

**REGIONAL PASSPORT OFFICE, AHMEDABAD**

**Opp. L.D Engineering College, Gulbai Tekra,**

**Ahmedabad – 380006, Gujarat**

**Telephone : 079-26309103, 26300603**

**E-mail: rpo.ahmedabad@mea.gov.in**

**Notice for Invitation of Quotations**

No. D – 19014/01/2021

Date : - 10.08.2021

**Sub: Disposal of old/obsolete/unserviceable computer hardware and peripherals.**

Sealed quotations are invited from Dismantler/Recycler of E-waste registered with Central Pollution Control Board or State Pollution Control Committee for disposal of old/obsolete/unserviceable computer hardware (Desktops, Monitors, Keyboards, Printers etc.) on "AS IS WHERE IS BASIS". There is no fee. Important dates of notice related activities are as under: -

- (i) Closing Date & Time for receipt of Quotation: 20th August 2021 up to 1600 Hrs.  
(ii) Quotation Opening Date & Time: 20th August 2021 at 1700 Hrs.  
(iii) Period of Inspection : 11th August 2021 to 18th August 2021  
(On all working days)  
(iv) Time of Inspection : 1500 Hrs. to 1600 Hrs.

The quotations should be complete in all respect and sealed envelope addressed to the Sr. Supdt., Regional Passport Office, Gulbai Tekra, Ahmedabad-380006 (Gujarat) should be dropped in the Tender Box placed at the Ground floor of this Office, on or before 20th August 2021 upto 1700 hrs.

Note : In the event of any of the above mentioned dates being declared as a holiday for this office, the Quotations/bids will be received/opened on the next working day at the appointed time. The authorised representatives of bidders may remain present at the time of opening of Quotations.

Sd/-

  
Sr. Superintendent

Regional Passport Office,

Ahmedabad, Gujarat

**Eligibility Criteria for Disposal of old/obsolete Computer Hardware and  
Peripherals**

**Notice No. - .....**

<b>Srl No.</b>	<b>Description</b>	<b>Information</b>	
1.	Name of the Firm /Agency/ Company		
2.	Address of the Firm/ Agency/ Company <b>(Enclose copy of address proof)</b>		
3.	Contact Details of the Firm/Agency	Telephone/Mobile No.	
		FAX No.	
		E-Mail ID	
4.	Name of Proprietor/Partners/Directors of the Firm/Agency		
5.	Other Details <b>(Enclose Copy)</b>	PAN No.	
		GST/VAT Registration No.	
		Registration Certificate No. issued by Centre/State Pollution Control Board	

**Signature of Authorised Signatory  
with stamp**

Name of the person \_\_\_\_\_

**Notice for Disposal of old/obsolete Computer Hardware and  
Peripherals**

**Notice No. -.....**

**UNDERTAKING**

I/We \_\_\_\_\_ do hereby solemnly affirm and  
declare that the My/Our firm /company/business entity is not blacklisted by any Government  
Department/Autonomous Organization etc. or prosecuted by any court of law.

Dated:

Signature of Authorised Signatory with stamp

Name of the person: .....

**Quotations for Disposal of old Computer Hardware and  
Peripherals**

**Notice No. - .....**

Name of the Bidder/Firm : - \_\_\_\_\_

Address of the Bidder/Firm: - \_\_\_\_\_

Telephone No.: - \_\_\_\_\_

Email ID: - \_\_\_\_\_

Description of Item	Total Quoted Amount (in Rs.)	Remarks
Items mentioned as per Annexure IV		

The total price should be inclusive of all Misc. charges like transportation, labour or any other expenses etc.

I/We declared that I/my representative have inspected the obsolete items as per the list attached (**Annexure - IV**) with tender and am/are interested to purchase the same on "**AS IS WHERE IS BASIS**".

I/We have gone through the terms and conditions given in the tender document and agree with the same. I/We understand that in the event of non-compliance of the terms and conditions of the tender, my/our Tender/Bid shall be rejected by the RPO, Ahmedabad.

I hereby also declare that firm is registered with Central Pollution Control Board or State Pollution Control Board as authorised recycler/re-processor and having environmentally sound management facilities for collection, disposal/recycling of eWaste.

Date: -

**Signature of Authorised Signatory  
With stamp**

**Name of the person** \_\_\_\_\_

**LIST OF OLD/OBSOLETE/UNSERVICEABLE COMPUTER HARDWARE  
AND PERIPHERALS FOR DISPOSAL**

**Notice No. ....**

Srl. No.	Description of Items	Quantity
1.	LCD Monitor(HCL)	7
2.	CRT Monitor(HCL)	6
3.	CPU	10
4.	CPU Cabinet	3
5.	Laser Printer(HP)	4
6.	DOT Matrix Printer	1
7.	Scanjet(HP8350)	1
8.	Fax Machine	1
9.	Canon Printer	1
10	Toner Cartridge Cabinet	16
11.	Multi Modem	3
12.	Keyboard	10

**Notice for Disposal of e-waste old Computer Hardware and Peripherals**

**Notice No. - .....**

**UNDERTAKING FOR DISPOSAL OF E WASTE**

I/We \_\_\_\_\_ do hereby solemnly affirm and declare that e-waste items out of old/obsolete/unserviceable computer hardware etc. will be stored/process/disposed off as per Rule 12 of Chapter IV of e-Waste (Management and Handling) Rules, 2011.

Dated:

**Signature of Authorised Signatory  
with stamp**

**Name of the person :-.....**

## **Notice for disposal of old/obsolete Computer Hardware and Peripherals**

This Office intends to dispose of e-waste - old/obsolete/unserviceable computer hardware and peripherals (Desktops, Keyboards, Printers etc.) on "AS IS WHERE IS BASIS".

### **1. Eligibility Criteria**

Bidders must fulfil following eligibility criteria and submit documents mentioned at **Annexure - I** of this quotation document in support of the same as under: -

(a) must be registered as a Recycler/Reprocessor/Dismantler of e-Waste with Central Pollution Control Board, Ministry of Environment and Forests, Government of India or with the State Pollution Control Board or State Governments dealing with E-waste etc. Quotations received from the firms other than so registered will be summarily rejected.

(b) must not be blacklisted by any Department of the Government of India or of any State/or by any PSU/Autonomous Organisation of Government. An Undertaking regarding non-blacklisting of the bidder by any Government Organisation must be furnished by the bidder in the quotation document in the format given in Annexure - II. Quotation without above undertaking will not be considered.

(c) should be registered with GST/ Service Tax /VAT with Departments of Government of India/State Governments.

### **2. Inspection of Items**

The inspection of material can be done carefully by the prospective bidders or their representatives at the designated place on, 4th Floor, Regional Passport Office, Ahmedabad(Gujarat) -380006 for which they can contact Sh. Harish Malani, Sr. Supdt. RPO, Ahmedabad. Queries can be raised to the concerned Officer at the time of inspection. No further clarification shall be entertained after the above inspection.

### **3. Earnest Money Deposit (EMD)/Bid Security**

No EMD or Bid security is required.

### **4. Minimum Reserved Price**

No minimum reserved price has been kept.

### **5. Quotation**

(a) The quotation/bid shall be quoted in the Proforma given at Annexure - III of this quotation document.

(b) The quotation of only those bidders shall be evaluated who fulfil the eligibility criteria.

(c) The bidder shall quote for the whole lot.

(d) Any overwriting of/on amount quoted will render the bid to be invalid.

(e) GST/VAT or any other tax / duty, if applicable shall be borne by the bidder.

(f) The rate quoted shall be final.

(g) The successful bidder shall be evaluated on the basis of highest quoted price for the whole lot.

## **6. Submission of Quotation**

(a) The Quotation shall be legible, preferably typed/printed and be in English only. All the pages of the quotations should be serially numbered and signed.

(b) The quotation prepared by the Bidder shall comprise of all the annexures and supporting documents attached with the notice.

Sealed quotations superscribed "Quotation for disposal of old/obsolete/unserviceable Computer Hardware & Peripherals" addressed to Sr. Superintendent, Regional Passport Office, Gulbai Tekra, Ahmedabad(Gujarat)-380006 be dropped in the Tender Box placed at Ground Floor on or before 20.08.2021 up to 1600 Hrs. Quotations received after the closing date and time prescribed shall NOT be accepted under any circumstances.

All the envelopes shall also indicate the **name, address and phone number of the Bidder** enabling the quotation to be returned, if required.

## **7. Payment**

The successful bidder will have to pay the entire quoted/offered amount in the form of Bank Demand Draft drawn in favour of DDO, Regional Passport Office, Ahmedabad payable at Ahmedabad within two working days after receipt of letter regarding award of contract, failing which the contract may be cancelled.

## **8. Lifting of obsolete/unserviceable old computer hardware & peripherals**

(a) The successful bidder shall be required to lift all e-waste - old/obsolete/unserviceable computer hardware and not selectively from the designated place to their premises on "**AS IS WHERE IS BASIS**" within two working days after depositing the full amount.

(b) In case, the successful bidder deposit the full amount within a stipulated period but fails to lift the articles in the scheduled time, this office shall not take responsibility for safe custody of the articles.

(c) No damage shall be caused to the existing property of this Office or any other Offices in the premises while removing the materials from the site. Any loss/ damage to the property of this office or in the premises or injury or personal accident suffered by any person due to negligence or action of the successful bidder or his authorized worker/supervisor will be borne by successful bidder and they will be indemnified.

(d) Goods/material will be removed under the supervision of designated Officer(s) of this office. Materials will have to be removed within the time stipulated in acceptance letter. No



extension of time will be given under ordinary circumstances. However, extension of time may be granted provided convincing and satisfactory reasons for such delay is given in writing by the successful bidder. Delay, beyond the stipulated time, may entail cancellation of the award/order.

(e) All the charges i.e. loading, unloading and transportation to be incurred in course of lifting of items from the designated place shall be borne by the successful bidder.

## **9. Submission of Undertaking for Disposal of e-Waste**

The successful bidders shall submit an undertaking (Annexure - V) that e-waste items out of old/obsolete/unserviceable computer hardware etc. will be stored/process/disposed off as per Rule 12 of Chapter IV of e-Waste (Management and Handling) Rules, 2011.

## **10. Other terms and Conditions**

(a) In the event of failure of the successful Bidder to lift the items in the stipulated time frame, legal action may also be initiated. Further, the Bidder will be blacklisted for further business with this office and the Contract will be awarded to next Highest Bidder to lift the item(s) at H1 rate(s).

(b) The bidder should also enclose the certified copy of the valid registration certificate issued by the Central Pollution Control Board or the State Pollution Control Committee along with the tender document failing which the tender will be rejected. The successful bidder shall produce the original certificate before lifting of the items from said location.

(c) No bidder will be allowed to withdraw after submission of quotation/opening of the quotation.

(d) This quotation/bid is non-transferable.

(e) Each page of the quotation document should be signed by the bidder(s). Incomplete and unsigned quotations are liable to be rejected.

(f) If a firm violates any of these terms & conditions, the same shall be blacklisted and other legal action may be initiated.

(g) This office reserves the right to accept or reject any quotation without assigning or communicating any reason thereof and to take any decision relating to the quotation including the cancellation of the quotation notice.

(h) Any corrigendum / addendum / errata etc. in respect of above quotation notice shall be made available Notice Board only.

sd/-

Sr. Superintendent