



HIGH COURT OF ANDHRA PRADESH

ROC.NO.2049/2024-CPS

DATED:11.12.2024

TENDER NOTIFICATION FOR DISPOSAL OF E-WASTE

Sealed quotations are invited through advertised tender enquiry from the eligible vendors for Disposal of unserviceable/obsolete E-Waste (IT Hardware) lying at the premises of High Court of Andhra Pradesh on “**AS IS WHERE IS**” basis. These hardware includes desktops, printers, UPS, monitors etc. The terms and conditions and other details of tender documents be as follows:

Annexure – I	Terms and Conditions of Tender
Annexure – II	Bidder’s Details (Mandatory Information)
Annexure – III	Form for providing records of e-waste handled or generated
Annexure – IV	Proforma for Technical Bid
Annexure – V	Proforma for Financial Bid
Annexure – VI	EMD Details
Annexure – VII	Tender Acceptance Letter
Annexure – VIII	IT Hardware Details
Annexure – IX	Arbitration

Bid Information Sheet

S.No	Description	Dates or Remarks
1	Date of Publication	11.12.2024
2	Last date for Submission of Bids	21.12.2024 at 15:00 Hrs
3	Opening of Technical Bids	21.12.2024 at 16:15 Hrs
4	Opening of Financial Bids	23.12.2024 at 16:30 Hrs
5	Bid Validity	Three Months or Ninety (90) days from the date of opening of bids
6	Sealed Cover Superscript	ROC.No.2049/2024-CPS, “Quotation for Disposal of E-Waste (IT Hardware)”
7	Name, Designation, Address for submission of tenders	The Registrar (IT-cum-CPC), High Court of Andhra Pradesh Nelapadu at Amaravarti, Guntur District-522237
Important Note: Prospective bidders are requested to remain updated for any notices/amendments/clarifications etc., with reference to the tender on https://aphc.gov.in/tenders.html		

Annexure – I
Terms and Conditions

- 1) This office does not bind itself to accept the lowest tender and reserves the right to reject any or all the tenders without assigning any reason or whatsoever.
- 2) Bidders should be registered with SPCB(State Pollution Control Board) / PCC (Pollution Control Board).
- 3) The bidders shall enclose attested copy of Registration Certificate declaring that the firm is Registered Recycler/Reprocessor/Disposal of E-Waste.
- 4) The Bid shall remain valid for a period of Ninety (90) days after the date of opening of bids. If any bidder withdraws his bid before the said period shall without prejudice to any other right or remedy, be at liberty to forfeit the Bid Security absolutely.
- 5) Interested bidders should physically inspect the materials stocked at High Court premises at Nelapadu between 11.00 am and 04.00 pm on any working day within three (3) days from the date of publishing the tender with the permission of undersigned and submit their quotations giving their bid amount both in figures and words on their letter head with signature of authorized person with name and in sealed cover to Computer Section at High Court of Andhra Pradesh in person on or before 08.11.2024 by 03.00 PM.
- 6) The tenderer/firm must be registered with GST Department for supply/services. Copies of such certification-mentioning registration number etc. shall be furnished along with quotation.
- 7) Copies of the IT returns, for the last three financial years shall be furnished.
- 8) The tenderer/firm must submit the copies of PAN Number etc.
- 9) An “Earnest Money Deposit (EMD)” to the tune of Rs.5,000/- (Rupees Five Thousand Only) in the form of crossed Demand Draft from any Nationalised/Scheduled Bank drawn in favour of “Registrar Administration” High Court of Andhra Pradesh shall be submitted.
- 10) This office reserves the right to reject any tender/all tenders in full or part thereof without assigning any reasons.
- 11) Tender fee is NIL here.
- 12) The successful bidder will be required to deposit the total bid/quoted amount in full by means of Demand Draft/ Pay Order/ Banker’s Cheque in favour of “Registrar Administration” High Court of Andhra Pradesh within five (5) working days from the date of award of contract and the items will be lifted within five (5) days of the receipt of confirmed work order by the firm. No extension of time limit will be granted for payment of full amount. Failure to do so shall result in forfeiting of EMD. The EMD of the successful bidder and the unsuccessful bidders will only be released after submission of quoted amount in the prescribed form by the successful bidder. If the successful bidder fails to deposit the quoted amount within stipulated date, the EMD of the L1 firm will be forfeited.
- 13) The lifting of materials will be made by the successful bidder/firm on any working day as specified between 10AM and 4PM. The successful bidder/firm has to inform at least two

working days in advance of the intended date of lifting of the materials. The successful bidder/firm should bring his own vehicle and will employ his own labour, bags, and other items as required for packing and lifting of the materials. No assistance will be rendered in this regard by this office. No items, once disposed of to the successful bidder, shall be taken back by this office, on any condition whatsoever.

- 14) Vendor should ensure that e-waste is disposed/reused as per latest government guidelines. Vendor should submit disclaimer related to this with their proposal.
- 15) Each page of the Tender documents must be stamped and signed by the person or persons submitting the tender in token of his / their having acquainted himself/themselves and accepted the entire tender documents including various conditions of contract. Any bid with any of the documents not so signed is liable to be rejected at the discretion of the High Court.

Annexure-II

Contractor's details (Mandatory Information)

Not Filling up the Mandatory Information and non-submission of document will attract cancellation of bid.

Supporting documents be annexed with the application Form (Application found deficient in any respect are liable to be rejected without further correspondence)

S. No.	Description	Information	
1.	Name of the Applicant/Firm		
2.	Date of Incorporation		
3.	Nationality		
4.	Address(attach separate paper for address of other offices)	Regd Office	
		Head Office	
5.	Telephone Numbers	Landline/Mobile No.	
		Fax No.	
		E-mail ID	
6.	Other Details (enclosecopies)	PAN	
		VAT Registration No.	
7.	Whether Registered with SPCB/PCC(Attach Supporting Documents)		
8.	Copy of two Previous years Annual return(form3) filed to State Pollution Control Board		
9.	Detail of Bank Account	Account No.	
		Type of Account	

		IFSC	
		Name of the Bank	
		Address of the Bank	
10.	Earnest Money Deposit	Amount in Rs. 5,000/- (Rupees Five Thousand only)	
		DD No.	
		Date of issue	
		Name of issuing bank	
		Address of issuing bank	
11.	Authorized signatory Detail	Name	
		Designation	
		Email	
		Mobile Number	
		Office Phone Number	
12.	Details of Contact other than Authorized Signatory	Name	
		Designation	
		Email	
		Mobile Number	
		Office Phone Number	

Signature of the bidder with seal & date

Annexure - III

FORM FOR PROVIDING RECORDS OF E-WASTE HANDLED OR GENERATED

Generated Quantity in Metric Tonnes (MT) per year

1.	Name & Address of Producer or Manufacturer or Refurbisher or Dismantler or Recycler or Bulk Consumer*		
2.	Date of issue of Extended Producer Responsibility Authorization*/Authorization*		
3.	Validity of Extended Producer Responsibility Authorization*/Authorization*		
4.	Types & Quantity of e-waste handled or generated**	Category	Quantity
		Item Description	
5.	Types & Quantity of e-waste stored	Category	Quantity
		Item Description	
6.	Types & Quantity of e-waste sent to collection center authorized by producer/dismantler/recycler/refurbisher or authorized dismantler/recycler/refurbisher**	Category	Quantity
		Item Description	
7.	Types & Quantity of e-waste transported*	Category	Quantity
	Name, address and contact details of the destination		
8.	Types & Quantity of e-waste refurbished*	Category	Quantity
		Item Description	

	Name, address and contact details of the destination of refurbished materials		
9.	Types & Quantity of e-waste dismantled*	Category	Quantity
		Item Description	
	Name, address and contact details of the destination		
10.	Types & Quantity of e-waste recycled*	Category	Quantity
	Types & Quantity of materials recovered	Item Description	
		Quantity	
	Name, address and contact details of the destination		
11.	Types & Quantity of e-waste sent to recyclers by dismantlers	Category	Quantity
	Name, address and contact details of the destination		
12.	Types & Quantity of other waste sent to respective Recyclers by dismantlers /recyclers of e-waste	Category	Quantity
		Item Description	
13.	Types & Quantity of e-waste treated & disposed	Category	Quantity
		Item Description	
	Name, address and contact details of the destination		

Note:-

- (1) *Strike off which ever is not applicable
- (2) Provide any other information as stipulated in the conditions to the authorizer
- (3) **For producers this information has to be provided state-wise

Annexure-IV

A. Technical Bid

1. The following documents are to be furnished by the bidder along with Bid Security/EMD amount as per the tender documents:
2. Bidder must provide a copy of the following in the name of the bidding company:
 - a) PAN Card.
 - b) Goods and Service Tax Registration
 - c) Copy of two Previous Years Annual Return (Form 3) filed to State Pollution Control Board.
 - d) The bidders shall enclose attested copy of Registration Certificate declaring that the firm is Registered Recycler/Reprocessor/Disposal of E-waste.
 - e) The authorization/consent to operate from concerned state Pollution Control Board under Water (Prevention and Control of Pollution) Act, 1974 and the Air (Prevention and Control of Pollution) Act, 1981.
3. Signed and scanned copy of Tender Acceptance letter in the Annexure VII "Tender Acceptance Letter".
4. Other conditions for submission of bids
 - a) Bidders shall adhere to the Critical Date Sheet mentioned in the Advertised Tender Enquiry. No bid shall be accepted post the deadline as mentioned in the critical date sheet.
 - b) This office will not be responsible for any delay on the part of the vendor in obtaining the terms and conditions of the tender notice or submission of the offline bids.
 - c) The bid submitted by fax/email etc. shall not be considered. No correspondence will be entertained on this matter.
 - d) Conditional tenders shall not be accepted on any ground and shall be rejected straightway. If Any clarifications required, the same should be obtained before submission of the bids.
 - e) In case, the day of bid submission is declared Holiday by High Court of Andhra Pradesh,

the next working day will be treated as day for submission of bids. There will be no change in the timings.

- f) At any time prior to the last date for receipt of bids, This office, may for any reason, whether at its own initiative or in response to a clarification requested by a prospective vendor, modify the Tender Document by an amendment. The amendment will be notified on official website and should be taken in to consideration by the prospective agencies while preparing their bids.
- g) In order to give prospective agencies reasonable time to take the amendment into account in preparing their bids, this office may, at its discretion, extend the last date for the receipt of bids. No bid may be withdrawn in the interval between the last date for receipt of bids and the expiry of the bid validity period specified in the tender. Withdrawal of a bid during this interval may result in for feature of Vendor's EMD.
- h) The agencies will bear all costs associated with the preparation and submission of their bids. This office will, in no case, be responsible or liable for those costs, regardless of the out come of the tendering process.
- i) Printed terms and conditions of the vendors will not be considered as forming part of their bid. In case terms and conditions of the tender document are not acceptable to any vendor, they should clearly specify the deviations in their bids.
- j) Bids not submitted as the specified format and nomenclature may be outrightly rejected.
- k) Ambiguous/Incomplete/Illegible bids may be outrightly rejected.
- l) Submission of the Bid will be deemed to have been done after careful study and examination of all instructions, terms and required specifications in the tender document with full understanding of its implications. Bids not complying with all the clauses in this tender document are liable to be rejected. Failure to furnish all information required in the tender document or submission of a bid not substantially responsive to the tender document in all respect will be at the vendor's risk and may result in the rejection of the bid.

B. FINANCIAL BID

Annexure - V **Detailed Financial Bid**

Note:

- It is necessary that the bidder submits financial bid in table below
- Financial bids shall be opened only for that receipt of Bid Security/EMD amount is verified.
- Prices should be quoted in Indian Rupees.
- The cost is inclusive of all taxes, levies etc.
- Taxes indicated in the financial bid will be charged as per the prevailing rate.

Table-Detailed Financial Bid

S.No.	Particular	Total Amount
1.	E-Waste Computer hardware items(Unserviceable, obsolete	In figures:

and beyond economic
repairable)at O/o High Court of
Andhra Pradesh at Nelapadu.

In words:

(In rupees)

Annexure - VI
EMD

s. No.	Particular	Amount (in Rs.)	Demand Draft No.	Date	Bank	Branch
1.	EMD	Rs.5,000/-				

ANNEXURE -VII
TENDERACCEPTANCELETTER
(To be given on Company Letter Head)

To,

The Registrar (IT-cum-CPC)
High Court of Andhra Pradesh
Nelapadu at Amaravati-522202

Sub: Acceptance of Terms & Conditions of Tender having Reference No. dated 26.10.2024.

Tender: E-Waste Computer hardware items (Unserviceable, obsolete and beyond economic repairable) at O/o High Court of Andhra Pradesh, Nelapdadu at Amaravati-522202.

Sir/Madam,

1. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents including all documents like annexure(s),etc. and I/we shall abide here by by the terms/conditions/clauses contained therein.
2. The corrigendum(s) issued from time to time by your department/organization too have also been taken in to consideration, while submitting this acceptance letter.
3. I/We hereby unconditionally accept the tender conditions of above-mentioned tender document(s)/corrigendum(s) in its totality /entirely.
4. I/We do hereby declare that our Firm has not been blacklisted/debarred by any Government Department/PublicSector Undertaking.
5. I/We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

(Signature of the
bidder, with
official seal)

Annexure-VIII

Details of Computer Hardware

S.No	Item Description	Make & Model	Year of purchase	Quantity
1	CPUs	Wipro	2013	85
2	Monitors	Wipro	2011	101
3	Laser Printers	Ricoh	2008	127
4	Printers (Dot Matrix)	PrintronicLipi		10
5	Heave Duty Printers	Sharp	2011,2012 & 2014	6
6	Keyboards	TVS	2013 & 2014	189
7	Mouses			158
8	Empty Toners	Used for Sharp Printer		88
9	Empty Toners	Used for Canon Printer		975
10	Empty Toners	Used for Ricoh Printer		299
11	Empty Toners	Used for HP Printer		36

Annexure – IX

ARBITRATION

If any dispute or difference of opinion arises between parties concerning the terms of agreement or their respective rights, responsibilities, or liabilities, then the parties shall meet and try to settle these amicably. If the parties fail to reach an amicable settlement within a reasonable time, the dispute, doubt or difference of opinion shall be referred to arbitration of a sole arbitrator to be nominated by the HIGH COURT. The decision of the arbitrator shall be conclusive, final and binding on both the parties. The jurisdiction of the court will be in the State of Andhra Pradesh.