

IFCI Limited
IFCI Tower, 61, Nehru Place
New Delhi- 110019

Ref: IFCI/HO/IT/Sale of IT Scrap/2019-20/01

Date: 27th August, 2019

Subject: Inviting Quotations for E-waste (IT Scrap Items)

IFCI Ltd., New Delhi intends to sell the E-waste (IT Scrap Items) on "as is where is whatever there is" basis, lying at IFCI Tower, 61 Nehru Place, New Delhi-110019. Sealed quotations are invited from the interested parties for the sale of scrap materials. Interested parties can drop their bids in the drop box kept at IFCI Tower, 61 Nehru Place, New Delhi-110019 latest by 11.09.2019 up to 2.00 PM.

Key Events & Dates

S. No.	Description	Timeline
(i)	Name of Work	Sale of E-waste (IT Scrap Items)
(ii)	Tender Notice No	IFCI/HO/IT/Sale of IT Scrap/2019-20/01
(iii)	Tender Fee	Nil
(iv)	Bid Security / EMD	Rs. 5,000/- by way of Demand Draft
(v)	Date of Inspection of IT Scrap Material at IFCI Tower, 61 Nehru Place, New Delhi- 110019	On any day from 29.08.2019 to 02.09.2019 between 10:00 am to 12.00 noon (except Saturday/Sunday) at IFCI Limited having its office at IFCI Tower, 61 Nehru Place, New Delhi-110019
(vi)	Last Date of Submission of Quotation	11.09.2019 up to 2.00 P.M.
(vii)	Opening of Quotations	11.09.2019 at 3.00 P.M. at IFCI Tower, 61 Nehru Place, New Delhi- 110019, New Delhi
(viii)	Address for Submission of Quotations	General Manager(IT) IFCI Limited, IFCI Tower 61 Nehru Place New Delhi-110 019 Tel.: 011-41732145/26487444/41732000.
(ix)	Time allotted for removal of scraps item from IFCI's premises.	Within 7 days from the date of award of work
<p>Note: Notice for amendment if any, shall be hosted on IFCI website www.ifcilttd.com under the link https://www.ifcilttd.com/?q=content/procurement-goods-and-services.</p>		

Contact Person: In case of any query, you may contact

Shri Rajesh, AGM (IT) at (011-41732154) or drop an email at: it-operation@ifcilttd.com

(II) TERMS & CONDITIONS

1. Procedure For Submission of Bid

- 1.1 The Bidder will have to deposit EMD of an amount of Rs. 5,000-(Rupees Five Thousand only) in the form of Demand Draft drawn from any Nationalised / Schedule Bank in favour of **"IFCI Ltd."** payable at New Delhi on or before 11/09/2019 up to 2.00 P.M. along with the bid at ground floor at IFCI Tower, 61, Nehru Place, New Delhi.
- 1.2 No interest or any other expenses, whatsoever in regard to EMD will be payable by IFCI.
- 1.3 The quotations shall be submitted in a sealed cover duly stamped and super-scribed on top of the envelope **"Sale of E-waste (IT Scrap Items)"**. The bids can be dropped in the Tender Box kept at Ground Floor at IFCI Ltd., 61, IFCI Tower, New Delhi - 110019 or the same may be sent through 'Speed Post/Registered Post/By Courier', however IFCI takes no responsibility for any postal delay. Bids sent through email/Fax/Telex will not be entertained. Once the tender is submitted no withdrawal will be allowed.
- 1.4 Bid should be submitted in the prescribed form given at the end of this document. Incomplete bids shall be rejected summarily.
- 1.5 No Bid (s) submitted or received by post after the specified date and time shall be accepted or be eligible for consideration.
- 1.6 In the event of office remaining closed on the date of opening of the bids for any unforeseen reason, the quotations shall be received and opened on the next working date.
- 1.7 Bidder should sign on all the pages of this document.

2. Criteria for Pre-Qualification: The Bidder shall submit all the supporting documents along with undertaking for inspection of site where IT scrap lying i.e. at IFCI Tower, 61 Nehru Place, New Delhi- 110019, New Delhi **as stipulated in Annexure 1 & 2.**

3. Inspection, Quality & Quantity of Material

- 3.1 The goods are offered purely on **'AS IS WHERE IS whatever there is'** basis. Pick and choose method of collection is strictly prohibited.
- 3.2 The bidder should thoroughly satisfy themselves about the nature, conditions and quality of material at the time of inspection.

- 3.3 The Scrap item is sold on LOT basis. The entire material lying in the lot will have to be lifted by the purchaser so as to clear the entire lot at a time.
- 3.4 The IT Scrap Items shall be kept open for inspection. The interested bidders may inspect the tendered goods/items On any day from 29.08.2019 to 02.09.2019 between 10:00 am to 12.00 noon (except Saturday/Sunday) at IFCI Limited having its office at IFCI Tower, 61 Nehru Place, New Delhi-110019. The person inspecting the items should record their firm's name, his name, and his position in the Inspection Register. The person should produce identify proof like authorization letter in their letter head/visiting card/ identification card, driving license, passport, PAN card etc. before inspection.

4. **Acceptance of Offer**

- 4.1 IFCI reserves the right to accept or reject highest bid without assigning any reason and may sell the material to one or more than one bidder or cancelled the entire sale process all together as it may deem fit and no claim / complaint in this regard from the highest bidder will be entertained The successful bidder will be intimated about acceptance of their offer through **Registered Post /Telephonically/an Email.**
- 4.2 The bidder should return the duplicate copy of the Order duly signed and stamped as token of acceptance along with undertaking on Rs 100 stamp paper as per annexure 4 on or before 11/09/2019.

5. **Payment Terms**

- 5.1 The successful bidder should remit the entire sale proceeds (quoted value) plus applicable taxes in the form of Demand Draft in favour of IFCI Ltd., IFCI payable at New Delhi within **7 days** from the date of issuance of Order or as specified in the Order. The successful bidder shall submit the requisite Demand Draft before picking the scrap from the IFCI premises.
- 5.2 In case of default in payment within the time limits as specified above, the Order automatically stands cancelled.
- 5.3 IFCI reserves the right to accept or not to accept payment beyond the specified time limit.

6. **Lifting Period & Default in Delivery**

- 6.1 Entire Quantity has to be lifted within **7 days** strictly as per Work order/Delivery Advice, which will be issued by IFCI upon realisation of the Demand Draft submitted by the successful bidder (buyer). Any delay in taking Delivery of materials beyond the specified

period may attract forfeiting of EMD Amount and may lead to termination of the Sale Order/Work Order.

- 6.2 IFCI reserves the right to allow or not to allow the buyer to lift the materials after the expiry of stipulated delivery period.
- 6.3 In the event of the material not lifted by the buyer in entirety the contract stands automatically cancelled thereby forfeiting the sale proceeds deposited by the bidder.
- 6.4 The entire Sale Proceeds has to be paid by the bidder (buyer) before he is allowed to lift the Scrap.

7. Collection & Disposal/Recycling of Material

- 7.1 Lifting of all scrap from "as is where is whatever there is " basis will be the total and complete risk and responsibility of scrap purchaser only.
- 7.2 The buyer should follow the procedure of IFCI with regard to entry of vehicle, issue of material in force at the time of taking delivery. Cost of segregation / cutting / bundling / loading / unloading /transportation etc. of scrap materials are to be borne by the buyer (s).
- 7.3 All statutory requirements including environment, health, safety and labour enactments, e-waste norms as applicable should be strictly followed in respect of persons employed by the successful bidder/buyer(s).
- 7.4 The buyer shall be solely responsible for proper disposal/recycling of the items by fulfilling the prevalent Environment Laws/compliances (Refer Annexures)
- 7.5 The buyer's representatives, workers, lorry drivers and others will have to strictly observe the working hours and regulations regarding the discipline and security while they are inside the premises of IFCI. Any violation of the regulation regarding discipline and security may lead to forfeiture of Security Money and termination of the Order/contract by IFCI at their discretion.
- 7.6 The selected bidder must not indulge in any corrupt or unlawful practice while executing the work. If any such case is reported and established, IFCI will have full rights to forfeit the Security Money and terminate the contract.
- 7.7 The selected bidder will be allowed to take delivery of items during office hour of IFCI Ltd., New Delhi with prior intimation.
- 7.8 The Successful Bidder shall submit an undertaking stating that they are complying with all Statutory Rules, Acts, Guidelines issued by the Central /State Government or Appropriate Authority regarding E-waste Management. In case the Successful Bidder fails to comply with any statutory Rules, Acts, Guidelines issued by the Central /State Government or Appropriate Authority IFCI shall not be responsible for any action taken by the Successful Bidder, it shall be responsibility of the Successful Bidder itself. In the event any letter/notice is received to IFCI which regard to the deficiency/default on the action of the Successful Bidder, than the Successful Bidder shall responsible and IFCI shall not be the responsible for the acts committed by the Successful Bidder.

8. General Terms & Conditions

- 8.1 During evaluation of the bids, IFCI may, at its discretion, ask the Bidder for clarification of his/her bid.
- 8.2 Incomplete and conditional offers are liable for rejection.
- 8.3 No bidder shall contact any official of IFCI on any matter relating to his/her bid from the time of the bid opening to the time the issue of the Order. All bidders are strongly advised to furnish all material information in the bid itself.
- 8.4 IFCI reserves the right to withdraw from Sale the material offered for sale in full or part thereof without assigning any reason whatsoever. IFCI also retains the option to cancel a deal even after issuance of the Order / Delivery Advice.
- 8.5 In the event of any dispute with regard to applicable taxes or any other statutory levies the matter has to be taken up directly with the concerned Authorities by the Successful Bidder.
- 8.6 Intending bidder may seek for any clarification before tendering, submission of offer implies the bidder has obtained all clarification required.
- 8.7 The bidder must sign each and every page of the General Terms & Condition and schedules to the tender which form an integral part of the Tender.
- 8.8 Unless otherwise specified the rates will be considered as basic rate without taxes & duties which will be extra as would be applicable on the date of delivery.
- 8.9 In all the cases, the rates should be quoted both in words and figures. Any alteration and / or overwriting should be duly authenticated by the bidder's signature.
- 8.10 IFCI shall have the right to withdraw / cancel / issue amend to the Tender Document to clarify amend, modify supplement or delete any of the condition clause stated in the tender, for which bidder shall not be entitled to claim any cost, expenses in connection with submission of offer.
- 8.11 All kinds of legal proceedings in any matter arising out of the Contract shall be subject to the jurisdiction of the appropriate legal court at Delhi.
- 8.12 Bidder should comply all the statutory requirements. If any other statutory compliance which are not specified here also need to comply by bidder
- 8.13 The Successful Bidder shall submit an undertaking stating that they are complying with all Statutory Rules, Acts, Guidelines issued by the Central /State Government or Appropriate Authority regarding E-waste Management. In case the Successful Bidder fails to comply with any statutory Rules, Acts, Guidelines issued by the Central /State Government or Appropriate Authority IFCI shall not be responsible for any action taken by the Successful Bidder, it shall be responsibility of the Successful Bidder itself. In the event any letter/notice is received to IFCI which regard to the deficiency/default on the action of the Successful Bidder, than the Successful Bidder shall be responsible and IFCI shall not be the responsible for the acts committed by the Successful Bidder.
- 8.14 The Bidder should submit along with all requisite documents signed, stamped & sealed copy of the RFP accepting all the terms and conditions.

9. **Goods & Services Tax (or Any Other Prevailing Tax):** Taxes including excise duties if any, as applicable shall be extra as mentioned above. Any change in the structure shall be construed based on the date of disposal and the same will have to be paid extra as applicable by the buyer.

Annexure -1**Pre-Qualification Criteria**

Sl. No.	Eligibility Criteria	Document Required
1	Company must be registered with appropriate authorities for all applicable Statutory duties/taxes	Valid document proof of <ul style="list-style-type: none"> • Company profile / factsheet showing the details of information like address of company, recycling Plant address, contact person details(PAN card, Email, Mobile number etc) • Copy of Registration of MSME/NSIC under the category related to E-waste activities etc • Copy of Income Tax registration/ PAN number • Copy of GST registration certificate(both Annexure A & Annexure B (owner details with photograph & company Address)) • Copy of ISO certification under the category related to E-waste activities etc • Copy of Company registration for E-waste collection/ storage/ dismantling/Recycling , copy of Green Certificate (Form 1(A)) • Pollution control certificate (Form-1) issued by Central Govt or State Govt / Consent order (section 25/26) • Form showing the details E-waste Handed over/Generated under applicable categories (Maintaining of record in Form-2 & make available for scrutiny by State pollution control board)
2	Undertaking	On company letter head <ul style="list-style-type: none"> • that inspection of IT scrap carried out at IFCI tower, Nehru Place, New Delhi • Company will not store the the E-waste more than 180 days or within prescribed time limit as per Govt Law • Annual return (e-filing) related to E-waste will be submitted by bidder before the stipulated time line given by Govt or before 31/3/2020. (Form -3) • The Company shall comply with all the guidelines all Statutory Rules, Acts, Guidelines issued by the Central /State Government or Appropriate Authority regarding E-waste Management.
3	EMD details	Details of EMD (amount, bank name, issue date , bank address, payable city name(new Delhi))
4	Contact details along with company name	On company letter head all related details about company & contact person details along with PAN number of company representative
5	Other	All other compliance which are applicable

Annexure -2
Company Letter Head

DECLARATION

I/ we have fully understood the above Terms & Conditions of the Tender which are returned herewith duly signed by me / us as token of having accepted the same and I / We have made our offer keeping in view these Terms & Conditions.

- **Inspection of IT scrap items also done by our representative on _____(date).**
- **I/we will not raise any issue after lifting the IT Scrap Items.**
- **I/we will lift the Items after the payment acceptance from IFCI.**
- **I/We will provide all certificates to IFCI pertaining to e-waste norms.**
- **Registration of company is valid for (no of years)**
- **We will send the proof of e-filing to IFCI after the filling the return within stipulated guidelines or time frame by Govt of INDIA.**
- **We shall comply with** all Statutory Rules, Acts, Guidelines issued by the Central /State Government or Appropriate Authority regarding E-waste Management and ensure that we shall comply with all Environmental Laws or other applicable Laws relating to E-waste Management.
- We further, undertake to indemnify IFCI if any notice is received by IFCI for any default/action of our team/members and respond to the appropriate Authority.

Signature of the Buyer

Full Name and Seal with Place & Date:

Annexure -3

(III) SEALED TENDER

COMMERCIAL BID FOR THE SALE OF SCRAP MATERIALS

(In Firm's/Company's/Buyer's Letter Head)

From (Company/Firm/Buyer Address):

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.....
.....

To

The General Manager
IFCI Ltd., IFCI Tower,
61, Nehru Place
New Delhi- 110019

With reference to above Tender Notice (**Ref:** IFCI/HO/IT/Sale of IT Scrap/2019-20/01 dated 22/08/2019 , I/ We (Name and Address of the Firm/ Bidder) offer our rate/price as mentioned below:

Price Bid Table

Price Offered (in Rupees)	
Taxes (in Rupees)	
Total Price Offered including taxes	(in Figures) Rs.
	(in Words) Rupees

Place :

Dated:

Signature of the Bidder with Seal of the Firm/Company

Annexure -4

UNDERTAKING FOR OBTAINING Compliance Certificate (Form 1, Form-1(a) , Form 2 , Form-3, Form-6 or any other applicable proof or compliance certificate) including proof of Annual return (e-filing) related to E-waste from bidder

IFCI Limited,
IFCI Tower, 61 Nehru Place,
New Delhi – 110 019

Re: Sale of IT Scrap (Tender notice no- IFCI/HO/IT/Sale of IT Scrap/2019-20/01)

Please refer to the Bidding process related to Quotations for E-waste (IT Scrap Items) where Agreement dated the _____, 2019, entered by me with IFCI Ltd, Nehru Place, New Delhi in connection with submission of all related compliance certificate including including proof of Annual return (e-filing) related to "Sale of IT scrap (E-waste) under Environment Protection Act and rules frame there under..

In pursuance of the said Agreement dated _____, 2019, I hereby undertake to submitting the compliance certificate(proof) including **proof of** Annual return (e-filing) as early as possible to IFCI Ltd .

SIGNED by the above named
NAME
Bidder)

(Signature by Representative of

In the presence of:

1.

New Delhi

2.

New Delhi