

**GOVERNMENT OF INDIA PRESS,
Santragachi, Howrah: 711 112. [WEST BENGAL]
Phone: 033-2657-5058, 2657-5086**

No.: C/157/Unservicable (Disposed)/Store/2018-19

Dated:22/06/2018.

Tender Id : 2018_DoPTG_351910_1

e-Tender Notice

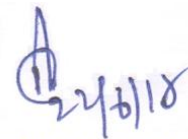
Subject: Invitation of e-Tender for Sale/Disposal of Computer and Peripherals Items from the premises of Govt. of India Press, Santragachi, Howrah.

The P. Manager, Government of India Press, Santragachi, Howrah for and on behalf of the President of India invites e-Tenders for sale/disposal of Computer and Peripherals Items lying in this Press as detailed below:-

S. No.	Brief description of Material/items for sale/disposal	Basis of Disposal	Weight (in Kg.)	Last date for downloading and submission of tender	Date and time for opening of tender	Earnest Money Deposit
1.	<u>Lot No. 1 (Annexure-IV)</u> <u>e-Waste</u> (Monitor, U.P.S., Printer, C.P.U., Key Board, Used Cartridge, Xerox Machine)	AS IS WHERE IS BASIS	225 K.G. Approx.	24/07/2018 11:00 AM	27/07/2018 11:00 AM	Rs. 100/-

Tender Documents can be downloaded from the website <http://eprocure.gov.in> and is also available on the website of Directorate of Printing, New Delhi (www.dop.nic.in).

The interested firms shall have to submit the tenders online at <http://eprocure.gov.in> under Two bid system in the prescribed proforma. **Tenders are to be submitted only online through e-Procurement portal <http://eprocure.gov.in>.** All the documents in support of eligibility criteria etc. are also to be scanned and uploaded along with the Tender Documents. Tenders sent by any other mode will not be accepted. The interested firms can inspect the material for disposal at Government of India Press, Santragachi, Howrah-711 112 on any working day from **25/06/2018 to 16/07/2018** between **10:00 A.M. to 4:30 P.M.** except Saturday, Sunday and Holidays.



(A. K. SINGH BISWAS)
P. MANAGER

Annexure-I**SCOPE OF WORK, ELIGIBILITY CRITERIA AND TERMS & CONDITIONS****1. Scope of Work :**

Sale/Disposal of Computer and Peripherals Items on “as is where is basis” from the premises of the Government of India Press, Santragachi, Howrah-711 112.

2. Eligibility Criteria of Technical Bid :

All the following documents of Technical Bid should be submitted electronically in PDF format and also in the Envelope of Technical bid physically.

- (a) The firm should have at least 01 (one) year of experience in the field of lifting and disposal of e-Waste / Similar work (Documental support).
- (b) The turnover of the firm should not be less than Rupees One Lakh per annum of last three years.
- (c) Photocopy of Income Tax Return of last year.
- (d) The tender should be accompanied by **EMD of Rs. 100/-** for the said material. The EMD must be in form of Demand Draft/Bankers Cheque or FDR drawn in favour of the **Pay & Accounts Officer (Ptg.), Ministry of Housing and Urban Affairs, Kolkata** payable at Kolkata.
- (e) Self attested undertaking that the firm has not been black listed by any Government organization, Undertaking etc. and no Police/Criminal case registered against the firm for any kind of violation of rule/law. (The firms black listed by any of the Government Department will not be considered in the tendering process.)
- (f) Copy of PAN and GST No., either in the name of the proprietor/owner/firm/company.
- (g) **Firm who are having e-Waste handling certificate from the Ministry of Environment and Forest or from State Pollution Control Board can only participate in this tender. Copy of valid certificate issued from the appropriate authority must be attached.**
- (h) All documents are required to be uploaded alongwith the Technical Bid on the CPP Portal. The document to be uploaded should be clearly visible. In case the uploaded documents are not readable, the tender cannot be examined and the bid can be rejected.

3. Bid Evaluation Criteria :

- (a) The online technical bid and tender box kept in the Office of the P. Manager/OIC, Government of India Press, Santragachi, Howrah-711 112 will be open at

11:00 AM on 27/07/2018 by the authorized Officers, in the office of the P. Manager/OIC, Government of India Press, Santragachi, Howrah in the presence of bidders or their duly authorised representative. The date of opening of financial bid of technically qualified bidders will be intimated later on CPP Portal only.

(b) The Bidder shall submit the financial bid in the prescribed format enclosed as **Annexure II** of the tender documents. The bidders are advised to quote their rates as per physical inspection of the said materials lying in the Press. **The H-1 (Highest one) firm will be decided on the basis of highest quoted rate for full Lot.**

4. TERMS & CONDITIONS

- (a) Tender submitted without EMD and not in desired shape is liable to be rejected.
- (b) Only one tender shall be accepted from each tenderer.
- (c) Materials to be sold on “**As is where is Basis**”.
- (d) Quantity may increase or decrease at the discretion of the P. Manager during the course of tender.
- (e) Goods and Services Tax (GST) as applicable on the date of Invoice will be payable by the purchaser as per Govt. orders. Rate of material and GST charges must be quoted separately.
- (f) **Firm who are having e-Waste handling certificate from the Ministry of Environment and Forest or from State Pollution Control Board can only participate in this tender. Copy of valid certificate issued from the appropriate authority must be attached.**

5. The tenderers should thoroughly satisfy themselves about the conditions and quality of the materials. Government of India Press, Santragachi, Howrah gives no guarantee or warrantee of the materials of its quality and its fitness for any specific purpose or use. It should be clearly understood that no claim/complaint about the quality and conditions shall be entertained by P. Manager/OIC, Government of India Press, Santragachi, Howrah.

6. Sale Order: The contract shall be treated as having been entered into as soon as a letter of acceptance by the tenderer and work order is issued by the press to the successful tenderer. The period of contract shall be of 10 (Ten) days from the date of work order by the press against the payment paid by the party. The contract shall be deemed to be completed as soon as the area is cleared by the buyer of the entire materials allotted or on completion of the period of contract as mentioned above, whichever is the earliest.

7. Inspection of material kept for disposal lying in the Press premises: All the bidders are advised to make their own assessment in respect of Material i.e. Computer and Peripherals Items as well as their quality. The weight given is indicative and not actual. No claim shall be entertained in lieu of difference in weight, if any.

8. Delivery and Removal of Materials:

- (a) **Delivery Period:** The successful tenderers shall lift the entire materials awarded to them by deploying their own labour & machines at their own cost from the place where materials are lying within 10 days from the date of issue of work order

(including date of issue) by the press or within such time as may be prescribed in the work order.

- (b) The buyer is to ensure that the vehicles deputed for disposal should report for loading during 09:30 a.m. to 05:00 p.m. in such a manner that requisite time is available for loading and vehicles are released before the closing of the working hours of the press. No loading shall be permitted beyond working hours. No vehicle shall be permitted to be parked inside the press except during the time of loading.
- (c) Should the original buyer wish to take the delivery of goods purchased through a representative, he must authorize him by a letter of authority which shall be presented to the office. Such officer may in his entire discretion decline to act on any such authority and it shall be in all cases for the buyer to satisfy such officer that the authority is genuine. Delivery by proxy/representative shall be at purchaser's sole responsibility and no claim shall lie against the Government of India Press, Santragachi, Howrah on any account whatsoever if delivery is effected to a wrong person.
- (d) The material will have to be removed on **"As is where is and Clean Sweep Basis"** at the buyer's own cost and expenses.
- (e) No extension of time limit stipulated in condition will be granted under normal circumstances. However if the purchaser desires an extension due to unavoidable circumstances in the execution of acceptance order, he shall apply in writing within a period of five days of the date of such circumstances to P. Manager/OIC, Government of India Press, Santragachi, Howrah and if in his opinion (which shall be final) is satisfied about the reasonableness of the grounds may grant any such extension of time as may be necessary, proper and binding on the purchaser.
- (f) Lifting and transportation of the material shall be the responsibility of the buyer at his own cost and risk, taking all safety precautions.
- (g) The buyer will arrange to remove the materials sold to them and clear the site within the stipulated period mentioned in Work Order. If the items/materials are not disposed of within the time and date given in the acceptance order issued, Govt. of India Press, Santragachi, Howrah may resell the items at the buyers risk and cost. The decision of the P. Manager/OIC, Government of India Press, Santragachi, Howrah shall be final. The buyer shall also be liable to pay penal charges at the rate of 1% of cost of tendered amount per day to Government of India Press, Santragachi, Howrah on the quoted value for the remaining quantity etc. lying in press premises uncleared.
- (h) P. Manager/OIC/Occupier of the press or its authorized representatives shall have the right to stop lifting and loading of the material if they feel that the buyer or his representative are not following the instructions given to them or the job is not carried out in accordance with the provisions of contract.
- (i) Lifting/removal of materials on 'pick & choose' basis shall not be allowed.

- (j) Lifting, removal and transportation materials shall be done only during general shift hours of the factory i.e. 9:30 AM to 5:00 PM between all working days except Saturday, Sunday and Holidays. Similarly no man power will be allowed to stay back after 5:00 PM.
- (k) The buyer shall not be allowed to store the material on the road sides which may block traffic on the road or cause inconveniences to the working of the factory.
- (l) The first stored material should be removed first. The time schedule and sequence of the lifting and removal of material will be prepared by the P.Manager/OIC/ Occupier of the press and the buyer shall have to strictly adhered to it.
- (m) The buyer shall not be entitled to resale the said material/items out of the goods sold to him by P. Manager/OIC of the press while these goods are still lying within the premises of owner.

9. EARNEST MONEY:

The tender should be accompanied by **EMD of Rs. 100/-** for said material. The EMD must be in form of Demand Draft/Bankers Cheque/FDR in favour of the '**Pay and Accounts Officer (Ptg.), Ministry of Housing and Urban Affairs, Kolkata**', payable at '**Kolkata**'.

The scanned copy of the Earnest Money Deposit (EMD) must be uploaded with the Tender and original of the same to be submitted in a sealed envelope superscribed with the words "**Rates for Sale/Disposal of Computer and Peripherals Items**" has to be dropped in the tender box kept in the Office of the P. Manager/OIC, latest by **24/07/2018 at 11:00 A.M.** Government of India Press, Santragachi, Howrah-711 112.

The earnest money is liable to be forfeited in the event of the tenderer rescinding from his offer or modifying the terms and conditions thereof in a manner not acceptable to the Government of India Press, Santragachi, Howrah.

10. PERFORMANCE SECURITY DEPOSIT:

The successful bidder is required to furnish a Security Deposit of 10% of the total value of awarded Tender in the form of FDR/Bank Guarantee from any Nationalized/Commercial Bank in favour of '**Pay and Accounts Officer (Ptg.), Ministry of Housing and Urban Affairs, Kolkata**', payable at Kolkata within seven days after receipt of letter of acceptance. EMD of successful bidder will be returned/released on submission of Security Deposit. The security deposit shall be discharged/returned on successful completion of lifting of material i.e. Computer and Peripherals Items and otherwise will remain with us beyond 60 (sixty) days of completion of lifting of the same.

11. PAYMENTS:

In the event of failure to deposit the payment within 15 days the Government of India Press, Santragachi, Howrah shall have the option to forfeit the earnest money deposit/security deposit and also to recover the losses suffered by Government of India Press, Santragachi, Howrah as a result of such failure.

12. The quotation must be made for full quantity as mentioned in the offer sheet. Any deviation will not be accepted.

13. **SAFETY**

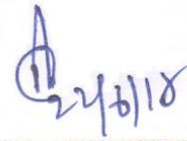
- (a) The buyer shall be responsible to follow safety instructions as per the safety regulations of State/Central Government and will ensure that no accident or damage to either man or machine inside the press/occupier premises takes place and any loss/accident on this score will be dealt with in accordance with the factory rules and buyer shall be responsible for the same.
- (b) Any loss/damage caused to the property of the press/occupier has to be made good by the buyer as per the assessment of the Committee constituted by the P. Manager/OIC of the press management only whose decision shall be final and binding on the buyer.
- (c) All arrangements of lifting, removal, loading and transportation of the sold material have to be made by the buyer himself.
- (d) In case of any accidents resulting in the partial or full disablement or death of workers employed on lifting, the successful purchaser will have to pay necessary compensation under workmen's compensation act.
- (e) The purchaser will be governed by the Labourer's Regulations including workmen's compensation act in force.

14. The foremost requirement of participation in e-tender is to have a digital signature. Instructions to the bidders to submit the bids online are also enclosed herewith as Annexure-III.

15. **General terms and conditions of the Contract :**

- (a) The time schedule is to be strictly adhered to, since this is time bound work, a serious view will be taken towards delaying sale/disposal of Computer and Peripherals Items.
- (b) The rates should be quoted both in words and figures.
- (c) Firms backing out after participating in the tendering process shall be liable for debarment or black listing from Government of India Press, Santragachi, Howrah and EMD will also be forfeited.
- (d) Conditional rates or terms attached with the rates will not be accepted and all such rates will be rejected out rightly.
- (e) In case of any dispute, the decision of Government of India Press, Santragachi, Howrah will be treated as final.
- (f) The rates should be kept valid for 120 days from the date of opening of the quotations.
- (g) The firm will have to strictly follow all the Terms & Conditions mentioned in the e-Tender notice.

- (h) The P. Manager/OIC, Government of India Press, Santragachi, Howrah reserves the right to accept or reject the tender at any time/stage or relax/amend/withdraw any of the terms and conditions contained in the tender documents without assigning any reason thereof. Any enquiry, after submission of the bid shall not be entertained. In case of withdrawal of bid, the EMD will stand forfeited.
- (i) The rates will be accepted up to **11:00 AM on 24/07/2018** and Technical bid will be opened at **11:00 AM on 27/07/2018** in the office of the P. Manager/OIC, Government of India Press, Santragachi, Howrah. The firms may nominate their authorized representative to be present at the time of opening of rates.
- (j) The tenders received after scheduled date and time will not be accepted.
- (k) All legal disputes shall be subject to Kolkata jurisdiction only.
- (l) If any differences found in English and Hindi version of the tender, the English version shall be treated as final.



(A. K. SINGH BISWAS)
P. MANAGER

Annexure-II**Format of Price Bid****Annexure-II of the Price Bid (BOQ)**

Sl. No.	Description of Work	Rates for full lot to be entered by the bidder (Excluding GST)	GST Amount for full lot to be entered by the bidder separately
1.	LOT No. 1 (Annexure-IV)		

- (a) The applicable GST amount in figure will be entered by the firm.
- (b) The H-1 (Highest one) firm will be decided on the basis of highest quoted rate for Lot No. 1.

Annexure-III**Instruction for Online Bid Submission :**

As per the directive of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL://eprocure.gov.in). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

Registration:

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “Click here to Enroll”. Enrolment on the CPP Portal is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify/TCS/nCode/EMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC/eToken.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents/tender schedules. These tenders can be moved to the respective ‘My Tender’ folder. This would enable the CPP Portal to intimate the bidders through SMS/e-mail in case there is any corrigendum issued to the tender document.

- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification/help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents – including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in PDF/XLS/RAR/DWF formats. Bid documents may be scanned with 100 dpi with black and white option.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as “offline” to pay the tender fee/EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the Tender Processing Section, latest by the last date of bid submission. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the date entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the BoQ file, open it and complete the white coloured

(unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

- 6) The serve time (which is displayed on the bidders dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender documents and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact toll free number for the helpdesk is 0120-4200462, 0120-4001002.

GOVERNMENT OF INDIA PRESS, SANTRAGACHI, HOWRAH-711 112LIST OF e-Waste ItemsLOT NO. – I

S. No.	Brief description of Material/items for sale/disposal	Quantity/ Weight
1.	<u>Monitor</u> “ <u>AS IS WHERE IS BASIS</u> ”	07 Nos./ 56 K.G. Approx.
2.	<u>U.P.S.</u> “ <u>AS IS WHERE IS BASIS</u> ”	09 Nos./ 47 K.G. Approx.
3.	<u>Printer</u> “ <u>AS IS WHERE IS BASIS</u> ”	06 Nos./ 43 K.G. Approx.
4.	<u>C.P.U.</u> “ <u>AS IS WHERE IS BASIS</u> ”	05 Nos./ 9 K.G. Approx.
5.	<u>Key Board</u> “ <u>AS IS WHERE IS BASIS</u> ”	03 Nos./ 1 K.G. Approx.
6.	<u>Used Cartridge 78A</u> “ <u>AS IS WHERE IS BASIS</u> ”	30 Nos./ 14 K.G. Approx.
7.	<u>Used Cartridge 88A</u> “ <u>AS IS WHERE IS BASIS</u> ”	45 Nos./ 23 K.G. Approx.
8.	<u>Toshiba Xerox Machine</u> “ <u>AS IS WHERE IS BASIS</u> ”	01 Nos./ 30 K.G. Approx.
9.	<u>Laser Printer</u> “ <u>AS IS WHERE IS BASIS</u> ”	01 Nos./ 2 K.G. Approx.

Schedule of Important Dates:

Start date and time for view/downloading of tender document.	25/06/2018 (11:00 Hrs.)
Start date and time for online submission of bid.	25/06/2018 (11:00 Hrs.)
Last date and time for online submission of bid and submission of EMD.	24/07/2018 (11:00 Hrs.)
Date and time of opening of Technical Bid.	27/07/2018 (11:00 Hrs.)
Address for Communication.	'P'. Manager, Government of India Press, Santragachi, Howrah-711 112(West Bengal)