

E - Tender

For

**Disposal of Obsolete IT Equipment on “As is where is” basis
through E-waste at Exim Bank, Head Office, Mumbai.**

Tender Reference No: IT/EXIM/RFP/2018-19/023

Ph: 022-22172410

E-Mail: dharmendra@eximbankindia.in

Head Office: Center One Building, 21st Floor, World Trade Centre Complex,

Cuffe Parade, Mumbai – 400 005.

Ph. 022-22172600, 2410

E-Mail: dharmendra@eximbankindia.in

TENDER DOCUMENTS FOR	Disposal of Obsolete IT Equipment on “As is where is” basis at Exim Bank, Head Office, Mumbai.
TENDER DOCUMENT COST	Nil
Last date for acceptance of Tender Document fee	Nil
EMD Amount	Not Applicable
Date of Online Notice	September 19 th ,2018 18.00 Hrs.
Document Downloading Start Date	September 19 th ,2018 18.00 Hrs.
Document Downloading END Date	September 28 th , 2018, 15.00 Hrs.
Last Date and Time For Submission	September 28 th , 2018, 16.00 Hrs.
Opening Of Tender	September 28 th , 2018, 16.30 Hrs.
Pre-Bid meeting/ Inspection of Items by Interested Parties.	September 21 st ,2018 11.00 Hrs. to 17.00 Hrs Or September 25 th ,2018 11.00 Hrs. to 17.00 Hrs
Place of Receipt of Tender	https://eximbankindiatenders.procuretiger.com

e-Tendering / Electronic Tendering / Web Tendering / Online Tendering is the simulation of the manual tendering process on the internet. i.e., the eligible bidders / tenders can log on to the internet site specified using a unique user name & password and place their Technical & Commercial bids. The eligible bidders will be trained by M/s e Procurement Technologies Ltd. (Abc Procure) personnel on the methodology of submitting the bids online using a special digital signature/electronic key / password at the date and time specified. The bids placed by the tenderers are confidential and will be opened by the authorized EXIM Bank officials. No other person can gain access to the information regarding the bids, which is confidential in nature.

Minimum requirement:

1. Computer/Laptop with internet connection
2. Operating system – Windows XP Service pack -3 / VISTA/ WINDOWS 7
3. Digital certificate -Class II or III, Signing + Encryption, and it should be organizational certificate.

CONTACT INFORMATION FOR E-TENDER PROCESS

Vendor registration can be done online by opening Website:

<https://eximbankindiatenders.procuretiger.com>

Click on "New Bidder Registration" link, create User Id and Password and attach your Digital certificate. For any clarification kindly contact

e-Procurement Technologies Limited A-

801 – Wall Street - II,

Opposite Orient Club,

Nr. Gujarat College, Ellis Bridge,

Ahmedabad – 380 006.

Gujarat State, India

Phone: +91 (79)-40270566/567/579/580/582/590

Fax: +91 (79) 40230847

E-Tendering Process Compliance Statement

The following terms and conditions are deemed as accepted by you for participation in the bid event:

1. The price once submitted cannot be changed.
2. Technical and other non-commercial queries (not impacting price) can be routed to the respective contact personnel of EXIM Bank indicated in the tender document. Bidding process related queries could be addressed to M/s e Procurement Technologies Ltd personnel indicated in the tender document.
3. Inability to bid due to telephone line glitch, Internet response issues, software or hardware hangs will not be the responsibility of M/s e Procurement Technologies Ltd or the EXIM Bank. However, M/s e Procurement Technologies Ltd, shall make every effort to ensure availability of technology resources to enable continuous bidding.
4. M/s e Procurement Technologies Ltd does not take responsibility beyond the bid event. Order finalization and post order activities would be transacted directly between bidder and the EXIM bank.
5. Bids once made cannot be withdrawn or modified under any circumstances.
6. EXIM Bank can decide to extend or reschedule or cancel an e-tendering.
7. The bidders are advised to visit <https://eximbankindiatenders.procuretiger.com> for any corrigendum etc.

I / We have read, understood and agree to abide by the e-tendering process compliance statement.

Date Organization

Name Designation

Seal and Signature of the Bidder/s not required since the document is Digitally Signed.

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QUOTATION BID NOTICE

1. Export-Import Bank of India (EXIM Bank), a corporation established under the Act Export-Import Bank of India, 1981 and having its registered office at 21st Floor, World Trade Centre Complex, Cuffe Parade, Mumbai 400 005 **invites bids from eligible bidders for the IT Hardware disposal through E-waste process.**
2. The mode of tendering is through e-Tendering. E-Tendering is the process by which the physical tendering activity is carried out using internet and associated technologies in a faster and secure environment.
3. Vendor registration can be done online by opening Website:
<https://eximbankindiatenders.procuretiger.com> Click on "New Bidder Registration" link, create User Id and Password and attach your Digital certificate.
4. Tender document will be allowed for download from above web site after successful vendor registration (hard copies of the tender document will not be provided) and submission of tender document cost.
5. The tender document cost is not applicable.
6. **CONTACT INFORMATION FOR E-TENDER PROCESS**

e-Procurement Technologies Limited A- 801 – Wall Street - II,
Opposite Orient Club,
Nr. Gujarat College, Ellis Bridge, Ahmedabad – 380 006.
Gujarat State, India
Phone: +91 (79) 40230 813/14/16/18/03
Fax: +91 (79) 40230847
7. EXIM Bank reserves the right to accept or reject in part or full any or all the offers without assigning any reasons there for.

ELIGIBILITY CRITERIA

S.NO.	Eligibility Criteria	Documents to be Submitted
1.	The bidder must have Registration with Ministry of Environment and Forest/Central Pollution Control Board/any other state pollution control board etc. regarding disposal of E-waste.	Registration Certificate copy to be uploaded.
2.	The bidder must have facility to dispose IT hardware through E-waste process in Maharashtra.	Facility details summary to be uploaded
3.	The bidder must have experience in E-waste disposal process.	Proof of document to be submitted.
4.	The bidder must have GST registration.	GST registration certificate copy to be uploaded.

Mandatory Information Required for Prequalification of the Tenderer

I/We confirm that to the best of our knowledge this information is authentic **and accept that any deliberate concealment will amount to disqualification at any stage.**

Sr. No.	Particulars	Details
1.	Name of the Firm	
2.	Name of the Proprietor, Partners/Directors	
	A (Mobile No.)	
	B (Mobile No.)	
3.	Office Telephone Nos.	
	a.	
	b.	
	c.	
4.	Head Office Address	
5.	Email Address a.	
	b.	
6.	Year of Establishment	
7.	Registration No.& Date of	
8.	Status of Firm. Proprietor/Partnership/Co.	
9.	a.	
	b.	
10.	Name of Bankers	
	PAN Card No.	
11.	GSTIN.	

Seal and Signature of the Bidder/s not required since the document is digitally Signed.

Date:

Place:

Note:

Please upload scanned copies of the above mentioned documents with sr. nos. marked on it.

TENDER FORM

Mr. Dharmendra Sachan

General Manager

Export- Import Bank of India

21st Floor, Centre One, World Trade Centre.

Cuffe Parade, Mumbai 400 005

Dear Sirs,

Ref: Disposal of Obsolete IT Equipment on “As is where is” basis at Export-Import Bank of India, Mumbai Office.

Ref.No: **IT/EXIM/RFP/2018-19/023**

I/we further agree to execute and complete the work within the time frame stipulated in the tender scope of document. I/we agree not to employ Sub-Service Providers without the prior approval of the EXIM Bank. I/We agree to pay Sales Tax, Works Contract Tax, Excise Tax, Octroi, LBT, GST, Duties, all Royalties and all other applicable taxes prevailing and be levied from time to time on such items for which the same are liable and the rates quoted by me/us are Exclusive of the same.

I/we understand that you are not bound to accept the lowest tender or bound to assign any reasons for rejecting our tender. We unconditionally agree Exim Bank's preconditions as stipulated in the tender documents and empanelment process.

I/We agree that in case of my/our failure to execute work in accordance with the specifications and instructions received from the Exim Bank, during the course of the work, Exim Bank reserves the right to terminate my contract.

Yours truly,

Seal and Signature of the Bidder/s not required since the document is Digitally Signed.

Place:

Name:

Date:

Designation:

Seal:

INSTRUCTIONS TO TENDERERS

1.0 Location:

Export-Import Bank of India, 21st Floor, Centre One Building, World Trade Center, Cuffe Parade, Mumbai 400 005 and regional offices in pan India.

- a. Tenderers must get acquainted with the proposed work, specifications, conditions of contract and other conditions carefully before tendering. The Tenderer shall seek as per dates mentioned in the RFP, if required, prior to submitting his tender. No request of any change in rates or conditions for want of information on any particular point shall be entertained after receipt of the tenders.

2.0 Submission of Tender:

Refer to E-Tendering Process Compliance Statement. No queries will be entertained on last day of tender submission.

3.0 Any printing or typographical errors /omission in tender document shall be referred to the EXIM Bank and their interpretation regarding correction shall be final and binding on Service Provider.

4.0 Transfer of Tender Documents:

Transfer of tender documents purchased by one intending Tenderer to another is not permitted.

5.0 Validity:

Tenders submitted by Tenderers shall remain valid for acceptance for a period **up to 30 days from the date of opening of Bid/tender**. The Tenderers shall not be entitled during the period of validity, without the consent in writing of EXIM Bank to revoke or cancel his tender or to vary the tender given or any terms thereof.

6.0 Right to accept or reject tender:

The acceptance of a tender will rest with the EXIM Bank who does not bind themselves to accept lowest tender and reserve to themselves the authority to reject any or all the tenders received. They also reserve the right of accepting the whole or any part of the tender and the Tenderers shall be bound to perform the same at the rates quoted. All tenders in which any of the prescribed conditions are not fulfilled or are incomplete in any respect or there is any correction not duly signed and dated by the Tenderer are liable to be rejected. For this purpose Tenderer shall quote rates for various items which will be self-sufficient to meet their whole costs for executing any / every item. No demand for variations in rates for items executed shall be entertained on the plea of the EXIM Bank deciding to delete, alter or reduce the quantities specified in respect of the any item.

7.0 Rates:

The EXIM Bank is not concerned with any rise or fall in the prices of materials, Parts and labor during tender price validity. The quote rate validity is fixed for 30 days.

8.0 Payments for the work to be executed under this contract shall be made as per the tender document, and no variation in the mode of payment will be acceptable.

9.0 Signing of the contract:

- a) **The Bank will intimate to highest bidder through email/Phone.** After internal approval process, purchase order/Work Order will release to the highest bidder. The bidder must send acceptance of purchase order within three working days.

10.0 On acceptance of the tender, the name of the accredited representatives of the Tenderer who would be responsible for taking instructions from EXIM Bank shall be mentioned by the Tenderer.

11.0 If so decided EXIM Bank reserves the right to appoint PMC (Project Management Consultant) or any other agency to get the quality of works checked, measurements recorded, including certification of bills etc.

12.0 The EXIM Bank has the right to delete items, reduce or increase the scope of work without the Service Provider claiming any compensation for the reduction in the scope of work.

13.0 No damage should be caused to the existing property while removing the articles from the site. Any loss/damage to the Bank or injury or personal accident suffered by any person due to negligence or action of successful bidder will have to be indemnified by successful bidder

14. The successful bidder has to take away all the items for disposal and not selectively.

15.0 Notices to local bodies:

The Service Provider shall comply with and give all notices required under any law, rule, regulations or bye laws of parliament, state legislature or local authority relating to works.

16.0 I / We hereby declare that I / We have read and understood the above instructions for the guidance of the Tenderers. Seal and Signature of the

Bidder/s not required since the document is Digitally Signed.

APPENDIX SHOWING IMPORTANT SCHEDULE

Sr. No.	Description	Remark
1	Earnest money Deposit ₹ XXXX /- in the form of Demand Draft Drawn in favor of "Export-Import Bank of India" payable at Mumbai. Only by successful Bidder within 7 days from purchase order date.	Not Applicable
2	Tender Document Fee ₹ 0/- in the form of Demand Draft Drawn in favor of "Export-Import Bank Of India" payable at Mumbai.	Not Applicable
3	Date of Commencement of Project	Immediate
4	Applicable Taxes shall be deducted at prevailing rate from each bill as per Govt. or Local laws.	
5	Payment Terms.	The highest bidder must submit Demand Draft (DD) in the name of "Export-Import Bank Of India" payable at Mumbai before collecting materials from the Bank.

Scope of Work

1. The highest value quoted bidder must submit the Demand Draft (DD) within 5 working days from email intimation from the Bank.
2. The successful bidder must collect all materials within 10 days of receipt of order from the Bank. The Bank will not keep any material on its premises beyond 10 days.
3. The bidder has to arrange transportation, labor and any Govt. authority permission for the disposal and logistics.
4. All disposal items are collected and displayed at Bank in pre-defined area. Items which are stored for disposal are only valid in this process.
5. The bidder must submit declaration on company letter head regarding successful disposal of IT hardware through E-waste process.
6. The Bank will not provide any labour, logistic support to the vendor. And the items quantity mentioned in the tender is approximate only. The interested vendors can visit the premises as per RFP date to ensure the quantity and items.
7. The vendor has to collect all the items displayed in the disposal area. Selective item /Partial disposal not allowed.

Tentative Disposal Item Summary

SrNo	Item Type	Total Approx. Count
1	Desktop	45
2	Fax Machine	4
3	Laptops	10
3	Printer	6
4	Monitor	15
5	Photocopier	2
6	Printer	25
7	Server	1
8	Switch	3
9	Consumable Items	-

ANNEXURE-A

Tender Form for disposal of obsolete E-waste items

Name & Address of the Bidder:
(In capital letters)

Check list

I/We declared that I / my representative have inspected the obsolete items as per the list attached with tender and am/are interested to purchase the same on "**As is where is basis**".

Our total offer is ₹_____Exclusive of GST) In words
(Rupees _____
_____only)

The consolidated price should be inclusive of all charges like transportation, labor or any other expenses etc.

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 General Terms and Conditions of the tender our bid shall be forfeited by the Export-Import Bank of India, Mumbai.

I hereby also declare that firm is registered with MOEF /CPCB/or other state pollution control board as authorized recycler / re-processor and having environmentally sound management facilities for collection, disposal /recycling of e-waste.

(Signature of the Bidder)

Commercial Offer:

Description	Price ₹
Total Offer Price as per RFP Bill of Material (Exclusive of GST)	