

**SUPREME COURT OF INDIA
(ADMN.MATERIALS(P&S))**

F.No. 33/E-waste(used Cartridges)/2015/SCI(AM)
Dated: 6th November, 2015

Last date of Tender: 24/11/2015

NOTICE INVITING TENDER

FOR

**AWARDING OF RATE CONTRACT FOR COLLECTION/DISPOSAL OF E-WASTE
(USED CARTRIDGES/TONERS)**

Sealed tenders are invited only from the Authorised Recyclers of E-Waste (Approved by Govt.of India), as per proforma enclosed herewith as **Annexure 'A'** for awarding of rate contract for collection/disposal of e-waste (used cartridges/toners) on "AS IS WHERE IS" and "WHATEVER THERE IS " basis for a period of One year. The approximate monthly e-waste is 175 used cartridges/toners.

The actual quantity may increase or decrease during the year. Interested parties may, if so desire, contact Mr. T.D.Pant, Branch Officer, Admn.Materials (P&S) telephonically or personally at Reception Counter No.37 for any clarification on any working day between 10.30 A.M. and 4.00 P.M. (except Saturdays & holidays) on Telephone No. 23388745, 23112257 & 23111403 & 23112235.

A. TENDER

1. The tender may be sent in sealed envelopes superscribing (a) Earnest Money for "Rate Contract for collection/disposal of E-waste (Used Cartridges/Toners) and, (b) Financial bid for "Rate Contract for collection/disposal of E-waste (Used Cartridges/Toners) by post sufficiently early so as to reach the Registry within date & time or may be delivered to the undersigned. If tender is sent through special messenger, an authority letter from the tenderer with proof of identity may also be given to the Messenger so that he could show the same alongwith his own identity proof to the Reception Officer at Reception Counter No.37 at the time of opening of tender.

B. TERMS AND CONDITIONS OF TENDER

2. The tenderers are required to quote their highest rates for the items of e-waste detailed in "Annexure 'A' attached herewith.

- 2A. The tenderers are required to send their tender alongwith a Demand Draft of Rs.4,000/- (Rupees Four Thousand only) drawn in favour of "The Registrar(Admn.), Supreme Court of India" as Earnest Money Deposit (Name of the firm, telephone number and name of the item may be written on the reverse side of the Demand Draft).

3. Earnest Money deposited by unsuccessful bidders would be returned on written request after the contract has been finally awarded to the successful bidder.

4. Hypothetical or conditional Tender shall not be entertained. Tender once submitted shall not be allowed to be withdrawn or altered.

5. The Registry will deal with the tenderer directly and no middlemen/Commission agents etc. should be asked by the tenderer to represent the cause and they will not be entertained by the Registry.

6. Over-writing/over-typing or erasing of the figures which render it doubtful or ambiguous are not allowed and shall render the tender invalid.

7. The Registry, in its discretion, reserves the right to reject or accept any or all tenders, partly or completely, at any time without assigning any reason therefor.

8. Each tenderer has to certify that all the terms and conditions are acceptable to him or otherwise.

9. Even after awarding the said contract, the Registry reserves the right to terminate the same, if the services of the Contractor/Authorised recycler are not found satisfactory and to entrust the work to another, and to recover from the contractor, the loss, if any, sustained by the Registry.

C. TERMS AND CONDITIONS FOR SUCCESSFUL TENDERER

10. No tender shall be accepted without EMD.

11. The tenderer/Authorised E-waste Recycler shall have to submit the Authorization Certificate obtained from the Govt. of India in their own name/organisation for collection/disposal of e-waste alongwith the Tender documents as mentioned hereinbelow:
 - (i) Copy of the Registration Certificate/Pass Book with Central Pollution Control Board/State Pollution Control Board (CPCB/SPCB). The registration should be valid as on date of tender as well as till the expiry of the contract.
 - (ii) Name & Address of the tenderer(s) who is having the contract with name of contact person and his telephone/mobile number of at least three similar orders in Govt./PSU/State Govt./Govt. Autonomous body in India for collecting unserviceable IT equipment/E-waste should be attached with tender documents.
 - (iii) Attested copy of destruction of previous executed order of recycling of E-Waste should be attached with tender documents.

12. The successful tenderer shall have to deposit performance security of Rs.10,000/- (Rupees Ten Thousand only) after adjusting Earnest Money of Rs.4,000/- by way of Demand Draft drawn in favour of "The Registrar (Admn.), Supreme Court of India, New Delhi." The performance security deposit will be refunded after successful completion of tender.

13. The tenderer is required to quote their highest rates which should be valid for a period of one year from the date of opening of tenders.

14. The successful tenderer before lifting e-waste will have to deposit the entire amount by Cash or Demand Draft/Pay Order drawn in favour of "The Registrar(Admn.), Supreme Court of India" payable at New Delhi. E-Waste is to be lifted before the appointed officers or with the person nominated by the Registry of the Supreme Court of India. Immediately after lifting the same from the Registry, the vendor will have to issue a Certificate indicating/showing the extent of e-waste (used cartridges/toners) lifted for its disposal as E-waste, as per the rules of the Govt. of India.

15. The successful tenderer(authorised recycler of E-waste) will have to keep sufficient plastic drums or any other drums/boxes with lid/cover (on returnable basis after contractual period) in a corner of stationery godown of the Registry at their own cost for safely keeping the e-waste(used cartridges) until the same are lifted for its disposal without floating of black ink powder of used cartridges in open air during the contractual period.

16. The successful tenderer will have to abide by the terms and conditions as may be fixed from time to time by the Registry.

17. The successful tenderer/contractor shall engage his own labour for lifting the same only from the place earmarked for the purpose and shall have to bear the cartage for lifting the same. The contractor will lift the E-waste(used cartridges/toners) himself and not through any agent or by outsourcing.

D. PENALTIES

18. The collection of E-waste (used cartridges/toners) shall be made within one week on receipt of the Work Order, otherwise the Security Deposit may be forfeited alongwith any other action as may be deemed appropriate by the Registry.

19. Irrespective of the fact as to whether, the Registry may impose penalty upto 1% **per week** of total cost of delayed articles (e-waste), or of forfeiting the performance security if the delay is due to wilful laches or negligence on the part of the tenderer (authorised recycler of e-waste) irrespective of inconvenience caused to the Registry.

20. The Security deposit shall stand forfeited in case of breach of any of the conditions mentioned herein and if the services of the contractor are found unsatisfactory.

E. INVITATION OF TENDER

Interested parties may send their Tenders in two sealed envelopes superscribing (a) "Earnest Money deposit for collection/disposal of E-waste(used cartridges/toners)", and (b) "Financial bid for supply for collection/disposal of E-Waste(used cartridges/toners)" addressed by name to the undersigned so as to reach **on or before 24/11/2015** upto 3:00 P.M. which will be opened on the same day at 3:30 P.M. in the Registry by a Committee of Officers in the presence of the tenderers or their authorized representatives who may wish to remain present there at that time. If it is found that less than three tenders have been received for the purpose, due to inadequate competition, the same may not be opened, more tenders may be called and may be opened at the place, date and time to be notified to the tenderers in due course. In the first instance, the envelopes containing EMD will be opened. Thereafter, the envelopes containing financial bid will be opened.

(Rakesh Sharma)
Dy.Registrar(PR)

Encl.: 'Annexure 'A'

Note: Registry will remain closed from 9th to 14th November, 2015 on account of Diwali holidays.

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Admn. Materials (P&S)**

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NOTICE INVITING TENDER
FOR
AWARDING OF RATE CONTRACT FOR COLLECTION/DISPOSAL OF E-WASTE
(USED CARTRIDGES/TONERS)

(Proforma to be filled by the Tenderer with Reference to Notice Inviting Tender dated 06.11.2015 for collection/disposal of E-Waste(used cartridges and toners)

1. Name of the Tenderer with Address:

2. Name of the Contact person with Telephone
/Mobile No.
FAX No.
E-mail :

3. Traders Identification Number:

4. Price/Rate to be quoted for the following
items of E-WASTE (used cartridges/toners) :

S. No.	Description (E-waste) Used HP Toner/Cartridge No.	Rate per unit Rs.(net)
1	505A	
2	436A	
3	388A	
4	23 (Color)	
5	15	
6	15A	
7	7553A	
8	20	

S. No.	Description (E-waste) Used HP Toner/Cartridge No.	Rate per unit Rs.(net)
9	5949A	
10	49	
11	2612A	
12	278A	
13	540A to 543A	
14	Q6000A to 6003A	
15	HP-932 (black)	
16	HP 933XL(Color)	
17	FX-9(Canon)	
18	Cartridge'U'(Canon)	
19	Photocopier Cartridge DQ TU 10J (Panasonic)	
20	Ricoh Photocopier Toner 2501S	
21	Ricoh Photocopier Toner 2320D	
20	Computer ribbon cartridges 611/691 (LIPI make)	
21	Used defective pendrive (2GB/4GB/8GB/16GB/32G B	
22	Franking Machine ink cartridge (Pitney Bowes make)	
23	Franking Machine ink cartridge (Frama make)	

*** Note: Quoted rates should be inclusive of all taxes & levies.**

5. Whether all the terms & conditions of the N.I.T
are agreeable :

6. Whether Authorization Certificate from Govt.of India is enclosed with tender documents as per Clause 11(i) :

7. List of Empanelment & Rate Contract of vendors for disposal of E-Waste as per Clause 11 (ii) & (iii) (to be attached with the tender documents) :

8. Details of previous experience in the field & infrastructure, if any :

Dated:

Signature with stamp