



OFFICE OF THE DIRECTOR
INFORMATION TECHNOLOGY DEPARTMENT
SOUTH DELHI MUNICIPAL CORPORATION
SPM CIVIC CENTRE, NEW DELHI - 110002



DIT/SDMC/2020-21/.19./D-951

Dated- 01.03.2021

NOTICE INVITING TENDER

South Delhi Municipal Corporation (SDMC) is invites online bids (item rate contract) from Recyclers/ Preprocessors of e-Waste (Electronic Waste) registered with Central Pollution Control Board (C.P.C.B)/ State Pollution Control Board for disposal of various Old/Unserviceable/Obsolete IT equipments on "AS IS WHERE IS BASIS". The Tender Document can be downloaded from the website of SDMC i.e. www.mcdonline.nic.in and e-tender portal <https://etenders.gov.in/eprocure/app>.

SDMC intends to dispose off e-waste- old/obsolete/unserviceable IT equipments on "AS IS WHERE IS BASIS" through item rate contract from selected bidder. The selected bidder will be responsible to collect the e-waste material from offices of South DMC. The selected bidder will also responsible to collect the e-Waste material from Citizens of South DMC jurisdiction area as and when request received through online system. IT Department will be developed an online system for requesting the departments and citizen requests. The contract will be for initially for 03 years and can be extended for a further period of two (02) years solely at the discretion of SDMC. The collection policy will be framed by SDMC with consultation of the selected firm.

Details of Tender Schedule;

S. No.	Particulars	Description
1	Name of Work	Disposal of e-waste - old/obsolete/unserviceable computer hardware and peripherals in South DMC area.
2	Period of Work	The contract will be for initially for 03 years and can be extended for a further period of two (02) years solely at the discretion of SDMC

3	Tender Reference No.	DIT/SDMC/2020-21/...../D-
4	Place of availability of Tender documents	https://etenders.gov.in/eprocure/app & https://mcdonline.nic.in/sdmcportal
5	Mode of bid submission	Online; https://etenders.gov.in/eprocure/app
6	Earnest Money Deposit	Rs. 50,000/-
7	Non-refundable cost of tender/bid document	NIL
8	Validity of Tender	180 days from last date of submission of bids
9	Date of issuance of Tender Documents	01.03.2021
10	Clarification Start Date	01.03.2021
11	Clarifications End Date	09.03.2021
12	Pre-bid meeting date & time of tender	09.03.2021 at 03:00 PM to be held at conference hall on 6 th floor, DR SPM Civic Center, JLN Marg New Delhi-110002.
13	Bid Submission Start Date	01.03.2021
14	Email id to send pre-bid queries	sdmc-it@mcd.nic.in

15	Last date and time for submission of Bids	22/03/2021 at or before 03:00 PM
16	Opening of Technical bids	23/03/2021 at 03:30 PM
17	Opening of Financial Bids	To be informed later
18	Address for communication	Director (IT), SDMC, IT Department, 24 th floor, DR SPM Civic Center, JLN Marg New Delhi-110002.

The above tender document can be downloaded from the e-Tender Central Public Procurement Portal (CPPP) of Government of India, <https://etenders.gov.in/eprocure/app>. A copy of the tender Document is also available on SDMC website, <https://mcdonline.nic.in/sdmcportal>. The submission of e-Bids will be only through the e-Tender portal <https://etenders.gov.in/eprocure/app>. Bids will not be accepted in any other form. The terms and conditions of the tender and the project are contained in the tender document hence forth. Interested firms/agencies may submit their tender documents along with requisite tender fee, earnest money and other documents as mentioned in the tender document.

Amrinder Mathew
01/03/2021

Administrative officer (IT), SDMC

Admn. Officer (IT)

I.T. Department, MCD

24th Floor, Civic Centre,

Mid-City, New Delhi-110002

Note: Eligible bids will be opened on the specified date wherein the participating bidders may present during the bid opening meeting. Notice of any changes shall be published on the website <https://etenders.gov.in/eprocure/app> & SDMC website <https://mcdonline.nic.in/sdmcportal>. Further, Price Bid Opening Date, Time & Venue will be intimated to the qualified Bidders at the same or a later date.

The South Delhi Municipal Corporation reserves the right to accept, reject or cancel any tender offer without assigning any reason thereof.

TENDER DOCUMENT

FOR

**DISPOSAL OF E-WASTE – OLD/OBSOLETE/UNSERVICEABLE
COMPUTER HARDWARE AND PERIPHERALS IN SOUTH DELHI
MUNICIPAL CORPORATION**



SOUTH DELHI MUNICIPAL CORPORATION

**INFORMATION TECHNOLOGY DEPARTMENT
24TH FLOOR, DR. SPM CIVIC CENTER, JLN
MARG NEW DELHI-110002**

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DISCLAIMER

This tender document is issued by South Delhi Municipal Corporation (SDMC).

Each Party must conduct its own analysis of the information contained in this tender document to correct any inaccuracies therein and is advised to carry out its own due diligence into the proposed Project. Each Party must conduct its own analysis of the regulatory regime which applies thereto, and by and all matters pertinent to the proposed Project and to seek its own professional advice on the legal, financial and regulatory consequences of entering into any agreement or arrangement relating to the proposed Project. Neither the Corporations nor any of its officers or employees, nor any of their advisers nor consultants shall be responsible for any direct or indirect loss or damage arising out of or for use of any content of the tender document in any manner whatsoever.

This tender document includes certain statements, estimates and projections with respect to proposed Project. Such statements, estimates and projections reflect various assumptions made by the management, officers, employees which (the assumptions and the base information on which they are made) may or may not prove to be 100% accurate. No representation or warranty is given to the reasonableness of the projections or the assumptions on which they may be based and nothing in this tender document is, or should be relied on as, a promise, representation or warranty. SDMC shall be the sole and final authority with respect to qualifying a bidder through this tender document. The decision of SDMC in selecting the vendor who qualifies through this tender document shall be final and SDMC reserves the right to reject any or all the bids without assigning any reason thereof. SDMC further reserves the right to negotiate with the selected vendor to enhance the value through this project and to create a more amicable environment for the smooth execution of the project. SDMC may terminate the tender process at any time without assigning any reason and upon such termination SDMC shall not be responsible for any direct or indirect loss or damage arising out of such a termination.

Section-I

1. General Terms and Conditions of the tender;

- a) Disposal of e-Waste- old/Unserviceable/Obsolete IT equipments/items is as under:-

Sl. No	Item name
1	Monitor TFT
2	UPS 600 VA
3	CPU (Cabinet)
4	Printer
5	Fax Machine
6	Keyboard
7	Mouse
8	Laptop
9	Television Old Model
10	Speaker
11	Amplifier
12	VCR
13	Video Camera
14	UPS 30 KVA
15	Plotter HP
16	Server
17	Hard Disk
18	Network Sketches (Managed)
19	Network Switches (Un-Managed)
20	Refrigerator
21	AC
22	Power Cable
23	Mobile Phone
24	Pen Drive
25	Mother Board
26	Docking Station
27	LCD /LED Television

Sl. No	Item name
31	Setup Box
32	Photocopier
33	Water Cooler
34	Light Fittings
35	Wire
36	Tab
37	Switch 24 port/48/port
38	Telephone
39	Panel & Ex change
40	Scanner
41	Electric Cattle
42	RJ45 Connector
43	Patch Cable
44	PS2 to USB Convertor
45	USB to PS2 Convertor
46	LAN Card Hard Disk
47	RAM
48	VGA Cable
49	Graphic Card
50	Motherboard Battery
51	CPU FAN
52	Power Extension Code
53	SMPS
54	Monitor CRT
55	Inverter
56	IP Phone
57	Washing Machine

28	Mixer Griender
29	Microwave
30	Access point

58	Camera
59	Router
60	Switch HUB
61	UPS Battery

- b. The reserved price of e-Waste- old/Unserviceable/Obsolete IT equipments/ items is as under:-

Sl. No	Item name	Quantity	Reserved Price (exclusive of taxes) In Rs.
1	Monitor	1 unit	500.00
2	UPS 600 VA	1 unit	200.00
3	CPU (Cabinet)	1 unit	500.00
4	Printer	1 unit	400.00
5	Fax Machine	1 unit	100.00
6	Keyboard	1 unit	20.00
7	Mouse	1 unit	20.00
8	Laptop	1 unit	1500.00
9	Television	1 unit	700.00
10	Speaker	1 unit	130.00
11	Amplifier	1 unit	250.00
12	VCR	1 unit	50.00
13	Video Camera	1 unit	320.00
14	UPS 30 KVA	1 unit	47,300
15	Plotter HP	1 unit	21,000
16	Server	1 unit	1700.00
17	Hard Disk	1 unit	20.00
18	Network Sketches (Managed)	1 unit	100.00
19	Network Switches (Un-Managed)	1 unit	70.00
20	Refrigerator	1 unit	900.00
21	AC	1 unit	2500.00
22	Power Cable	1 unit	3.00
23	Mobile Phone	1 unit	150.00
24	Pen Drive	1 unit	10.00
25	Mother Board	1 unit	150.00
26	Setup Box	1 unit	20.00

27	Photocopier	1 unit	1000.00
28	Water Cooler	1 unit	200.00
29	Light Fittings	1 unit	10.00
30	Wire	1 unit	10.00
31	Tab	1 unit	100.00
32	Switch	1 unit	20.00
33	Telephone	1 unit	20.00
34	Panel & Ex change	1 unit	250.00
35	Scanner	1 unit	0
36	Electric Cattle	1 unit	0
37	RJ45 Connector	1 unit	0
38	Patch Cable	1 unit	0
39	PS2 to USB Convertor	1 unit	0
40	USB to PS2 Convertor	1 unit	0
41	LAN Card	1 unit	0
42	RAM	1 unit	0
43	VGA Cable	1 unit	0
44	Graphic Card	1 unit	0
45	Motherboard Battery	1 unit	0
46	CPU FAN	1 unit	0
47	Power Extension Code	1 unit	0
48	SMPS	1 unit	0
49	Monitor CRT	1 unit	0
50	Inverter	1 unit	0
51	IP Phone	1 unit	0
52	Washing Machine	1 unit	0
53	Camera	1 unit	0
54	Router	1 unit	0
55	Switch HUB	1 unit	0
56	Docking Station	1 unit	0
57	LCD /LED Television	1 unit	0
58	Mixer Griender	1 unit	0
59	Microwave	1 unit	0
60	Access point	1 unit	0
61	UPS Battery	1 Unit	0

- a) The bidder shall be quoted the e-Waste old/Unserviceable/Obsolete IT equipments/ items above the Reserved prices.
- c) The successful bidder will be selected under Highest cost selection (HCS) method of each group separately.
- d) The items shall be disposed off to the ~~AS IS~~ ~~WHERE IS~~ ~~Se r~~ ~~o n~~ ~~B A S I S~~ ” .
- e) Items once disposed off to the successful Tenderer, shall not be taken back by the SDMC under any Circumstances whatsoever.
- f) The Proposals shall be filled in English and all entries must be typed and written in blue/black ink. Initials of the Authorized representative of the applicant must attest all annexure and forms and any alterations made while filing the proposal. Over writing of figures in the Price Proposal is not permitted. Failure to comply with any of these conditions may render the Proposal invalid.
- g) SDMC shall not be responsible for any costs or expenses incurred by the applicant in connection with the preparation and delivery of Proposals, including costs and expenses related to field visits and other tasks as required for submitting the proposal.
- h) SDMC reserves the right to cancel, terminate, change or modify this process and/or requirements of proposal stated in the tender, without assigning any reason or providing any notice and without accepting any liability for the same.
- i) **DOWNLOADING TENDER DOCUMENTS**

The above tender document can be downloaded from the e-Tender Central Public Procurement Portal (CPPP) of Government of India, <https://etenders.gov.in/eprocure/app> . A copy of the tender Document is also available on SDMC website, <https://mcdonline.nic.in/sdmcportal> . The submission of e-Bids will be only through the e-Tender portal <https://etenders.gov.in/eprocure/app> . Bids will not be accepted in any other form. The terms and conditions of the tender and the project are contained in the tender document hence forth. Interested firms/agencies may submit their tender documents along with requisite, earnest money and other documents as mentioned in the tender document.

j) **EARNEST MONEY DEPOSIT (EMD)/BID SECURITY**

Intending eligible bidders are required to upload signed & scanned copy of a demand draft of Rs. 50,000/- for the Earnest Money Deposit (EMD) on any nationalized bank, payable at Delhi in favour of Commissioner, South Delhi Municipal Corporation. The hard copy of the same has to be delivered

to Director (IT), SDMC, 24th Floor, Dr. SPM Civic Center, JLN Marg, New Delhi-110002 on or before bid submission end date/time. Proposals received without or with inadequate EMD shall be liable for rejection. The validity of the demand draft need to be up to 6 (six) months starting from last date of submission of Tender.

The EMD will be forfeited at the discretion of SDMC on account of one or more of the following reasons:

- a. The Bidder withdraws its Proposal/bid during the period of proposal validity.
- b. Bidder does not respond to requests for clarification of its proposal.
- c. In case of a successful Bidder, the said Bidder fails-to sign the Agreement in time.
- d. In case it is found that, the bidder/s has furnished misleading/wrong or fraudulent information/documents or information furnished by them is not found to be true, the Earnest Money will be forfeited.
- e. If the Bidder submits a conditional Bid which would affect unfairly the competitive provision of other Bidders who submitted substantially responsive Bids and/or is not accepted by the SDMC.
- f. If the Preferred Bidder fails to provide the Bank Guarantees as per the terms and conditions specified in the tender and in the Letter of Intent issued to preferred bidder.
- g. Bidder fails to execute the work as per the Contract Agreement.

Section-II**1. Background Information****1.1. South Delhi Municipal Corporation (SDMC)**

SDMC is serving the population of almost 56 Lacs citizen. It occupies an area of 656.91 Sq. K.M. which is further sub- divided into 4 Zones- Central, South, West and Najafgarh Zone and have 152 wards & 1038 Colonies. SDMC also has unique distinction of providing civic services from highly posh residential and Price Bid areas to rural and urban villages, JJ Resettlement Colonies, regularized and unauthorized colonies. The Head Quarter is located at SP Mukherjee Civic Centre, Minto Road, Delhi.

1.2. Organizational Structure

1. Legislative Wing:
 - a. Elections are held once every 5 years, to elect one councillor from each ward.
 - b. The councilors elected a Mayor from amongst themselves every year.
2. Executive Wing:
 - a. The executive wing was headed by the Commissioner and was supported by 6 Additional Commissioners looking after one or more functions.
 - b. Vertically, there were 36 Departments looking after various functions of the Corporation.
 - c. These Departments had a presence at zonal level, as well as the Headquarter-level.
 - d. Each of these Departments had their own hierarchy, and reported to the Commissioner, through the respective Additional Commissioner.

1.3. Departments

For provision of the various municipal services to the citizens of Delhi, MCD had 36 Departments. The Departments are as listed below:

List of Departments			
1.	Architecture Department	19.	Horticulture Department
2.	Assessment & Collection Department	20.	Information Technology
3.	Accounts & Audit Department	21.	Inventory & Procurement Department
4.	Advertisement Department	22.	Law Department
5.	Appellate Authority	23.	Language Department
6.	Central Licensing Department	24.	Labour Welfare Department
7.	Community Services Department	25.	Land and Estate Department
8.	Committee and Corporation	26.	Municipal Secretary Office

	Department		
9.	Central Establishment Department	27.	Organisation & Method Department
10.	Care Taker Department	28.	Planning and Monitoring Department
11.	Central Office Department	29.	Print and Stationary Department
12.	Department of Environment Management	30.	Public Health Department
13.	Election Office Department	31.	Press and Information Department
14.	Engineering Department	32.	Remunerative Project Cell
15.	Education Department	33.	Toll Tax Department
16.	Factory Licensing Department	34.	Town Planning Department
17.	Hackney Carriage Department	35.	Vigilance Deptt./Directorate of Inquires
18.	Health Department	36.	Veterinary Department

Section-III**1. Bid Submission Instructions****1.1. Language of Proposals**

The online Proposal should be filled by the Bidder in English language only.

1.2. Bid Currency

Prices for services offered shall be quoted in Indian National Rupees (INR) only.

1.3. Authentication of Bids

The online Proposal must be supplemented by a Power-of-Attorney in the name of the authorized signatory of the Proposal, in a letter-head of the firm/organization, duly signed & stamped by the competent authority along with the board resolution statement appointing the competent authority.

1.4. Submission of Proposals

Online Bids must be correct and complete in all aspects. SDMC will evaluate the bid based on its clarity, correctness and completeness of its response to the requirements of the project as outlined in this tender. This tender process will be administered through the e-Tender Central Public Procurement Portal (CPPP) (URL: <https://etenders.gov.in/eprocure/app>)

Bidder must submit online proposal in two (02) parts as per the format given in this tender in the following manner:

1. Online Technical Bid:-

ONLINE TECHNICAL BID with all details and all the supporting documents as per the [Annexure-I](#): Eligibility Criteria for Disposal of e-waste-old/obsolete Computer Hardware & Peripherals, all be uploaded in the respective folder at: <https://etenders.gov.in/eprocure/app>

Note: Providing any Price Bid information in any form in Part I will render the bidder disqualified.

2. Online Price Bid:-

Ø Online Price BID all details of all the components of price bid, the bidder has to be first download the price bid format, fill up and upload the same in respective Price Bid folder. No any document is uploaded in the folder at online submission of Bid <https://etenders.gov.in/eprocure/app>.

Note: *The price bid format is available in two groups. The evaluation of each group are separately and the bidder will be selected under Highest Cost Selection (H1) methods for each of group.*

- 1) All the pages of the Technical proposal document must be sequentially numbered and indexed and must contain the list of contents with page numbers. Any deficiency in the documentation may result in the rejection of the Bid.
- 2) The proposal/bid must be prepared in indelible ink. It must not contain any interlineations or overwriting.
- 3) All pages of the bid must be initiated and stamped by the person or persons who sign the bid.
- 4) The Bidder is advised to submit the online Bid well before the last date in order to avoid any inconvenience at the last moment.
- 5) The online bids received prior to the closing time and date of the bids shall be taken as valid and will be further processed for evaluation.

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”. The registration 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 there are no other bidders 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 I tender schedules. These tenders can be moved to the respective 'My Tenders' f c 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 documents. These documents may be directl "Space" area while submitting a bid, and n 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 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 data 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 portal) is 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.

Section-IV**1. ELIGIBILITY CRITERIA**

The eligibility criteria of the bidders should encompass the following:

- a) The bidder is registered with Goods and Service and Tax Department.
- b) The Bidder should register with Central Pollution Control Board, Ministry of Environment and Forests, GOI or with the State Pollution Control Board or State Governments for recycling and dismantling. .
- c) The bidder must registered with ESIC/PF.
- d) The bidder must have executed one work order of e-Waste disposal in any Central Govt/ State Govt. in last 5 years and submit the work order and compliance certificate.
- e) The bidder should have valid Permanent Account Number (PAN) issued from Income tax Authorities.
- f) The bidder shall not be under declaration of ineligibility/ banned/blacklisted/debarred by any Central/state Government/ any other Government institutions in India for corrupt or fraudulent practices or for non-performance in the last three years as per Annexure-II.

2. SCOPE OF WORK

With an aim to make India clean, the Swachh Bharat Mission (Urban) was launched by the Government of India on 2nd October 2014. One of the key goals of the mission is to achieve 100% scientific processing of solid waste.

As per E-Waste Management Rules 2016 and the Hazardous and other Wastes (Management and Transboundary Movement) Amendment Rules, 2019 and its Principal Rules plastic waste means any plastic discarded after use or after their intended use is over:-

1. The selected Bidder shall ensure compliance of all regulations/ conventions/ policies/ guidelines/ orders etc., in force related to any or all of the above activities from time to time.
2. If E-Waste is generated/collected in one State and required to be transported to another state for dismantling /recycling / final disposal, it would be the responsibility of the bidder to obtain “ No concerned State Pollution Control Board / Pollution Control Committee of Union Territory and intimate the State Pollution Control Board / Pollution Control Committee of Union Territory in transit as required by the GOI guidelines currently in force.

3. The E-Waste should be disposed off in accordance with the timelines laid down by the GOI guidelines currently in force. On final disposal, the vendor would be required to provide a Certificate to this effect to the Corporation/Citizen concerned within 30 days after receipt of the e-Waste by electronic means.
4. The Selected Bidder should follow environmentally sound practices for management of E-Waste as per GOI guidelines currently and future in force.
5. The selected bidder will be responsible to collect the e-waste material from offices of South DMC and the e-Waste material from Citizens of South DMC jurisdiction area as and when request received through online system only. IT Department will be developed an online system for requesting the departments and citizen requests.

3. Lifting of ewaste

- a) The successful bidder shall be required to lift all e-waste - old/obsolete/unserviceable computer hardware and other items and not selectively from the designated AS IS WHERE IS t o t B A S I S " (Seven) working days after depositing the full amount.
- b) In case, the successful bidder deposits 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 any Citizen premises while removing the materials from the site. Any loss/damage to the property of this Office or 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.

4. Technical Bid Proposal

4.1. Technical bid evaluation

- I. The bidders' Technical bid Proposal shall be evaluated as per the criterion specified in the tender.
- II. The bidders shall meet all the mandatory compliance requirements as per the format provided in Annexure-I and other details. Failure in meeting the mandatory compliance requirements will result in disqualification of the bidder.
- III. All the bidders will be communicated of the results of evaluation of the technical bids over the e-mail alerts from e-tender.
- IV. The Price Bids of those bidders who qualify in the Technical bid process only will be considered for Price Bid evaluation.

5. Price Bid Proposal

5.1. Price Bid Evaluation Process

After the technical evaluation is completed and approved, Corporations shall notify online those Bidders who's Price Bid Proposal did not meet the technical criterion or were considered non-responsive to the Tender and their Price Bid Proposal will be not opened online.

The online Price Bids would then be opened in the presence of the bidders' representatives on a specified date and time. The bidder names, the bid prices, the total amount of each bid and such other details as the corporation may consider appropriate, will be announced and recorded at the opening.

The duly constituted Tender Evaluation Committee by corporation will then evaluate the Price Bid proposal of the technically shortlisted Bidders. The Price Bid evaluation will consider the information supplied by the Bidders in their Price Bid proposal.

- I. The prices/rates quoted by the bidder for Old/Unserviceable/Obsolete IT equipments/items are divided in two groups. Group-I, having reserved price is fixed. Group-II having reserved price is not fixed.
- II. The successful bidder will be selected under Highest cost selection (HCS) method of each group separately.
- III. The prices/rates quoted by the bidder shall remain fixed during the entire Contract Period and shall not be subject to any variation on

any account except in case of statutory taxes, duties and levies.

- IV. In case of similar rates of two or more bidders, the department may ask the respective bidders to submit their revised bids in a sealed envelope on the time and date fixed by the department.

6. Award of Contract

The technically qualified bidder, with Highest quoted Price Bid price (H1) will be issued a letter of Intent (LOI), by email and/or by post, for the acceptance of its Bid. Upon acceptance of the Letter of Intent by the Successful bidder in stipulated time, the successful bidder will be asked to submit the Performance bank Guarantee and sign the Agreement with Corporation.

7. Contract Signing

SDMC shall notify the successful bidder regarding the acceptance of the proposal. Subsequently, Corporations shall enter into a contract agreement with the successful bidder as per all the terms and conditions of this tender. The contract will include all the required agreements/sub agreements (including SLA) between the corporations and the Successful bidder.

8. Payment Terms and Schedule

8.1. Performance Bank Guarantee (PBG)

- I. Within fifteen (15) days of receipt of notification of award of contract from the Corporations, successful bidder shall furnish a PBG from a nationalized bank.
- II. PBG shall be submitted in the format specified in the [Annexure-I](#) of this tender.
- III. It shall be valid till 180 days after completion of tenure of Contract. However, in case of extension of time period of project, vendor will be required to submit the fresh PBG for value equal to 100000/- value for the extended time period.
- IV. The PBG shall be valid for a period of 3 years and 6 months from the date of signing of agreement and should be in the standard format (as per ANNEXURE-VI). The PBG shall be released subject to realization of liquidity damages if any.
- V. All incidental charges whatsoever such as premium, commission etc. with respect to the Performance Bank Guarantee shall be borne by the bidder.

- VI. In the event of the bidder being unable to service the contract for whatever reason, the Corporations would invoke the PBG. Notwithstanding and without prejudice to any rights whatsoever of the Corporations under the contract in the matter, the proceeds of the PBG shall be payable to the Corporations as compensation for its failure to perform/comply with its obligations under the contract.
- VII. Before invoking the PBG, the vendor will be given an opportunity to represent before the Corporations.
- VIII. The decision of the Corporations on the representation given by the vendor shall be final.

9. Liquidated Damages and penalty clause

In case of any delay in the execution of the contract beyond the stipulated time schedule including any extension permitted in writing, Corporations reserve the right to recover from the vendor a sum equivalent to Rs. 5000 of the value of the delayed deliverable of work for each week of delay and part thereof subject to a maximum of Rs. 25000 of the value of the contract.

10. SERVICE LEVEL STANDARD AND PENALTY DEDUCTION

Service level Agreement in case of e-Waste from South DMC offices and Citizens/Markets/RWAs of South DMC area.			
Sr. No.	Description	Days for SLA	Penalty in case of deviation of SLA
1	Collecting of e-Waste material and Payment made. Payment made to South DMC offices through Demand draft in favour of Commissioner, SDMC payable at Delhi and payment made to Citizens through online mode like UPI/RTGS/NEFT (cash payment not allowed).	07 working days	Rs. 1000/- per day

11. Payment Terms

A. Collection from SDMC HQ, Hospitals/Schools and other offices etc. of South DMC.

The successful bidder will have to pay the actual amount collection of e-waste (Amount calculated as per rate quoted by the selected bidder in respect of items) FROM SDMC OFFICES through Demand draft in favour of Commissioner, SDMC payable at Delhi as per defined SLA.

B. In case of citizens / RWAs/ Markets/collection centers etc.

The selected bidder will directly pay to above mentioned stake holders. Payment mode shall be as per mutual consent of both the parties except cash (Amount calculated as per rate quoted by the selected bidder in respect of items). In case of any dispute on a part of selected firm regarding delay payment, counting of material, delay in pick up etc. SDMC will take action as per Liquidity damage /SLA clause.

12. Governing Law and Dispute Resolution

In case of any dispute arising out of or in connection with the agreement, which is not resolved as per the governance structure provided in this tender, only the Courts in Delhi shall have sole and exclusive jurisdiction in respect of the dispute arising out of the present agreement.

13. RESPONSIBILITY OF South DMC

- q SDMC will spread awareness about e-waste hazards and will make citizens to understand the importance of disposing the e-waste at right place.
- q ICT material and social media platform will be used to spread awareness among citizens, RWAs, Schools, skill centres, markets and other stakeholders.

14. Submission of Undertaking for Disposal of Waste

The successful bidder shall submit an undertaking (Annexure-V) that e-waste items i.e. 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, 2016 and amendment Rules and submit the certificate to the SDMC.

15. PERIOD OF CONTRACT

The contract will be for initially for three (3) years, and can be extended for a further period of two (02) years solely at the discretion of SDMC.

16. TERMINATION FOR DEFAULT

The SDMC reserves the right to cancel the contract of the selected bidder and recover expenditure incurred by the SDMC on the following circumstances:

- i. The selected bidder commits a breach of any of the terms and conditions of the bid/contract.
- ii. The bidder goes into liquidation voluntarily or otherwise
- iii. The progress regarding execution of the contract, made by the selected bidder is found to be unsatisfactory.
- iv. If the selected firm, in either of the above circumstances, does not remedy his failure within a period of 15 days-**Cure Period** (or such longer period as the SDMC may authorize in writing) from the date of issue of default notice from the SDMC.
- v. If the Bidder, in the judgment of the Tendering Authority has engaged in corrupt or fraudulent practices in competing for or in executing the Contract for the purpose of this clause:

“Corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.

“Fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a Contract to the detriment of the Tendering Authority, and includes collusive practice among BIDDERS (prior to or after bid submission) designed to establish bid prices at artificial noncompetitive levels and deprive the Tendering Authority of the benefits of free and open competition.

- vi. SDMC reserves the right to recover any dues payable by the selected bidder from any amount outstanding to the credit of the selected bidder, including the pending bills and/or invoking Bank Guarantee, if any, under this contract or any other contract/order.

ANNEXURE-I**Eligibility Criteria for Disposal of e-waste- old/obsolete Computer Hardware & Peripherals****TENDER No-**

Sr . No	Description	Information	
1	Name of the Firm/Agency/Company		
2	Address of the Firm/ Agency/ Company (Enclose copy of address proof)		
		Telephone/Mobile No.	
		FAX No.	
		E-Mail ID	
4	Name of Proprietor/Partners/Directors of the Firm/Agency		
5	Certificate of incorporation in case of Company registered under Companies Act. 1956/2013.		
		PAN NO.	
		GST Registration No.	
		Registration Certificate No. issued by Centre/State Pollution Control Board	

Signature of Authorized**Signatory With stamp****(Name of the person)**

ANNEXURE-II

Tender for Disposal of e-waste- old/obsolete Computer Hardware &

Peripherals TENDER 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)

Performa of Schedule of Rates

**Financial Bid for Disposal of e-waste- old/obsolete Computer Hardware
& Peripherals**

TENDER NO.:-

FINANCIAL BID

Name of work: Disposal of e-waste- old/obsolete Computer Hardware & Peripherals.

I / We hereby offer the following Bid Amount for **Disposal of e-waste- old/obsolete Computer Hardware & Peripherals** on the terms and conditions of the Tender Document.

Name of the

Bidder/Firm:- Address

of the Bidder/Firm:-

Telephone No:-_____ Email ID:-

Group-I

Sr. No.	Description of Items (A)	Quantity (B)	Reserved Price in Rs.(exclusive of taxes)	Unit rate (In Rs.) (C) (inclusive GST)	Total Amount (In Rs.) (D=B*C) (inclusive of GST)
1	Monitor	1 Unit	500.00		
2	UPS 600 VA	1 Unit	200.00		
3	CPU (Cabinet)	1 Unit	500.00		
4	Printer	1 Unit	400.00		
5	Fax Machine	1 Unit	100.00		
6	Keyboard	1 Unit	20.00		
7	Mouse	1 Unit	20.00		
8	Laptop	1 Unit	1500.00		
9	Television	1 Unit	700.00		
10	Speaker	1 Unit	130.00		
11	Amplifier	1 Unit	250.00		
12	VCR	1 Unit	50.00		

13	Video Camera	1 Unit	320.00		
14	UPS 30 KVA	1 Unit	47,300		
15	Plotter HP	1 Unit	21,000		
16	Server	1 Unit	1700.00		
17	Hard Disk	1 Unit	20.00		
18	Network Sketches (Managed)	1 Unit	100.00		
19	Network Switches (Un-Managed)	1 Unit	70.00		
20	Refrigerator	1 Unit	900.00		
21	AC	1 Unit	2500.00		
22	Power Cable	1 Unit	3.00		
23	Mobile Phone	1 Unit	150.00		
24	Pen Drive	1 Unit	10.00		
25	Mother Board	1 Unit	150.00		
26	Setup Box	1 Unit	20.00		
27	Photocopier	1 Unit	1000.00		
28	Water Cooler	1 Unit	200.00		
29	Light Fittings	1 Unit	10.00		
30	Wire	1 Unit	10.00		
31	Tab	1 Unit	100.00		
32	Switch	1 Unit	20.00		
33	Telephone	1 Unit	20.00		
34	Panel & Ex change	1 Unit	250.00		
35	Scanner	1 Unit	0		
36	Electric Cattle	1 Unit	0		
37	RJ45 Connector	1 Unit	0		
38	Patch Cable	1 Unit	0		
39	PS2 to USB Convertor	1 Unit	0		
40	USB to PS2 Convertor	1 Unit	0		
41	LAN Card	1 Unit	0		
42	RAM	1 Unit	0		
43	VGA Cable	1 Unit	0		
44	Graphic Card	1 Unit	0		
45	Motherboard Battery	1 Unit	0		

46	CPU FAN	1 Unit	0		
47	Power Extension Code	1 Unit	0		
48	SMPS	1 Unit	0		
49	Monitor CRT	1 unit	0		
50	Inverter	1 unit	0		
51	IP Phone	1 unit	0		
52	Washing Machine	1 unit	0		
53	Camera	1 unit	0		
54	Router	1 unit	0		
55	Switch HUB	1 unit	0		
56	Docking Station	1 unit	0		
57	LCD /LED Television	1 unit	0		
58	Mixer Griender	1 unit	0		
59	Microwave	1 unit	0		
60	Access point	1 unit	0		
61	UPS Battery	1 Unit	0		

- i. Selected firm shall pay the amount to SDMC for collected e-waste material from several offices / schools / hospitals / service centres etc. of SDMC and the material collected from citizens/RWA/market etc, the firm shall pay to owner of material directly and SDMC will be in loop with regard to quantum of e-waste as well as amount on the basis of actual collected material basis.
- ii. The total price should be inclusive of GST /Misc. Charges like transportation, labour or any other expenses etc.
- iii. All duties, taxes (including GST) and other levies, including that relating to Works Contract Tax (WCT) levied by certain State Governments at the applicable rate shall be payable by the Bidder under the Contract and shall be included in the rate and prices quoted by the Bidder. The quoted bid prices shall accordingly be all inclusive and firm
- iv. I/We declared that I/My representative have inspected the obsolete items are per the list attached (**Annexure-III**) with tender and am/are interested to purchase the same on **“AS IS WHERE IS BASIS”**.
- v. 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 bid will be rejected.
- vi. I/we hereby also declared that firm is registered with Central Pollution

Control Board or State Pollution Control Board as authorized recycle/re- processor/dismantler and having environmentally sound management facilities for collection, disposal/recycling of e-Waste.

- vii. I/we hereby also undertake and agree that my bid/offer is valid for a period of entire contract from the date opening of bid.

Dated:

**Signature of Authorized
Signatory With stamp
(Name of the person)**

ANNEXURE-IV

Tender for Disposal of e-waste- old/obsolete Computer Hardware &

Peripherals TENDER NO.:-

UNDERTAKING FOR DISPOSAL OF EWASTE

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, 2016.

Dated:

Signature of Authorised
Signatory With stamp
(Name of the person)

ANNEXURE-V

Contract Agreement

(All notes should be deleted in final text)

This CONTRACT (hereinafter called ~~day~~ day of “ Cont r a c t ” the month of [month] [year], between, on the one hand, the South Delhi Municipal Corporation (SDMC) (hereinafter CORPORATION”) h a n d , on the other hand, [name of Tenderer] (hereinafter called the " C o n t r a c t o r ") .

WHEREAS

(a) the CORPORATION has award the contract of _____ to the Contractor to _____ (hereinafter called the “ S e r v i c e s ”)

(b) the Contractor skills, and personnel and technical resources, has agreed to provide the Services on the terms and conditions set forth in this Contract;

NOW THEREFORE the parties hereto hereby agree as follows:

1. The following documents attached hereto shall be deemed to form an integral part of this Contract:

- a) All the terms & conditions specified in the Tender.
- b) Terms & conditions agreed during the pre-bid conference.
- c) Mutually agreed in writing Terms & conditions or subsequently to be agreed terms & conditions.
- d) Letter of Award/Intent.

2. The mutual rights and obligations of the CORPORATION and the Contractor shall be as set forth in the Contract, in particular:

- (a) The Contractor shall carry out the Services in accordance with the provisions of the Contract; and
- (b) The Contractor shall make payments to the CORPORATION in accordance with the provisions of the Contract.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

For and on behalf of [name of

CORPORATION] [Authorized

Representative]

For and on behalf of *[name of Contractor]* *[Authorized Representative]*

Witness-1

Witness-2

ANNEXURE-VI

FORMAT OF PERFORMANCE SECURITY

Format of Performance Bank Guarantee

[To be executed on requisite non-Judicial Stamp Paper of Rs.100/-]

Whereas the SDMC having entered into an agreement
Datedwith M/ s
(Hereinafter called the Service Provider)
for " _____
_____ for a period of _____ years
(excluding _____ months implementation period) under which the Service
P r o v i d e r (s) M/ splied to furnish a
contract performance bank guarantee.

1. In consideration of SDMC having made such a stipulation in agreement.
We ----- (indicate name of bank), herein after referred to as the
" B a n k "the request of M/s----- Service Provider (s), do
hereby undertake to pay to the SDMC
an amount not exceeding Rs.____ (Rupee____) on
demand.
2. We ----- (indicate the name of bank), do hereby
under take to pay_____only under this guarantee without any
demur or delay, merely on a demand from the SDMC. Any such demand
made on the bank by the SDMC shall be conclusive and payable by the
bank under this guarantee. The bank guarantee shall be completely at
the disposal of the SDMC and We ----- (indicate the
name of bank), bound ourselves with all the directions given by SDMC
regarding this bank guarantee. However our liability under this
guarantee shall be restricted to an amount not exceeding Rs.

_____only).
(Rupee
3. We -----(indicate the name of bank), undertake to pay
to the SDMC any money so demanded notwithstanding any dispute or
disputes raised by the Service Provider(s) in any suit or proceeding

Tender document for disposal of e-waste
bank, the bank guarantee shall expire on the close of the next working
day.

Dated-----day of -----for and on behalf of the bank
(indicate the bank)

Signature and Designation

The above guarantee is accepted by behalf of the SDMC.

_____on

Signature

(Note: Guarantee to be made on stamp paper purchased by the bank only.)