

F. No. 10-9/Admn/2014/FIU-IND
Government of India
Ministry of Finance
Department of Revenue
Financial Intelligence Unit - India

6th floor, Tower 2, Jeevan Bharti Building,
Connaught Place, New Delhi-110001
Dated, the 11th June, 2022

NOTICE INVITING TENDER

e-Tenders under two bid systems i.e. Technical and Financial bids are invited by FIU-IND from interested registered recyclers for disposal of the e-waste obsolete/unserviceable articles on "**As is where is basis**". The quantity of which may increase or decrease at the time of actual disposal.

2. The bids should be submitted online in the prescribed format before the last date i.e. **11th July, 2022** before 12.00 a.m. through e-procurement website <http://eprocure.gov.in/eprocure/app> Interested bidders may submit Financial Bid i.e. schedule of rate/price bid in the form of "V3_BOQ_ItemWise_Openfor_H1.xls. The time schedule for tenders is as under :-

Particulars	Date & Time
Date of uploading of NIT	29/06/2022 (18:00 Hrs)
Bid submission starts	29/06/2022 (18:00 Hrs)
Bid Submission ends	11/07/2022 (12:00 Hrs)
Date of opening of Technical Bid	13/07/2022 (12:00 Hrs)
Date of opening of Financial Bid	15/07/2022 (12:00 Hrs)

3. Participating firms must be registered with Central Pollution Control Board/State Pollution Control Board for Electronic Waste. A copy of the certificate in this regard should be attached with the bid.

4. If at any stage it is found that any of the details/documents furnished by the bidder are false/misleading/fabricated, he/she would be liable to legal action for forfeiture of the Earnest Money Deposit.

5. Interest vendors may view and download the tender document containing the detailed terms & conditions, free of cost from the <http://eprocure.gov.in/eprocure/app>.


(Jasvinder Singh)
Dy Director (Admn)
FIU-IND, New Delhi
Tele : 23312854

Document Control Sheet

Tender Reference No.	10-9/Admn/2014/FIU-IND
Name of Organization	Financial Intelligence Unit-India
Tender Type (Open/Limited/EOI/ Auction/ Single)	OPEN
Tender Category (Services/Goods/works)	Goods
Type/Form of Contract (Work/Supply/ Auction/Service/Buy/Empanelment/Sell)	Auction
Product Category (Civil Works/Electrical Works/Fleet Management/ Computer Systems)	Printers (Computer) & other e-waste items
Re-bid submission allowed (Yes/No)	YES
Is Offline Submission Allowed (Yes/No)	No
Withdrawal Allowed (Yes/No)	Yes
Payment Mode (Online/Offline)	Offline
Date of Issue/Publishing	29/06/2022 (18:00 Hrs)
Document Download/Sale Start Date	29/06/2022 (18:00 Hrs)
Last Date and Time for Uploading of Bids	11/07/2022 (12:00 Hrs)
Date and Time of Opening of Technical Bids	13/07/2022 (12:00 Hrs)
Address for Communication	6 th floor, Tower 2, Jeevan Bharti Building, Connaught Place, New Delhi-110001 Website: http://eprocure.gov.in/eprocure/app

**TERMS & CONDITIONS FOR DISPOSAL OF OBSOLETE/
UNSERVICEABLE ARTICLES**

Bids shall be submitted online only at CPP Portal website: <https://eprocure.gov.in/eprocure/app>. Bidders are advised to follow the instruction contained in the NIT. Bidder who has downloaded the Tender Document from the FIU-IND website and Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/> shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tampered/modified in any manner, tender will be summarily rejected and bidder is liable to be banned from doing business with FIU-IND.

2. Intending bidders are advised to visit FIU-IND website www.fiuindia.gov.in and CPPP Website <https://eprocure.gov.in> regularly till closing date of submission of tender for any corrigendum/addendum/amendment.

3. Participating firms must have the valid e-waste certificate issued by the Central Pollution Control Board/State Pollution Control Board for Electronic Waste. A copy of the valid certificate should be attached with the bid.

4. The bidder should quote the amount tendered by him/them in figure & as well as in words in the Financial Bid. Alterations unless legibly attested by tenderer/bidder, shall disqualify the tender.

5. The tender form should be signed by the tenderer/ bidder himself.

6. Attested copies of the PAN, Registration of Income tax clearance certificate and valid Registration of Pollution Control Board(s) issued by the Central Pollution Control Board/State Pollution Control Board for Electronic Waste shall be enclosed.

7. No tender fee is required to be paid at the time of submission of bids.

8. Bids will be opened as per Date/Time as mentioned in the Tender.

9. The Bids shall be submitted online in two part, viz. technical bid and financial bid.

10. All the pages of Bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading. The offers submitted by Fax/email shall not be considered. No correspondence will be entertained in this matter.

11. Technical Bid - Scanned copies (**only pdf**) of the following should be uploaded online:

- (i) Technical Data Sheet (**Annexure I**) along with attested photocopies of the PAN, GST Registration and Registration of Pollution Control Board(s) issued by the concerned agency/ organizations.
- (ii) Details of bidding firm (**Annexure-II**)
- (iii) Bid Security Declaration (**Annexure-III**),
- (iv) Price Bid Undertaking (**Annexure-IV**),
- (v) Tender Accepting letter (**Annexure-V**), and
- (vi) Declaration regarding blacklisting or otherwise. (**Annexure-VI**)
- (vii) Checklist (**Annexure-VII**)

12. Financial Bid – Financial Bid i.e. schedule of rate/price bid is in the form of "V3_BOQ_ItemWise_Openfor_H1.xls"

13. Bidders are exempted from Bid Security/Earnest Money Deposit (EMD). However, the Bidder is required to upload 'Bid Security Declaration' as per Annexure-IV. A Bid received without 'Bid Security Declaration' shall be rejected and treated as non-responsive.
14. The e-waste scrap/obsolete/unserviceable items as per **Annexure VIII** may be inspected on working days during 4th July, 2022 to 6th July, 2022 between 11:00 A.M. to 01:00 P.M. For inspection, the tenderer may contact Deputy Director (Admn), FIU-IND, 6th Floor, Tower 2, Jeevan Bharti Building, Connaught Circus, New Delhi-110001 (Tele : 23312854).
15. After inspection of the items, intended bidders may submit their bids. The rates should be quoted in Indian rupees only.
16. The bids of only those firms will be entertained which have physically inspected the items before submitting of the bids and have submitted required certificates/annexure as per the NIT.
17. Clarification of Bids - To assist in the examination, evaluation and comparison of tenders, the seller may ask the bidders individually for clarification of their tenders. The request for clarification and their response shall be through CPP Portal but no change in the price or substance of the tender shall be sought, offered or permitted except as required to confirm the correction of arithmetical errors discovered by the Seller during the evaluation of the tenders. The bidder shall provide all necessary information and documents to be submitted to the seller during evaluation of its tender. Failure to provide correct and timely information, concealment of material facts regarding litigation history and arbitration proceedings, etc., having a material bearing on the evaluation process may render its tender being treated as non-responsive and will be liable to be rejected summarily.
18. Technical evaluation – FIU-IND shall carry out the evaluation based on the uploaded certificates/documents in the e-procurement system through a Tender Evaluation Committee (TEC). The TEC shall examine/ evaluate the technical bids to determine whether the bidders have submitted the requisite documents (iii) meet the terms and conditions specified, (iv) complied with all the instructions contained therein, etc
19. The financial bids of technically qualified bidders only will be opened and considered. The financial bids of unsuccessful bidders will not be opened.
20. Contacting the FIU-IND - No bidder shall try to influence the FIU-IND on any matter relating to its bid, from the time of the bid opening till the time tender is awarded. Any effort by the bidder to influence in the bid evaluation, bid comparison or contract award decision shall result in the rejection of the bid.
21. Award of tender - The tender shall be awarded with the approval of the competent authority to the bidder whose bid has been determined to be eligible and to be substantially responsive to the bid documents and who has offered the highest evaluated bid. The successful bid will be required to deposit the bid amount by Demand Draft from any commercial Bank drawn in favour of "MINISTRY OF FINANCE DEPARTMENT OF REVENUE" payable at NEW DELHI within five days of acceptance of tender failing which, the bidder shall be barred from participating in all future bids of FIU-IND for the next three years, and the process for its blacklisting would be taken up with CPP Administrator.
22. The successful bidder will be required to remove the material within three days of award of contract. In case the material is not removed within the prescribed time, appropriate action will be taken against the bidder as prescribed in the Tender document. In case the successful bidder deposits the full amount within a stipulated period but fails to lift the articles, FIU-IND shall not take responsibility for safe custody of the articles. In such case, FIU-IND may dispose of the auctioned material at the risk and cost of the successful bidder.

23. 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 the order awarding disposal of items to the successful bidder. No extension of time will be given under ordinary circumstances. However, extension of time may be granted provided full reasons for causing such delay is given in writing by the successful bidder. Delay, beyond the stipulated time, may entail cancellation of the award and appropriate action. The successful bidder will have to take away all Condemned/scrapped listed items and not selectively.

24. All the labour charges towards loading, unloading transportation charges, etc. shall be borne by the successful bidders. No claims and complaint whatsoever will be entertained on account of lifting and transportation.

25. No damage should be caused to the existing property of FIU-IND or any other offices in the premises while removing the material from the site. Any loss/damage to the property of FIU-IND or any other offices in the premises, or injury or personal accident suffered by any person due to negligence on action of the successful bidder or his authorized worker/supervisor will have to be indemnified by the successful bidder.

26. **Settlement of disputes** - All disputes, differences and questions arising out of or in any way touching or concerning this agreement or subject matter thereof or the representative rights, duties or liability of the parties shall be referred to the sole arbitration of the Director, FIU-IND or any person nominated by him. The arbitration shall be in accordance with the Arbitration and Conciliation Act, 1996. The arbitrator shall be entitled to extend the time of arbitration proceedings with consent of the parties. No part of the agreement shall be suspended on the ground of pending arbitration proceedings.

27. **Rights of FIU-IND** - FIU-IND reserves the right to accept/reject any or all the Bids in whole or in part and annul the bidding process without assigning any reason whatsoever. Provided that a bid is substantially responsive, the FIU-IND reserves the right to seek necessary information or documentation from the bidder (s), within a reasonable period of time, to rectify non-material, non-conformity, or omission in the bid related to documentation requirements.

Yours faithfully,

Sd/- xxx
(Jasvinder Singh)
Deputy Director (Admn)
Tele : 23312854

Copy to :

- (i) Official web-site of the FIU-IND.

Annexure-I

**TECHNICAL DATA SHEET FOR DISPOSAL OF THE e-WASTE
SCRAP/OBSOLETE/UNSERVICEABLE ARTICLES**

The tenderer needs to submit the following documents as Technical Bid :-

SI No.	Particulars
1	A self attested photocopy of Adhaar Card towards proof of Address.
2	A self attested photocopy of a certificate being a registered firm with Municipal or other Govt agency.
3	A self attested photocopy of PAN Card.
4	A self attested photocopy of GST Registration.
5	A self attested copy of registration certificate issued by the Central Pollution Control Board/State Pollution Control Board for Electronic Waste.
6	Partnership deed (If firm is in partnership)

Signature of the applicant _____

Name of the applicant _____

Place _____

Date _____

DETAILS OF BIDDING FIRM.

1. Name of the Firm: _____
2. Address: _____

3. Whether the firm's ownership is
Sole Proprietorship or partnership
or it is registered company under
Indian Companies Act: _____
4. GST Registration No. _____
5. PAN/TAN No. : _____
6. Landline/Mobile No.: _____
7. E-mail ID : _____
8. Name and Designation of Authorized Signatory : _____

Signature of the applicant _____

Name of the applicant _____

Place _____

Date _____

(To be given on Company Letter Head)

From

(Full name and address of the Bidder)

.....
.....

To,

The Director FIU-IND
6th Floor, Tower 2, Jeevan Bharti Building,
Connaught Circus, New Delhi-110001

Subject : **Bid-Security Declaration - reg**

Dear Sir,

I/We are aware that the bid should be supported by a Bid Security Declaration in accordance with the Terms & Conditions of the Tender Document. I/We accept to automatically be suspended from being eligible for bidding in any contract in FIU-IND for a period of three years from the date of opening of Bid, if I/We (i) withdraw or modify my/our bids during the period of validity; (ii) fail to remove/lift materials within the prescribed time; (iii) fail to deposit the full amount within a stipulated period; and (iv) violate any Terms & Conditions of the Tender Document.

Yours faithfully,

Signature of Authorized Representative with Date

ANNEXURE -IV

(To be given on Company Letter Head)

From
(Full name and address of the Bidder)

.....
.....

To,

The Director FIU-IND
6th Floor, Tower 2, Jeevan Bharti Building,
Connaught Circus, New Delhi-110001

Dear Sir/Madam,

Subject : PRICE BID UNDERTAKING - req.

I/We submit the Price Bid for and related activities as envisaged in the Bid document.

2. I/We have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agreed to abide by them.
3. I/We offer to work at the rates and applicable taxes as indicated in the financial bid.
4. I/We have inspected/verified all the items envisaged in the bid document

Yours faithfully,

Signature of authorized Representative

(To be given on Company Letter Head)

Date :

To,

The Director FIU-IND
6th Floor, Tower 2, Jeevan Bharti Building,
Connaught Circus, New Delhi-110001

SUBJECT: Undertaking to accept the terms and conditions of NIT - reg

Dear Sir,

I/We have downloaded/obtained the tender document(s) for the above mentioned tender from the web site(s), namely, www.fiuindia.gov.in and Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in>

2. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No.to (including all documents like annexure (s), schedule(s), etc.), and I/we shall abide hereby by the terms and conditions/clauses contained therein.

3. The corrigendum(s), in any, issued from time to time by FIU-IND too have also been taken into consideration, while submitting this acceptance letter.

4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in its totality/entirely.

5. I/We certify that all information furnished by our Firm is true and correct and in the event that the information is found to be incorrect/untrue or found violated, then FIU-IND may without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

DECLARATION

(To be given on Company Letter Head)

To

The Director FIU-IND
6th Floor, Tower 2, Jeevan Bharti Building,
Connaught Circus, New Delhi-110001

Dear Sir,

I/We have read and understood the contents of the Tender and agree to abide by all the terms and conditions of this Tender.

2. I/We further undertake that none of the Proprietor/Partners/Directors of the firm was or is **blacklisted/ banned / suspended** by any Central/State Governments Ministry/Department/Organisation.

Yours faithfully,

(Signature of the Bidder)

Name:.....
Designation with Seal of the Firm

Annexure-VII

CHECKLIST

SI No.	Particulars	Yes or NO
1	Technical Data Sheet as per Annexure I attached.	Yes/NO
2	Details of Bidding Firm as per Annexure II attached.	Yes/NO
3	Declaration as per Annexure III	Yes/NO
4	A copy of Adhar Card should be enclosed towards proof of residence duly self attested attached	Yes/NO
5	A copy of a certificate being a registered firm with Municipal or other Govt agency duly self attested.	Yes/NO
6	PAN Card duly self attested	Yes/NO
7.	GST Registration duly self attested	
8	A copy of valid Registration of Pollution Control Board(s) duly self attested	Yes/NO
9	Proof of A copy of e-waste certificate issued by the Competent Authority should be enclosed duly self attested	Yes/NO
10	Partnership deed (If firm is in partnership)	Yes/NO

Signature of the applicant _____

Name of the applicant _____

Place _____

Date _____

Annexure-VIII**LIST OF SURPLUS/OBSOLETE/UNSERVICEABLE ITEMS
ALONG WITH QUANTITY TO BE DISPOSED OF**

Item No. 1	Particulars of Store 2	Qty. 3
1.	HP Laserjet 1320 Printer S.No. CNBJ4CM06R	1
2.	HP Laserjet 1320 Printer S.No CNRJ6827006	1
3.	HP Officejet 7400 S.No MY59AN704B	1
4.	HP Scanejet 5590 S.No CN57857003	1
5.	Samsung SF565P S.No A6LBBJDD50029313	1
6.	Laserjet 3050 S.No CNCJ204331	1
7.	Laserjet 3050 S.No. CNCJ204931	1
8.	Laserjet 3050 S.No. CNCJ24284	1
9.	HP Laserjet 1320 S.No. CNHJ625077	1
10.	HP Laserjet 1320 S.No. CNHJ58Ko57	1
11.	HP Laserjet 1320 S.No. CNBJ49H14S	1
12.	HP Laserjet P1505N S.No. CNC2400854	1
13.	HP Laserjet P1505N S.No. CNC2401318	1
14.	HP Laserjet P1505N S.No. CNC2401285	1
15.	HP Laserjet P1007 S.No. VNF 5140161	1
16.	HP Laserjet P1007 S.No. VNF 5139806	1
17.	HP Laserjet LJ 5200N S.No. CNFXK66126	1
18.	HP Laserjet P20dn S.No. VNC3H03892	1
19.	HP Laserjet P20dn S.No. VNC3H03880	1
20.	HP Laserjet 1320 P20dn S.No. 3H04045	1
21.	Room heater 9fin with fan (Usha)	1
22.	Photocopier Machine E-studio-450 Tosiba	1
23.	Photocopier machine Tosiba E-studio-452	1
24.	Photocopier Machine Canon IR-2525	1
25.	Photocopier Machine Sharp AR-5620N	1
26.	Stabilizer (AC)	3
27.	Pedestal Fan	1
28.	Wall Fan	2
29.	Inverter Batteries Sonic Power	2
30.	Inverter Batteries Sukam	2
31.	Fire extinguisher	13
32.	Panasonic Hybrid IP PB Box	1
33.	Aluminium cabin partition fitted with board & glass	1
34.	Wall Clock	4
35.	LCD TV 32" Samsung (Model LA 32125113	1
36.	LCD TV (KDL 238x650) S. No. 3233749, 32737112,3277141 & 325378	4

Instructions for Online Bid Submission

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: <http://eprocure.gov.in/eprocure/app> .

REGISTRATION

- 1) Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (URL: <http://eprocure.gov.in/eprocure/app>) by clicking on the link "Online bidder Enrolment" on the CPP Portal which 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 / e-Token.

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 Tenders' 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) Bidders may refer to 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/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 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" or "Other Important Documents" 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 they can 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 concerned official, latest by the last date of bid submission or as specified in the tender documents. 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) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. 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 server 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. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys.
- 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 (i.e. after Clicking "Freeze Bid Submission" in the portal), 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 document 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 number for the helpdesk is 1800 3070 2232. Foreign bidder can get help at +91-7878007972, +91-7878007973.
