

**Unique Identification Authority of India
Ministry of Electronics & IT
Govt. of India**

“Notice Inviting Tender”

FOR

Disposal of Obsolete/ unserviceable /old Electronics / IT Equipments

Of

Unique Identification Authority of India, Ministry of Electronics & IT

Tender No. **D-11018/21/2017-Admin-I** Dated 13.02.2019

4th Floor, Aadhaar, Bangla Sahib Road, Behind Kali Mandir, Gole Market,
New Delhi-110001, Contact No: 23478559, Mail:rashmi@uidai.net.in

s/d

(Rashmi)

Section Officer (Admin-I)

Unique Identification Authority of India
Ministry of Electronics & IT, Govt. of India
4th Floor, Aadhaar, Bangla Sahib Road, Behind Kali Mandir, New Delhi-110001

NOTICE INVITING TENDER

Unique Identification Authority of India (UIDAI) invites sealed bids under two bid system i.e. Technical and Commercials are invited from the registered Recycler/ Preprocessors of E-waste with MOEF / Central or State Pollution Control Board for disposal of old/obsolete/used desktop Computers, Laptops, Printers, TVs, Scanners, etc. on "As is where is basis".

A. General:

1. Tender Document can be downloaded from the website (www.uidai.gov.in/eprocure.gov.in).

2. Schedule of Bid: -

- Bid Reference : **D-11018/21/2017-Admin-I**
- Last date & time of receipt of bid: **07.03.2019, 15:00 Hrs**
- Opening of Technical bids: **07.03.2019, 15:30 Hrs.**
- Opening of Financial/Commercial Bid: Will be intimated later.
- Place of receiving the bid: 4th Floor, Aadhaar Building, Bangla Sahib Road, Behind Kali Mandir, Gole Market, New Delhi-110001
- Tender Fee: Rs. **100/-** (Rupees One Hundred Only in the form of DD/ Bankers Cheque in the name of UIDAI payable at New Delhi).
- EMD : Rs. **22,000/-**(Rupees Twenty Two Thousand Only in the form of DD/ Bankers Cheque in the name of UIDAI payable at New Delhi)
- Pre-Bid meeting / date of : **21.02.2019, 14:00 Hrs to 16:30 Hrs**
- For Inspection contact to Ms Rashmi, Section Officer (Admin), Ph.01123478559
Mail:rashmi@uidai.net.in

B. Eligibility / Qualification Criteria:

- i. The interested bidder shall have registration with Ministry of Environment & Forest, Central/State Pollution Control Board/Delhi Pollution Control Committee (DPCC) under Delhi Govt. as per e - waste Norms/Rules. Certificate of registration should be valid up to three months (90 Days) beyond the date of bid opening.
- ii. The bidders must enclose GST & PAN registration certificates

C. Period of validity of bid: -

The bid shall remain valid for 60 days after the date of bid opening. If any bidder wish to withdraw his/her bid before the scheduled date of "Bid Opening", his/her Bid Security (EMD) would be forfeited without prejudice.

D. General Terms and Conditions:

1. The bidders may inspect the items on predetermined dates and satisfy themselves about the items they are bidding for, as the items under disposal are "**As is where is basis**".
2. The Earnest Money Deposit (EMD) of the successful bidder shall be adjusted in the bid forthwith. The EMD of unsuccessful bidders shall be returned within one month of the disposal date, without any interest.
3. No items, once disposed to the successful bidder, shall be taken back by UIDAI.
4. The successful bidder has to make full payment in the form of Demand Draft in favour of UIDAI, payable at New Delhi within 3 three days after confirmation, failing which the offer would be cancelled and EMD shall stand forfeited.
5. Tender Fee of Rs. 100/- (Rupees One Hundred Only) & Earnest Money Deposit (EMD) of Rs.22000/- (Rupees Twenty Two Thousand Only) must accompany with each quotation/offer. This shall be in the form Demand Draft/Pay order of any Nationalized/ Scheduled Bank drawn in favor of UIDAI, payable at New Delhi. No bid would be accepted without tender fee and Bid Security. No Cheque / Money order / Cash shall be accepted. Tender Fee/EMD would be exempted as per norms and on production of relevant documents.
6. Incomplete and unsigned quotations are liable to be rejected.
7. The contract will be awarded on comparison of consolidated price of all the items on "As is where is basis" to the bidder quoting/offering the highest value.
8. The successful bidder shall be required to lift all the items from the disposal site within 3(Three) days after the full payment (EMD amount will be adjusted in the quoted value), at his/her own expenses. On failure to do so, UIDAI shall have the right to forfeit the entire amount of the bidder and dispose the items @ H1 price to the next bidder or may be retendered.
9. The bidder shall submit his/her "Technical Bid" on letterhead as "**Annexure-A**" for the e-Waste items listed in "**Annexure B**"

10. The detail list of e-Waste items (Annexure-B) may be referred while submitting the bid. However, if there is any deviation in Make & Model of the item/s, then the actual Make & Model of the item/s available at site will be final. No claim for this will be considered.
11. Commercial Bid in the form of "Annexure-C" should be signed by the bidder.

E. Bidding Procedure:

- a. Bids are invited in two bid systems, (1) Technical and (2) Commercial, Which shall be sealed separately in a single sealed envelope.
- b. Sealed Bids shall be received, not later than **07.03.2019 up to 15:00 Hrs.** No Bids shall be accepted after the scheduled date & time under any circumstances. UIDAI will not be responsible for any postal/courier delay and also for the reasons beyond the control.
- c. Technical Bid must contain "Tender Fee & EMD" of specified amount and requisite documents complete in all respect. First Technical Bids of all the bidders will be opened as per the scheduled date, time & venue. Technical Bids without EMD/Tender Fee will be summarily rejected. Tender Fee/EMD would be exempted as per norms and on production of relevant documents. EMD deposit shall not attract any interest.
- d. The Commercial Bids of only those bidders will be opened who have qualified the Technical eligibility Criteria as per the scheduled date, time & venue.
- e. All the bids must be accompanied by Tender fee of Rs. **100/-**(One Hundred Only) and bid security (EMD) of Rs. **22000/**(Rupees Twenty Two Thousand only) in the form of Bank Draft issued by any commercial Bank in favour of UIDAI, payable at New Delhi.
- f. All relevant rules and regulations of Government of India will be final and binding on all the bidders.

F. Submission of Bids:

- a. The first envelope shall be super scribed with "**Technical Bid**" in capital letters. The first envelope shall be opened as per the schedule mentioned in the bid. The bidder shall submit his/her Technical Bid (Annexure-A) complete in all respect and also attach all requisite documents as mentioned in the bid. No price details shall be given in this envelope. Violation to this would result rejection of the bid. The Tender Fee and Bid Security (EMD) shall be enclosed with "**Technical Bid**".
- b. The second envelope superscribed as "**Commercial Bid**" containing "Annexure C" duly filled and signed. No deviation shall be allowed.

- c. Silence or use of the word "Noted" against any of the Bid conditions shall mean bidder agrees to comply with that/those conditions of Bid.
- d. Only the technically qualified bidder will be informed for opening of the "**Commercial Bid**".
- e. All prices and other information in this regard having a bearing on the price shall be written both **in figures and words** in the prescribed offer form.
- f. The bid should be submitted in the prescribed bid format given in "Bidding Procedure" of this document. All the columns of bid form should be filled.
- g. No modification is allowed in the bid format/s, if found, may lead to rejection of the bid.
- h. All bids containing "Technical Bid" and "Commercial Bid" enclosed in a separate envelope superscribed as "UIDAI e-Waste 2019" shall be **DROPPED IN THE TENDER Box** kept at **4th Floor, Aadhaar, Bangla Sahib Road, Behind Kali Mandir, New Delhi**.

G. Opening of Bids:

- a. The Technical bids will be opened as per the scheduled mentioned in the bid and representative/s if any, wish to attend, will be allowed at his own expenses and with authorization letter from the bidder/authorized signatory.
- b. The bidders/Authorized representatives who will be present shall sign in the designated register for their attendance. If scheduled date of bid opening is declared as holiday, the bid shall be opened at the same time and location on the next working day.
- c. The bidders who have submitted his/her bids and have been declared as technically qualified, will be informed for opening of their "Commercial Bid" through e-mail/registered letter.

(Technical Bid)

Sub: - Tender for disposal of E-waste items -2019

1. Tender No. -----Dated-----
2. Name & Address of the Bidder: _____
(In capital letter)
 - Telephone Number: _____
 - Mobile : _____, E-mail: _____
3. Detail of Tender FEE: _____
4. Details of EMD: _____
5. Valid Registration Certificate for e-Waste: _____
6. Registration of GST: _____
7. Registration of PAN: _____

Note:

1. I/We declared that I / my representative have inspected the obsolete items as per the list attached (Annexure-B) with tender and am/are interested to purchase the same on “As is where is basis”.
2. I/We have gone through the terms and conditions of the bid, understood and accept the same.

Signature: -

Name of the Authorized signatory: -

Designation: -

Office Seal

Proposed List of IT Peripherals for auctioned / disposed off

S No	Name of the Item	Make / Model	Quantity (In No's)	Remark
1.	Desktop CPU along with Monitor	HP	85	
2.	Laptops	HP/DELL/ ACER	35	
3.	Printers	HP/Canon /Wipro	18	
4.	Apple I-Pad	Apple	02	
5.	Scanners	HP/Kodak	05	
6.	LCD TV	Sony	03	
7.	Photocopier Machine	Canon	01	

Commercial Bid**(On the Letter Head of the Bidder)**

Format for submitting item wise price bid for items proposed to be auctioned / disposed off

S No	Name of the Item	Make / Model	Quantity (In No's)	Offered Price (As is where is basis) (in Figures)
1.	Desktop CPU along with Monitor	HP	85	
2.	Laptops	HP/DELL/ ACER	35	
3.	Printers	HP/Canon /Wipro	18	
4.	Apple I-Pad	Apple	02	
5.	Scanners	HP/Kodak	05	
6.	LCD TV	Sony	03	
7.	Photocopier Machine	Canon	01	
Total Consolidated Offered Price(in Figure)				Rs. _____
Total Consolidated Offered Price(in words)				Rupees. _____

* No comparison will be made on the basis of individual item. The contract will be awarded on comparison of Consolidated Offered Price of all the items.

Signature: -

Name of the Authorized signatory: -

Designation: -

Office Seal: -