



कर्मचारी भविष्य निधि संगठन
EMPLOYEES' PROVIDENT FUND ORGANISATION
श्रम एवं रोजगार मंत्रालय, भारत सरकार
Ministry of Labour and Employment
Government of India



Ref. No.: RO/PRB/ADM/CT/WEEEDING OUT/E-Waste/2024

Date:28.08.2024

Subject: E-tender for disposal of unserviceable/obsolete E-waste (IT equipment, consumables & Electronic Items) through E-Auction on GEM

Madam/Sir,

Bids are invited through E-tender from the eligible vendors for Disposal of unserviceable/obsolete E-Waste (IT equipment & other items) lying in Employees' Provident Fund Organization, Regional Office, Park Street on "AS IS WHERE IS BASIS" and "NO COMPLAINT BASIS". These Lots include equipments such as CPU, Monitor, Laptop, Printer, Scanner, UPS, UPS Batteries, Switches etc. Bids will be opened on the day 20.09.2024.

Necessary terms & conditions of the e-tender are listed in the Annexure-I (enclosed). The bids will be received only through GeM portal and the same shall be opened as per SOP of GeM.

Yours Truly,

Sd/-

(Suraj Gupta)

Regional P.F. Commissioner-II (Adm)
Regional Office, Park Street

ई.पी.एफ.ओ., क्षेत्रीय कार्यालय, पार्क स्ट्रीट 44 पार्क स्ट्रीट, 7 & 8 फ्लोर, कोलकाता - 700016	ই.পি.এফ.ও. ক্ষেত্রীয় কার্যালয়, পার্ক স্ট্রিট ৪৪ পার্ক স্ট্রিট, ৭ & ৮ ফ্লোর, কলকাতা - ৭০০০১৬	E.P.F.O., Regional Office, Park Street, 44, Park Street, 7 th & 8 th Floor, Kolkata - 700016
ro.parkstreet@epfindia.gov.in	www.epfindia.gov.in	Phone: (033) 22831949/22801244

Tender Document:

Important dates of tender related activities are as under:

SL NO	DESCRIPTION DETAILS	DETAILS AND DATES
01	Name of Work	E-tender for disposal of unserviceable/obsolete E-waste (IT equipment, consumables & Electronic Items) through E-Auction on GEM
02	Tender Number	ADM/RO/PRB/CT/Weeding Out/2024 Dated. 28.08.2024
03	Bid Validity	60 Days
04	Venue of Inspection	EPFO, Regional Office, Park Street, 44, Park Street, 7 th & 8 th Floor, Kolkata-700016
05	Date of Inspection	02.09.2024 to 09.09.2024 between 11.00 AM to 04.00 PM during working days.
06	Date of submission of Security Deposit (EMD)	10.09.2024 to 13.09.2024
07	Date of submission of bid	16.09.2024 to 18.09.2024
08	Security Deposit	Security Deposit to the tune of Rs. 20000/- in the form of DD/Bankers Cheque in favour of Regional P. F. Commissioner, EPFO, RO Park Street

Eligibility Criteria:

1. The bidder shall deposit Rs. 20,000/- (Rupees Twenty Thousand only) as EMD (Earnest Money Deposit) in the form of NEFT (Acct No: 34938082851, IFSC-SBIN0000150, Name of Bank: State Bank of India, Branch: Park Street / DD drawn in favour of Regional P.F. Commissioner, EPFO, Regional Office, Park Street in a separate envelope and same (in original) to be submitted at Employees' Provident Fund Organisation, Regional Office, Park Street, 44 Park Street, Park Street-700016 before the cut-off date of submission of EMD on GeM. EMD of successful bidder shall be adjusted. EMD of the unsuccessful bidder shall be returned without interest at the earliest on finalization of the Auction.

2. Copy of PAN No., GST No. & Aadhar/Address Proof, in the name of the proprietor/owner/firm/company is required to be uploaded on the GeM Portal. The document to be uploaded should be legible. In case the uploaded documents are not readable, the bid cannot be examined, and the bid can be rejected, thereby rejecting the bid of that firm.
3. Bidders should be registered with Ministry of Environment and Forests/ Central or State Pollution Control Board for disposal of E waste. Scanned copy of the valid certificate issued from Ministry of Environment and Forest/ Central or State Pollution Control Board for disposal / handling of e-waste (having validity at the time of filling of tender as well as at the time of actual lifting of the e-waste) should be uploaded on the portal otherwise bid will be liable for rejection.

Terms and Conditions:

1. This office does not bind itself to accept the highest bid and reserves the right to reject any or all the tenders received without assigning any reason whatsoever. Inadequate or incomplete bid in any respect or the prescribed conditions are not fulfilled are liable to be rejected. Canvassing in any form by the tenderer/vendor will result in rejection of their tenders.
2. The unserviceable/obsolete E-Waste (IT equipment & other items) will be available on Auction "**As is where basis is**". The unserviceable/obsolete E-Waste (IT equipment & other items) can be inspected by the interested parties between 02.09.2024 to 09.09.2024 (11.00 Hrs to 16.00 hrs) at 44, Park Street, 7th & 8th Floor, Kolkata-700016. No request for inspection of items after submission of the bid will be accepted.
3. Bidder may note that the electronics waste material is required to be disposed in an ecofriendly manner by following the guidelines of Govt of India in this regard. Therefore, for discarded electronic items only e-waste handling firms having a valid registration for this purpose with Ministry of Environment and Forests/ Central or State Pollution Control Board, shall be eligible to bid. Scanned copy of the valid certificate issued from Ministry of Environment and Forest/ Central or State Pollution Control Board for disposal / handling of e-waste (having validity at the time of filling of tender as well as at the time of actual lifting of the e-waste) should be uploaded on the portal otherwise bid will be liable for rejection.
4. The bid shall remain valid for 60 days after the date of bid opening. If any bidder withdraws his / her bid before the said period, this office shall without prejudice to any other right or remedy, be at liberty to forfeit the Bid Security absolutely.
5. Conditional bid shall not be entertained.

6. The contractor shall indemnify this office against any liability for compensation due to injury to his own workmen/engineer or to other persons inside the office premises while executing the contract and for any damage to the property.
7. **Evaluation criteria:** The successful bidder will be the one which offer the highest total rate for the entire lot of scrap as detailed above, no part lifting of the items shall be allowed.
8. All the bidders shall fill the details of EMD column on GeM Portal if the option is available before submission of bids.
9. The successful bidder must lift all the Unserviceable Material/items at his own cost
10. The undersigned will not entertain any claim for damage done by the way of theft, fire or any other unforeseen calamity after realizing full payment against the Unserviceable Material/items.
11. The Unserviceable Material/ items are to be lifted up within 10 days on the issue of Release Order on making full payment. Otherwise, the EMD money deposited will stand forfeited and the offer shall be awarded to the next eligible bidder.
12. The rate quoted should be excluding GST. Successful bidder has to remit the GST as per rules and submit proof of the same.
13. **Minimum Reserve Price for the bid will be Rs. 1,59,844.00.**
14. The successful bidder will be required to deposit the total bid/quoted amount in Lump Sum by means of Demand Draft/Pay Order/Banker's Cheque in favour of " Regional P.F. Commissioner, EPFO, Regional Office, Park Street " within 07 working days from the date of award of contract and the items will be lifted within 10 days of the receipt of confirmed work order by the firm. Failure to do so shall result in forfeiting of EMD. The EMD of the successful bidder and the unsuccessful bidders will only be released after submission of quoted amount in the prescribed form by the successful bidder. If the successful bidder fails to deposit the quoted amount within stipulated date, the EMD of the H1 firm will be forfeited. The contractor will have to inform at least two (02) working days in advance of the intended date of lifting of the materials. The contractor will be required to bring his own vehicle for lifting the materials and will employ his own labour, bags and other items as required for packing and lifting of the materials. No assistance will be rendered in this regard by this office. The contractor will be responsible for cleaning the area from where the obsolete materials are lifted. The lifting of the obsolete materials will be allowed from the designated places only and after issuance of necessary security/gate pass.
15. Vendor should ensure that all e-waste is disposed/reused as latest government guidelines. Vendor should submit disclaimer related to this with their proposal.

16. Each page of the e-tender documents must be stamped and signed by the person or persons submitting the Tender in token of his/their having acquainted himself/themselves and accepted the entire e-tender documents including various conditions of contract. Any Bid with any of the documents not so signed is liable to be rejected at the discretion of the Client. No Page should be removed/detached from this bidding Document.

Annexure-(II)

Contractor's details (Mandatory Information)

Note: Filling up the Mandatory Information and non-uploading of document will attract cancellation of bid.

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

SI No	Description	Information
1	Name of the Applicant/Firm	
2	Nationality	
3	Address (attach separate paper for address of the offices)	Regd. Office
		Head Office
4	Telephone Numbers	Landline/Mobile No.
		Fax. No
		Email ID
5	Other Details (enclose copies)	PAN
		GST/VAT Registration No.
6	Details of Bank Account	Account No.
		Type of Account
		IFSC
		Name of the Bank
		Address of the Bank
7	Earnest Money Deposit	Amount in Rs..... (Rupees.....)
		DD/BC/PO No.
		Date of Issue
		Name of Issuing Bank
		Address of issuing Bank

Signature of the Bidder with seal & date

Annexure-IV

A. Technical Bid

1. The following documents are to be furnished by the bidder along with Bid Security/EMD amount as per the tender documents:
2. Bidder must provide a scanned copy of the following in the name of the bidding company:
 - a) PAN Card along with GST Number
 - b) Good and Service Tax Registration
 - c) Annexure II and Annexure III.
3. Signed and scanned copy of e-tender Acceptance letter in the Annexure IV "Tender Acceptance Letter".
4. Other conditions for submission of bids
 - a) Bidder shall adhere to the Critical Date Sheet mentioned in the e-tender. No bids shall be accepted post the deadline as mentioned in the critical date sheet'
 - b) Employees' Provident Fund Organisation, Regional Office, Park Street will not be responsible for any delay on the part of the vendor in obtaining the terms and conditions of the e-tender notice or submission of the online bids.
 - c) The bids submitted by fax/email etc. shall not be considered. No correspondence will be entertained on this matter.
 - d) Conditional tenders shall not be accepted on any ground and shall be rejected straightway. If any clarification is required, the same should be obtained before submission of the bids.
 - e) In case, the day bid submission is declared Holiday by Government of India, the next working day will be treated as day for submission of bids. There will be no change in the timings.
 - f) At any time prior to the last date for receipt of bids, Employees' Provident Fund Organisation, Regional Office, Park Street, may for any reason, whether at its own initiative or in response to a clarification requested by a prospective vendor, modify the Tender Document by an amendment. The amendment will be notified on office website and should be taken into consideration by the prospective agencies while preparing their bids.
 - g) In order to give prospective agencies reasonable time to take the amendment into account in preparing their bids, Employees' Provident Fund Organization, Regional Office, Park Street may, at its discretion, extend the last date for the receipt of bids. No bid may be withdrawn in the interval between the last date for receipt of bids and the expiry of the bid validity

period specified in the e-tender. Withdrawal of a bid during this interval may result in forfeiture of Vendor's EMD.

- h) The agencies will bear all costs associated with the preparation and submission of their bids' Employees' Provident Fund Organization, Regional Office, Park Street will, in no case, be responsible or liable for those costs, regardless of the outcome of the tendering Process.
- i) Printed terms and conditions of the vendors will not be considered as forming part of their bid. In case terms and conditions of the e-tender document are not acceptable to any vendor, they should clearly specify the deviations in their bids'
- j) Bids not submitted as the specified format and nomenclature may be out rightly rejected.
- k) Ambiguous/Incomplete/Illegible bids may be out rightly rejected.
- l) Submission of the Bid will be deemed to have been done after careful study and examination of all instructions, terms and required specifications in the e-tender document with full understanding of its implications. Bids not complying with all the clauses in this e-tender document are liable to be rejected. Failure to furnish all information required in the tender document or submission of a bid not substantially responsive to the tender document in all respect will be at the vendor's risk and may result in the rejection of the bid.

Annexure-III

EMD DETAILS

S. No.	Particular	Amount	Draft No.	Date	Bank	Branch
1	EMD					

ANNEXURE IV: TENDER ACCEPTANCE LETTER

(To be given on Company Letter Head)

To
The Regional Provident Fund Commissioner-II (Administration)
Employees' Provident Fund Organisation,
Regional Office, Park Street
44, Park Street, 7th & 8th Floor,
Kolkata-700016, West Bengal

Subject: Subject: Acceptance of Terms & Conditions of Tender having Reference No.
RO/PRB/CT/Weeding Out/E-Waste/2024 Dated. 28.08.2024.

Tender: E-tender for disposal of unserviceable/obsolete Ewaste (IT equipment, consumables &
Electronic Items) through E-Auction on GEM

Sir,

1. I/We hereby certify that I/we have read the entire terms and conditions of the e-tender documents from including all documents like annexure(s), etc. which form part of the contract agreement and I/we shall abide hereby by the terms/conditions/clauses contained therein.
2. The corrigendum(s) issued from time to time by your department/organization too have also been taken into consideration, while submitting this acceptance letter.
3. I/We hereby unconditionally accept the conditions of above-mentioned e-tender document(s) /corrigendum (s) in its totality/entirely.
4. I/We have inspected the E waste scrap materials to be disposed of by Employees' Provident Fund Organization, Regional Office, Park Street and hereby declare that I shall quote for all the items listed above, which shall be moved out from the above said locations at my own cost.
4. I/We do hereby declare that our Firm has not been blacklisted/debarred by any Government Department/Public Sector Undertaking.
5. I/We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

(Signature of the bidder, with official seal

Name & Designation Bidder:

ANNEXURE-1

List of the defective and unused Computer hardwares and Peripherals and Equipments (E-waste) in EPFO, RO, Park Street		
SL NO.	Particulars of Items	No. of Items
1	MONITOR (LCD)- 17"	118
2	MONITOR (CRT)-15"	20
3	THINCLIENT	108
4	KEYBOARD	120
5	UPS (650 VA)	26
6	UPS (Online-2KV)	2
7	MOUSE	58
8	PRINTER (DOT MATIRX-LIPI)	2
9	PRINTER (DOT MATIRX)	24
10	PRINTER (LASER)	7
11	PRINTER (INK JET/DESK JET)	3
12	FAX MACHINE	2
13	DOT MATRIX RIBBON	33
14	SMPS	2
15	CPU	25
16	PHONE RECEIVER	6
17	XEROX MACHINE	1
18	AIR CONDITION (WINDOW)	3
19	NETWORK SWITCH	4
20	CALCULATOR	75
21	PRINTER CARTRIDGE	30
22	MOBILE PHONE (SAMSUNG GALAXY M01)	1