

Serial No:



KENDRIYA VIDYALAYA SIKAR

TENDER DOCUMENTS
FOR

Disposal OF CONDEMNED IT ITEMS
(2020-21)

NOTICE INVITING TENDER

The Tender document contains Four parts, namely:-

1. Part-I TERMS & CONDITIONS
2. Part-II TECHNICAL BID PROFORMA WITH CHECK LIST OF DOCUMENTS TO BE ATTACHED WITH IT, AUTHORIZATION LETTER and AFFIDAVIT
(Annexure A , Annexure A1 and Annexure A2)
3. Part-III COMMERCIAL BID , AND BID DETAILS OF OBSOLETE ITEMS
(Annexure B and Annexure B1))
4. Part-IV LIST OF IT ITEMS TO BE CONDEMNED
(Annexure C)



PART – I

NOTICE INVITING TENDER FOR DISPOSAL OF CONDEMNED IT ITEMS TERMS AND CONDITIONS

Sealed tenders are invited under two bid system from the registered firms having registration certificate issued by Central Pollution Control Board or any concerned State Pollution Control Board for Recycling / Re-processing of E waste with the current validity. Two bids i.e. Technical & Financial bids to be submitted in **separate sealed envelopes "A" and "B"**.

As per the tender documents there shall be two types of bids namely **Technical bid and Commercial bid**. The technical bid and commercial bid should be submitted in separate sealed envelopes marked as 'A' and 'B' respectively addressed to the **PRINCIPAL KENDRIYA VIDYALAYA NH-11, SABALPURA, SIKAR**. The Technical bid must accompany the Earnest Money Deposit of Rs. 5,000/- (Rupees Five Thousand only) in the form of demand draft of any Scheduled Bank in favour of '**PRINCIPAL KENDRIYA VIDYALAYA SIKAR VVN**' payable at **Sikar**. The tenders containing Technical bid and Commercial bid in separate envelopes as mentioned above should be put and **sealed with wax in an outer cover** (bigger envelop super- scribed as "Tender for Disposal of Condemned IT items 2019-20") and addressed to the **PRINCIPAL KENDRIYA VIDYALAYA NH-11, SABALPURA, SIKAR**. The tenders will be received by hand **till 10.09.2020** up to **10.00 AM**. The tender received **unsealed / incomplete** or after stipulated date and time shall be summarily rejected.

The Technical Bids in envelope "A" will be opened on **10.09.2020 at 11.00 hrs** in the presence of the authorized representative/s of the bidders, who wish to be present in the **Campus / Premises of KV SIKAR**. The financial bid will be opened **on 10.09.2020 at 02.00 PM** only after finalization of **technical bid**.

Technical specification

All pages of the tender should be signed by the bidder with seal. The technical and commercial bids shall be duly filled in and submitted in original. The writing should be clear and legible. Where figures are furnished, the same are to be written in words also within brackets. All columns in the tender documents should be filled up. Attach separate sheets wherever necessary.

1.	Description of work	Tender for Disposal of Condemned IT items 2020-21
2.	Volume of Work	As given in the Commercial bid
3.	Specification of the items	As given in the Commercial bid
4.	Owner	KV SIKAR
5.	EMD	Rs 5000/- (Rupees Five Thousand only) BY DD favoring "PRINCIPAL KV SIKAR VVN" Payable at SIKAR)
6.	Date of Inspection / verification of Items	07.09.2020 & 08.09.2020
7.	Time of lifting of items	Within 15 days from date of auction.
8.	Schedule of submission of Tender	Till 10.09.2020 up to 10.00 AM.
9.	Tender Date & time of opening of Technical Bid	On 10.09.2020 at 11.00 AM
10.	Date & Time of opening of Commercial Bid	On 10.09.2020 at 02.00 PM

Submission of sealed envelope of tender containing Technical and Commercial Bid will be as follows.

Part – I Terms and Conditions –To be submitted by the bidder along with the technical bid. Each and every page should be signed by the bidder indicating the acceptance of all the terms and conditions.

Part – II Technical Bid – Consist of Annexure A, Annexure A1 and Annexure A2 (An affidavit regarding that the firm has never been blacklisted on Non Judicial Stamp Paper of Rs. 100/-) and to be submitted in original , completed in all respect along with duly self- attested documents.

Part- III Commercial Bid Forms – Consist of Annexure B and Annexure B1 , to be submitted in original ,completed in all respect.

- a. The Terms and Conditions as prescribed in Part- I and Technical bid in Part – II of the tender documents should be filled in original and should be sealed in a separate envelope "A". The Technical Bid should be super scribed as "**Technical Bid Envelope "A"**".

- b. The commercial bid as prescribed in Part- III of the tender document should be filled in original and sealed in a separate envelope "B". The commercial bid envelope be super scribed as "**Commercial Bid Envelope**"B".
- c. The tender comprising the technical and commercial bid should be signed by all the partners in case of partnership firm and by Managing Directors in case of private/ public limited firm.
- d. The bid must be unconditional and in the format given in the tender documents. Both the envelopes carried (I) Technical Bid – Envelope A (II) Commercial Bid – Envelope B should be put in a single outer bigger envelope sealed and addressed to the **PRINCIPAL KENDRIYA VIDYALAYA , NH-11, SABALPURA,SIKAR** and super scribed "Tender for Disposal of Condemned IT items 2019-20 "

TERMS & CONDITIONS

- 1) The Obsolete items have been kept at premises of KV SIKAR. Such of the intending tenders who want to inspect/verify the equipment, should contact the undersigned for details and satisfy themselves about the items they are bidding for on 07.09.2020 and 08.09.2020 in vidyalaya time.
- 2) The Quotation letter in a sealed envelope should be addressed to " The Principal, Kendriya Vidyalaya SIKAR, latest by 10.00 AM. on 10/09/2020. The Tender should be super scribed on the top of the sealed envelope as "Tender for Disposal of Condemned IT items 2019-20" .
- 3) Sealed tenders complete in all respect should be deposited by By Hand on or before the schedule date and time.
- 4) Bids received after due date and stipulated date and time due to any reason, shall not be considered.
- 5) Only one tender should be kept in one cover. The tender is not transferable. Tender sent by Fax or Post or by email will not be considered.
- 6) In case the bidder fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid amount of earnest money will be forfeited.
- 7) The items shall be sold to the highest bidder; GST will be extra, as applicable and shall be borne by the bidder only. However, The undersigned on behalf of the condemnation committee does not bind himself to accept the Highest quotation and reserves the right to accept the quotation in whole or in part, i.e. with respect to all the articles mentioned in the attached statement or in respect of any one or more than one article specified in the attached statement as may be decided. Also, any of the terms and conditions
- 8) No items, once deposited to the successful bidder, shall be taken back by KV SIKAR on any conditions whatsoever.
- 9) The tenderer should produce the original certificate as well as certified copies of the authorization /registration certificate issued by Central Pollution Control Board or any concerned State Pollution Control Board for Recycler/ Re-processor of E waste with the current validity is must to submit with Tender Document as supportive document failing which the Tender will be rejected.

- 10) For all purpose of the contract including arbitration there under, the address of the tenderer mentioned in the tender shall be final unless the tenderer notifies the changes of address by a separate letter sent by registered post or speed post to the undersigned. The tenderer shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.
- 11) Each page of the bid document should be signed by the bidder(s). Incomplete and unsigned bids are liable to be rejected
- 12) The bidders are required to indicate their PAN Number: 'in their tender since it has been made mandatory by the I.T. Department.
- 13) The tenderer is at liberty either himself or authorize one representative to be present at the time of opening of the tender. The representative attending the opening of the tender on behalf of the tenderer should bring with him a letter of authority in original from the tenderer and a proof of identification on the date and time indicated in the "Schedule of Tender". This event will not be postponed due to non-presence of your representative.
- 14) The tenderer is required to quote a consolidated price only exclusive GST in Annexure B1. The price shall be firm and final. The item wise price will not be acceptable. If tenderer gives item wise price, his tender will summarily be rejected.
- 15) For financial evaluation, the highest bidder shall be chosen based on the figures quoted in Annexure B1.
- 16) The successful bidder has to make full bid payment in the form of Online Via NEFT/RTGS in Account NAME:- M/S KV SIKAR, VVN, A/c No., IFSC Code:- within 15 days after confirmation, failing which the offer will be cancelled. (A/c No and IFSC Code will be provided later to Successful bidder.)
- 17) The successful bidder shall be required to lift all the items from the disposal site to his premises within 15 days after the payment of bid amount. On failure to do so the Principal, KV SIKAR shall have the right to forfeit the entire amount of the bidder and dispose the items to the next highest bidder in such event. Successful bidder shall provide Form 6 at the time of lifting the items.
- 18) The financial bid must be quoted both the figures and words along with GST if any. Any overwriting or erasing the figures shall not be considered for acceptance of the rates offered by the bidder.
- 19) The cost of dismantling, handling and transportation of the obsolete items from KV SIKAR to the tenderer premises will be the tenderer's responsibility and all charges for the same will be borne by the tenderer
- 20) The personnel employed for shifting the items shall strictly obey the safety rules in force and KV SIKAR, will not be responsible for breach of any rules by the personnel of the buyers in any way whatsoever
- 21) The condemned e-waste being disposed is only for recycling. The use of the lifted items in any other form will lead to appropriate legal action. The hard drives in the CPUs should be drilled into or crushed beyond usage before lifting. The successful tenderer will be responsible to ensure this action.
- 22) The successful bidder must provide the Green / Recycling certificate and Form-2 to the Principal, KV SIKAR, after successful recycling /dismantling of the lifted items of the Vidyalaya within the One months after lifting the items.
- 23) The Principal, KV SIKAR reserves the rights to accept or reject any/all tenders without assigning any reason whatsoever and does not bind himself to accept any specific tender.
The decision of the Principal, Kendriya Vidyalaya SIKAR in this regard will be final and binding to-all- parties. Any failure on the part of the tenderer to observe the

prescribed procedure and any attempt to canvas will prejudice the tenderer's quotation. Any attempt on the part of the tenderer to influence in any way for acceptance of his tender will render for rejection.

- 24) A copy of the Valid E-waste Licenses, PAN Card., GSTN Certificate. and Firm Detail will also attach with tender.
- 25) Any amendments modifications Pre Bid replies & any communication etc. will be uploaded on Vidyalyaya website. No individual communication will be sent to the individual bidder.
- 26) The authority reserves the right to accept the tender in whole or in part, as may be decided. Any dispute shall be subject to the jurisdiction of appropriate Hon'ble Court at **Sikar** only.

EARNEST MONEY DEPOSIT :

- 27) The EM Deposit of **Rs. 5,000/- (Rupees Five Thousand only)** will be deposited by the tenderer through bank DD drawn in favour of **"PRINCIPAL KV SIKAR VVN"** In the event of acceptance of tender, the amount of earnest money will be adjusted against Security Deposits. The tender without EMD will be summarily rejected.
- 28) The EMD of those firms whose tenders are not approved will be returned with NEFT / RTGS or by original DD. The bid security of the unsuccessful bidder will be returned within 30 days after the award of the contract.
- 29) **The bid security of the successful bidder will be returned only after producing the Form -6 , Green / Recycling Certificate and Form 2 .**

30) UNRESPONSIVE TENDERS

The following kind of tenders will be treated as unresponsive tenders:

- i) Not meeting the qualifying criteria i.e. carrying required financial/solvency status, registered With the appropriate authorities for carrying out the described work, furnishing the declaration regarding blacklisting on stamp paper etc .(mentioned in Part – I – Terms & Conditions)
- ii) Tender not enclosed with the required DD of EMD amount of Rs.5,000/- (Rs. Five thousand only).
- iii) Unsigned tender document/terms & conditions/pricing bid document.
- iv) The tenderer not agreeing to any of the terms & conditions so listed. The bidder should not impose any counter condition and in such case tender shall be liable to be summarily rejected.
- v) The contractor shall not assign or make over the contract, the benefit or burden thereof to any other person or persons or body corporate. No under letting or subletting to any person or body corporate for the execution of the contract or any other part thereof is permitted under any circumstances.
- vi) Unsealed tender form will be treated as unresponsive.

- 31) **FALSE INFORMATION:** In the event of furnishing false/ incorrect information by the bidder, the EMD in respect of such bidder shall be forfeited. Further during the performance of the contract if it is detected that the contract has been obtained by furnishing the false/ incorrect information in the tender, the agreement is liable to be terminated and performance security and other payments due to the contractor shall be forfeited without prejudice to the contractor liable to be black listed accordingly.

For technical qualification is liable to be relaxed by the undersigned in the interest of the organization, if felt necessary. Accordingly, **the Principal KV SIKAR reserves the right to reject any or all tenders without assigning any reasons thereof, either in full or in-part.**

- 32) **INTEGRITY PACT:** - The successful bidder has to sign the integrity pact in the prescribed format of KVS before entering into the contract.
- 33) The following documents must be attached along with the technical bid otherwise the quotation will not be accepted.
- a) The Registration of the Firm
 - b) VAT/TIN/GST Certificate
 - c) Service Tax Certificate
 - d) PAN Card copy

(KAILASH CHAND MEENA)
PRINCIPAL
KV SIKAR

AGREEMENT

I/ We hereby undertake that all the technical and commercial tender conditions and other terms & conditions mentioned in this document from **1 to 33** or any changed conditions prior to the dead line for submission of the bids shall be accepted to me/us and I / We shall abide by the same fully.

(Signature of Prop./ Manager) Full name with date
/Rubber Stamp/ TIN/ VAT/GST No. etc.of the firm.

PART – II (Envelope “A”)

ANNEXURE –A

TECHNICAL BID FOR Disposal of Condemned IT items 2019-20

GENERAL INFORMATION ON PROFILE OF THE BIDDER AND ATTACHMENTS

- 1.1 Registration certificate issued by Central Pollution Control Board or any concerned State Pollution Control Board for Recycling / Re-processing of E waste with the current validity.
Attached/Not attached
- 1.2 Name of the Firm:-----
- 1.3 Nature of the Firm: Public / Private/ Partnership/Proprietorship :-----
- 1.4 Address with Phone No / Mobile No. , Fax and E-mail.:-----
- 1.5 Firm Registration No.:-----
- 1.6 Copy of the PAN Card in the name of firm. :-Attached/Not attached
- 1.7 Copy of GST No. :-Attached/Not attached
- 1.8 Copy of latest IT Return/Clearance Certificate for 2017-18 & 2018-19 of firm:- Attached/Not attached
- 1.9 An affidavit regarding that the firm has never been blacklisted on Non Judicial Stamp Paper of Rs.100/-. :- Attached/Not attached
- 1.10 Details of Earnest Money Deposit (EMD) – Amount: Rs.5000/- (Rupees Five Thousand only) in favour of “PRINCIPAL SIKAR VVN ” :- Attached/Not attached
- 1.11 Documents for partnership firm / other firm, if applicable : - Attached/Not attached
- 1.12 Representative Authorization Letter . Attached/Not attached
- 1.13 All enclosures should be signed with Firm Seal by the owner/Partner/Director:-Attached/Not attached
- 1.14 Terms and conditions duly signed in token of acceptance of all T&Cs from 1 to 33 above as in Part I of the Tender .

Note:-

1. All the documents submitted should be in original as well as self- attested and stamped by the bidder.
2. Bidder will not enclose any other additional documents other that asked above.
3. All the pages of the above enclosures will be serially numbered and the total number of enclosed pages should be mentioned as (Total No. of page enclosed)

It is certified that I/ We have read and understood the above Technical specifications and will submit the rates according to the items given in Annexure “C”. If I / We fail to fulfill any criteria of terms and conditions of the tender, my / our tender will be automatically cancelled.

Signature of the bidder
Authorized person with seal

ANNEXURE 'A1'

Ref: _____

Date: _____

To

The Principal,
Kendriya Vidyalaya,
Sikar.

Subject: - Representative Authorization Letter.

Ms. /Mr. _____ are hereby authorized to sign relevant documents on behalf of the Company in dealing with Tender No.

F.....

dated.....He is also authorized to attend meetings & submit Technical & commercial information as may be required by you in the course of processing above said application.

Authorized Signatory

Representative Signature

Signature Attested

(To be furnished on non-judicial stamp paper duly attested by the Notary).

AFFIDAVIT

I/We M/s are registered as _____ as per
Registration Certificate No. _____ Issued
by _____ having registered office at
_____. I/We do hereby declare and
solemnly affirm that I/We have not been Black-Listed, nor mine / our
Tenders or Orders have ever been cancelled by any State/UT/Central
Government or any partner or shareholder either directly or indirectly
connected with or has any subsisting interest in the business of my/our
firm nor any legal proceedings have ever been initiated/pending or any
penalty has ever been levied due to delay of payment/non-
payment/misusing the IT Items by any State/UT/Central Government or
by any authority.

DEPONENT

Place: _____

Dated: _____

Verification

I/We do hereby solemnly declare and affirm that the above
declarations are true and correct to the best of my knowledge and belief.
No part of it is false and nothing has been concealed therein.

DEPONENT

Checklist of Documents to be enclosed along with Technical Bid.

Technical Bid shall be opened first and evaluated. The financial bid will be opened only for the firms which qualify in the technical bid evaluation. **Self- attestation of the following each and every document is required to be submitted with the Technical Bid by the bidder along with seal.**

1. Firm registration certificate issued by Central Pollution Control Board or any concerned State Pollution Control Board for Recycling / Re-processing of E waste with the current validity
2. The Demand Draft for Rs.5,000/- (Rupees Five thousand only) towards EMD amount. Cheques will not be accepted in any circumstances and tender will be treated as received without EMD and hence unresponsive.
3. Terms and conditions duly signed in token of acceptance of all T&Cs from 1 to 33 above as in Part I of the Tender.
4. Authorization letter (ANNEXURE A1)
5. An affidavit regarding that the firm has never been blacklisted on Non Judicial Stamp Paper of Rs100/-. (ANNEXURE A2)
6. Along with the quotations, a copy of GST certificate, and any other certifications from concerned authorities etc. been closed.
7. Latest IT Return of the firm for the year 2017-18 & 2018-19.
8. Copy of the PAN Card in the name of firm.
9. Documents for partnership firm / other firm, if applicable
10. Any other documents as required by the text inside the documents.

Signature of the bidder with date &
Seal of the firm.

PART – III COMMERCIAL BID

ANNEXURE -B

(To be submitted in original along with the tender) (Envelope-B)

Date:_____

The Principal,
Kendriya Vidyalaya,
Sikar.

Subject: Submission of Commercial Bid for Disposal of Condemned IT items 2019-20

Sir,

Having examined the tender documents, terms and conditions stipulated therein, specification of work etc., I/We, the undersigned offer to execute the work of Disposal of Condemned IT items in conformity with the said specifications and conditions of contract.

If my / our bid is accepted, I/we will be agree to lift all the items from the disposal site to my / our premises within 15 days after the payment of the bid amount. I / We will use the IT items only for recycling not for any other purpose. I / We will provide form -6 at the time of lifting the items and the Green / Recycling certificate with form-2 to the Principal, KV SIKAR, after successful recycling /dismantling of the lifted items of the Vidyalaya within the one months after lifting the items.

**Signature of the Bidder
With full Name & Seal**

ANNEXURE-‘B1’

BID DETAILS FOR OBSOLETE ITEMS :

Name and address of the bidder: _____

(In Capital letters) _____

PAN _____

GST _____

Telephone No. /Mobile no. _____

E-mail _____

Registration No. With CPCB/SPCB _____

Date of issue of Registration _____

I/We have inspected the obsolete items and interested to purchase the same on “As is where is basis” My/ Our offer for the items is given below:

Quote Rs. (In Figure----- (Consolidated Price of All

Items) Rupees (In words)-----

I/We gone through the items and conditions given in the bid document and agree with the same. I/We understand that in the event of non-compliance of the terms and conditions of the bid, my EMD shall be forfeited by “**The Principal, Kendriya Vidyalaya Sikar** ” A copy of the terms and conditions with its all pages signed, in token of acceptance of the same is enclosed.

Signature of Bidder:

Place:

Date:

Name:

Designation:

Seal

ANNEXURE-‘C’

List of IT items to be condemned

S. No.	Name of The Articles	Stock Reg Page no vol1/2	Quantity Damaged/ Broken	Total Cost of Broken / Damaged Articles	Date of Purchase
1	2		3	4	5
2	HCL (CPU+MONITOR)	02 VOL 1	6	199200	24.03.2008
3	HCL (CPU+MONITOR)	03 VOL 1	1	65000	31.03.2007
4	HCL (CPU+MONITOR)	38 VOL 1	6	159600	30.03.2009
5	WIPRO (CPU+MONITOR)	44 VOL 1	8	267520	21.03.2011
6	PRINTER (HP 1020)	5 VOL 1	1	5200	24.03.2008
7	SCANNER	30 VOL 1	1	3693	21.03.2011
8	EXTERNAL HARD DRIVE	31 VOL 1	1	7650	31.03.2006
9	COMBO DRIVE	29 VOL 1	4	4600	31.03.2006
	Total			700213	