysers                              | 4                     |               |  |
| 3                                      | Kettles and other electrical scrap   | One Lot               |               |  |
| 4                                      | Wall fans                            | 14                    |               |  |
| 5                                      | Ceiling fans                         | 21                    |               |  |
| 6                                      | Exhaust/ventilation fans             | 15                    |               |  |
| 7                                      | Fire cylinders                       | 5                     |               |  |
| 8                                      | Water Dispenser                      | 1                     |               |  |
| 9                                      | Window A/Cs                          | 16                    |               |  |
| 10                                     | Split A/Cs out Door                  | 13                    |               |  |
| 11                                     | Split A/Cs In door                   | 8                     |               |  |
| 12                                     | Split AC, Hostel                     | 8                     |               |  |
| 13                                     | Room Heater                          | 2                     |               |  |
| 14                                     | Heat Convector                       | 59                    |               |  |
| 15                                     | Energy meter 3Phase                  | 1                     |               |  |
| 16                                     | CVT                                  | 1                     |               |  |
| 17                                     | Deep Freezer (big)                   | 2                     |               |  |
| 18                                     | Deep Freezer (Small)                 | 1                     |               |  |
| 19                                     | Portable Speaker                     | 1                     |               |  |
| 20                                     | TV                                   | 9                     |               |  |
| 21                                     | AC                                   | 9                     |               |  |
| 22                                     | Hot case                             | 1                     |               |  |
| 23                                     | Kitchen chimni Big size (Mess)       | 1                     |               |  |
| 24                                     | Refrigerator                         | 7                     |               |  |
| 25                                     | Hand sanitizer dispenser             | 1                     |               |  |
| 26                                     | stabilizer                           | 1                     |               |  |
| 27                                     | UPS                                  | 2                     |               |  |
| 28                                     | Wifi/ AC/ T.V. adapter and remote    | Lot                   |               |  |
| 29                                     | Setup Box                            | 1                     |               |  |
|  |                                      | GST@                  | 18%           |  |
|  |                                      | TCS@                  | 1%            |  |
| <u>Total Amount with GST &amp; 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<br>(In Nos.) | Total<br>Qty. | Price offered<br>by the bidder<br>in Rs. |
|-------|---|-----------------------|---------------|--|
| 1     | Almirah iron Big size                         | 4 No.                 | 1Lot          |  |
| 2     | Almirah Glass door                            | 1 No.                 |               |  |
| 3     | Book Rack Glass door                          | 1 No.                 |               |  |
| 4     | Office chair wooden                           | 12 No.                |               |  |
| 5     | Computer chair                                | 63 No.                |               |  |
| 6     | Sofa Chair                                    | 1 No.                 |               |  |
| 7     | Wooden file rack                              | 8 No.                 |               |  |
| 8     | File rack Iron with door                      | 13 No.                |               |  |
| 9     | Ducts (Iron)                                  | Lot                   |               |  |
| 10    | Iron Scrap                                    | Lot                   |               |  |
| 11    | G.I. Pipes                                    | Lot                   |               |  |
| 12    | C.I. Pipes                                    | Lot                   |               |  |
| 13    | M.S. Bars                                     | Lot                   |               |  |
| 14    | Cistern plastic                               | 11 No.                |               |  |
| 15    | Toilet seat covers                            | 27 No.                |               |  |
| 16    | Window Palla Aluminium ( Medium size)         | 17 No.                |               |  |
| 17    | Window palla aluminium with glass ( Big size) | 14 No.                |               |  |
| 18    | Window chokhat Big size Aluminium             | 2 No.                 |               |  |
| 19    | Wooden sofa                                   | 1 No.                 |               |  |
| 20    | Wooden table ( Con., Hall)                    | 7 No.                 |               |  |
| 21    | Printer table                                 | 1 No.                 |               |  |
| 22    | Wheel borrow ( Traalee for Gardner)           | 2 No.                 |               |  |
| 23    | Printer Table                                 | 1 No.                 |               |  |
| 24    | Wooden scrap                                  | Lot                   |               |  |
| 25    | Office table Iron                             | One                   |               |  |
| 26    | Podium  | One                   |               |  |
| 27    | Iron windows (App. Weight 400 Kg.)            | 4 No.                 |               |  |
| 28    | Ducts Iron Big size App. Length 8 No.         | 47 No.                |               |  |
| 29    | Ducts Small size App. Length 4 Ft.            | 21 No.                |               |  |
| 30    | Grass Cutting machine with Engine             | 1 No.                 |               |  |
| 31    | Grass Cutting machine Manual                  | 1 No.                 |               |  |
| 32    | Tee Iron (App. Wt. 400 Kg.)                   | Lot                   |               |  |



|                             |   |         |     |  |
|-----------------------------|---|---------|-----|--|
| 33                          | Wooden table                                    | 11 No.  |     |  |
| 34                          | Plastic chair                                   | 11      |     |  |
| 35                          | Iron Table                                      | 3       |     |  |
| 36                          | Sofa chair                                      | 1       |     |  |
| 37                          | Sofa two Seater                                 | 1       |     |  |
| 38                          | Iron File rack                                  | 1 No.   |     |  |
| 39                          | Vertical Blind Rods                             | 44 Pcs. |     |  |
| 40                          | PVC Connection Pipe                             | 50 Pcs. |     |  |
| 41                          | Toilet seat cover                               | 01 Pcs. |     |  |
| 42                          | One seater Sofa                                 | 01 Pcs. |     |  |
| 43                          | Blinds Strips/ Curtains                         | Lot     |     |  |
| 44                          | One seater sofa                                 | 2       |     |  |
| 45                          | Plastics mess chair                             | 1       |     |  |
| 46                          | Suit case                                       | 1       |     |  |
| 47                          | Iron Box  | 1       |     |  |
| 48                          | Toilet seat cover                               | 01 Pcs. |     |  |
| 49                          | Window Jali                                     | 1       |     |  |
| 50                          | Vertical blinds Patti & Iron fall ceiling Patti | Lot     |     |  |
| 51                          | Hand sanitizer dispenser                        | 01 Pcs. |     |  |
| 52                          | Steel Buckets                                   | 25 Pcs. |     |  |
| 53                          | Plastic Bucket                                  | 26 Pcs. |     |  |
| 54                          | Bathroom Stools                                 | 60 Pcs. |     |  |
| 55                          | Dustbin   | 36 Pcs. |     |  |
| 56                          | Iron Almirah                                    | 01 Pcs. |     |  |
| 57                          | Mug   | 03 Pcs. |     |  |
| 58                          | Keyboard  | 01 Pcs. |     |  |
| 59                          | Jug   | 01 Pcs. |     |  |
| 60                          | Ballet box                                      | 1       |     |  |
| 61                          | Flush Tank                                      | 1       |     |  |
| 62                          | Iron Jali cover for WIFI                        | 2       |     |  |
|                             |   | GST@    | 18% |  |
|                             |   | TCS@    | 1%  |  |
| Total Amount with GST & TCS |   |         |     |  |

Amounts in Words:- \_\_\_\_\_