



भारत सरकार / GOVERNMENT OF INDIA
पोत परिवहन मंत्रालय / MINISTRY OF SHIPPING

नौवहन महानिदेशालय, मुंबई
DIRECTORATE GENERAL OF SHIPPING, MUMBAI

NOTICE INVITING TENDER

File No.: 11-33/8/2024-COMP – DGS

Date: 18.12.2024

Subject: Disposal of E-Waste – Old/Obsolete IT Equipment on "As Is Where Is Basis"

1. Introduction

The Directorate General of Shipping invites sealed bids for the disposal of old, obsolete, and unserviceable IT equipment, including desktops, printers, and other hardware. The disposal will be conducted on an "As Is Where Is Basis" through a competitive tender process.

2. Eligibility Criteria

Bidders must meet the following criteria:

- Registered as Recycler/Re-processor/Dismantler of e-Waste with the Central or State Pollution Control Board.
- Provide an undertaking regarding non-blacklisting by any government entity.
- Registered with GST/Service Tax/VAT authorities.

3. Inspection of Items

Inspection can be carried out at Directorate General of Shipping, 9th Floor Beta Building, i-Think Techno Campus, Kanjurmarg (East), Mumbai - 400 042, between December 18, 2024, and December 26, 2024, from 11:00 AM to 3:00 PM. Queries must be raised during the inspection period.

4. Earnest Money Deposit (EMD)

No EMD or Bid Security is required.

5. Minimum Reserve Price

A minimum reserve price is set for the disposal.

6. Bid Validity Period

Bids should remain valid for **two months** from the opening date.

7. Submission of Bids

Bidders must submit the following documents in sealed envelopes:

- Eligibility documents (Annexure I).
- Financial Bid (Annexure III).

वीटा बिल्डिंग, 9वीं मंजिल, आई थिंक टेक्नो कैम्पस, कांजूर गाँव रोड, कांजूरमार्ग (पूर्व) मुंबई-400042

9th Floor, BETA Building, I-Think Techno Campus, Kanjur Village Road, Kanjurmarg (E), Mumbai-400042

फ़ोन/Tel No.: +91-22-2575 2040/1/2/3 फ़ैक्स/Fax.: +91-22-2575 2029/35 ई-मेल/Email: dgship-dgs@nic.in वेबसाइट/Website: www.dgshipping.gov.in

- Supporting documents.

Bids must be submitted by **December 26, 2024, 3:00 PM**, to **Directorate General of Shipping, 9th Floor Beta Building, i-Think Techno Campus, Kanjurmarg (East), Mumbai - 400 042.**

8. Procedure for submission of Bids:

- Sealed Envelopes should be submitted in single cover superscribing "Disposal of dead stock i.e. e-waste " Name of the agency and contact person details should be mentioned on the envelope, failing which, the bid will be rejected.
- The tender shall be submitted to ADG, (IT & E-Governance), Directorate General of Shipping, Mumbai, in person or through post/courier.
- Non-adherence to the requisite compliance with regards to the conditions will result in rejection of the tender document and no appeal/request will be entertained.
- The last date for submission of quotation is 26/12/2024 till 1500 hrs.
- Interested bidders must be registered as Recyclers for disposal of E-Waste with Maharashtra Pollution Control Board.
- Unsealed quotation will not be accepted.
- Bids received late, unsealed and without superscription are liable to be rejected.
- Incomplete, ambiguous and conditional tenders are liable to be summarily rejected.

9. Opening of Bids

Bids will be opened on **December 27, 2024 at 1700 Hrs**, in the presence of the bidders or their representatives at the above address.

Authorized representatives must carry a letter of authority and proof of identification.

10. Evaluation and Award Criteria :-

1. Selection Basis:

- The tender will be awarded to the bidder quoting the **highest price (H1)**, subject to meeting all eligibility and compliance requirements as stated in the tender document.

2. Eligibility Evaluation:

- Only those bidders who satisfy the eligibility criteria specified under the "Eligibility Criteria" section will qualify for financial evaluation.
- Any bidder failing to meet the eligibility requirements or providing incomplete/false information will be disqualified.

3. Financial Evaluation:

- Among the eligible bidders, the bidder offering the highest quoted amount for the disposal of e-waste items will be selected.

4. Tie-Breaker:

- In case two or more bidders quote the same highest amount (H1), the selection will be based on the following criteria in order of priority:
 - a. **Experience:** Bidder with a longer history of compliance and registration with the Pollution Control Board.

b. **Operational Capacity:** Bidder with greater documented capacity to handle e-waste recycling/dismantling.

5. **Award Notification:**

- The successful bidder will be notified through an **Award of Contract Letter**, specifying the terms and conditions of the contract, payment details, and lifting schedule.

6. **Forfeiture Clause:**

- If the H1 bidder fails to comply with the terms (e.g., payment or lifting deadlines), the Directorate reserves the right to:
 - a. Award the tender to the next highest bidder (H2), provided their quote meets or exceeds the minimum reserve price.
 - b. Recover penalties or take legal action as outlined in the "Penalty Clause."

7. **Directorate's Discretion:**

- The Directorate reserves the right to reject any bid, including the highest quoted bid, without assigning any reason

11. **Payment**

The successful bidder must deposit the full quoted amount via Bank DD /Pay Order in Favor of **Directorate General of Shipping at Mumbai** within **two working days** of receiving the award letter.

- **Penalty for Delay in Payment**

1. Failure to make payment within the stipulated timeline will attract a penalty of **1% of the total quoted amount per day of delay**, subject to a maximum penalty of **10% of the total quoted amount**.
2. If the bidder fails to make the payment even after the maximum penalty is imposed, the Directorate reserves the right to:
 - Cancel the award of the contract.
 - Forfeit the bidder's eligibility for future tenders.
 - Blacklist the bidder and take appropriate legal action.

12. **Lifting of E-Waste**

- The successful bidder must lift all materials on an **"AS IS WHERE IS BASIS"** within **two working days** after payment.
- Loading, unloading, and transportation costs are to be borne by the bidder.
- Any damage to property or injury caused during removal will be the bidder's responsibility.

- **Penalty for Delay in Lifting E-Waste**

1. The successful bidder must lift all materials on an "As Is Where Is Basis" within **two working days** of making the full payment.

2. Failure to lift the materials within the stipulated timeline will result in a penalty of **₹1,000 per day of delay**, up to a maximum of **₹10,000 or 10% of the total quoted amount**, whichever is higher.
3. After the maximum penalty is reached, the Directorate reserves the right to:
 - Reassign the disposal rights to the next highest bidder.
 - Recover any additional costs incurred from the defaulting bidder.
 - Blacklist the bidder and initiate legal proceedings

13. Compliance with E-Waste Rules

The successful bidder must submit an undertaking for disposal per the **E-Waste Management Rules, 2022**.

14. General Terms and Conditions

- No partial lifting of items is allowed.
- All taxes, including GST/VAT, must be borne by the bidder.
- The Directorate reserves the right to reject any bid without assigning reasons.
- Conditional bids will not be entertained.
- Withdrawal of bids post-submission is not allowed.
- The Directorate reserves the right to accept/reject any bid without assigning reasons.
- Legal action may be taken for non-compliance with terms, and defaulters will be blacklisted.

M-TS

(Ravi Kumar Moka)

Deputy Director General of Shipping

18/12/2024

Annexure -I

Eligibility Criteria for Disposal of e-waste-old/ obsolete Computer Hardware & Peripheral.

Sr No.	Description	Information
1	Name of the Firm (Agency) Company	
2	Address of the Firm/agency/Company (Enclose copy of address proof)	
3	Contact Details	Telephone/Mobile No.
		Email id:
4	Name of the Directors of the Firm/Agency	
5	Other Details (Enclose Copy)	PAN No.
		GST Registration:
		Registration certificate no. issued by Centre/state Pollution Board

Annexure II

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 Authorized signatory with stamp
(Name of the person)

Annexure -III

Financial Bid for Disposal of E-Waste: Old Computer Hardware and Peripherals

Name of the Bidder/Firm:

Address of the Bidder/Firm:

Telephone/Mobile No:

Email ID:

Description of Item	Total Quoted Amount (In Rs)	Remarks
e-Waste items mentioned at Annexure -IV		

The total price should be inclusive of all Miscellaneous Charges like transportation, labor or any other expenses etc. I/We declared that I/my representative has 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" at the total Quoted amount in the above table. I/We understand that in the event of non-compliance of the terms and conditions of the tender my/our bid will be cancelled. I hereby also declared that firm is registered with Central Pollution Control Board or State Pollution Control Board as authorized recycler/re-processor/dismantler and having environmentally sound management facilities for collection, disposal/recycling of e-waste.

Date:

Signature of Authorized Signatory with stamp
(Name of the person)

Annexure-IV

List of obsolete IT Assets for Disposal.

SR.NO	Name of IT Assets	Count	Status
1	C.P.U	51	Not Functioning
2	MONITOR	36	Not Functioning
3	Printer	32	Not Functioning
4	Scanner	2	Not Functioning
5	MOUSE	38	Not Functioning
6	KEYBOARD	61	Not Functioning
7	XEROX MACHINE	3	Not Functioning
	Total	223	