

*RFP for Disposal of Assets (E-Waste and other items) of  
STPI-Nagpur*



*Tender No. STPI/P/PUR/11/2020-21  
Dated. 01.03.2021*

**SOFTWARE TECHNOLOGY PARKS OF INDIA**

Ministry of Electronics & Information Technology (Govt. of India)  
Plot no. 1, Rajiv Gandhi Infotech Park, Phase 1, MIDC, Hinjawadi, Pune -411 057  
Tel. No. 91-20-2298 1000/ Fax No. 91-20-2298 1035/ 1010.

**SECTION I**  
**REQUEST FOR PROPOSAL (RFP)**

Software Technology Parks of India (STPI) invites sealed bids under Two bid system from registered e-waste re-cyclers/ dismantlers for **Disposal of Assets (E-Waste and other items) of STPI Nagpur.**

The important Bid Schedule & Venue are mentioned below:

**Table 1:**

<b>I</b>	<b>Tender inviting officer Authority, Designation and Address</b>	<b>The Director, Software Technology Parks of India, Plot no. 1, Rajiv Gandhi Infotech Park, Phase 1, MIDC, Hinjawadi, Pune -411 057 Tel No.:- 020 2298 1000</b>
<b>II</b>	<b>Name of the Work</b>	<b>Disposal of Assets (E-Waste and other items) of STPI-Nagpur</b>
<b>III</b>	<b>Place of Execution</b>	<b>Software Technology Parks of India Pune, Plot No. 3, IT Park , Near VNIT Telephone Exchange, Nagpur, Maharashtra-440022</b>
<b>IV</b>	<b>Place of submission of Bid</b>	<b>Software Technology Parks of India Pune, Plot P1, MIDC, Rajiv Gandhi Infotech Park, Hinjawadi Phase-I, Pune, Maharashtra-411057</b>
<b>V</b>	<b>Place of Bid Opening</b>	<b>Software Technology Parks of India Pune, Plot P1, MIDC, Rajiv Gandhi Infotech Park, Hinjawadi Phase-I, Pune, Maharashtra-411057</b>
<b>VI</b>	<b>Any other important criteria specified by the tender inviting authority</b>	<b>Tender received after due date and time will be summarily rejected</b>

**Table 2:**

Published on <a href="http://mah.stpi.in">http://mah.stpi.in</a> & <a href="http://www.eprocure.gov.in/eprocure/app">www.eprocure.gov.in/eprocure/app</a> .	<b>01.03.2021</b>
Bid Document Download Start Date	<b>01.03.2021 at 1600 Hrs.</b>
State Date & Time of Bid Clarification	<b>01.03.2021 at 1700 Hrs</b>
End Date & Time of Bid Clarification	<b>10.03.2021 at 1500 Hrs.</b>
Bid Submission Start Date & Time	<b>11.03.2021 at 1500 Hrs.</b>
Bid Submission End Date & Time	<b>22.03.2021 at 1500 Hrs.</b>
Bid Opening Date & Time	<b>23.03.2021 at 1500 Hrs.</b>

RFP document can be downloaded from the website <http://www.mah.stpi.in> & [www.eprocure.gov.in/eprocure/app](http://www.eprocure.gov.in/eprocure/app).

**Director  
STPI- Pune**

**SECTION II**  
**INSTRUCTIONS TO BIDDERS (ITB)**

**1. PURPOSE OF TENDER**

Software Technology Parks of India (STPI) is an Autonomous Society under Ministry of Electronics and Information Technology, Government of India.

The purpose of this RFP is to invite competitive bids for Disposal of Assets (E-Waste and other items) of STPI Nagpur listed in Annexure-C (Format of Commercial Bid).

- 2. The bidder will compulsorily have to bid for disposal of all the items of that center. Failing which the bid will be cancelled.**
3. Bid may be submitted with a forwarding letter on letter head of the Bidder. Each page of bid document must be signed and stamped by authorized signatory to ensure the compliance with the scope & services and general terms and conditions. No overwriting, corrections and cutting is permitted.
4. Bid validity should be **120 days** from the last date of bid submission.
5. Bids once submitted shall not be allowed to withdraw. Any default after acceptance of bid shall be deemed to be non-compliance to the terms of this bid document.
6. However, if a bidder submits more than one bid, in that case, the bid which is received later/latest (but before due date and time of bid submission) at STPI Pune will be considered.
7. If the Bidder gives wrong information in the Bid, STPI reserves the right to reject such Bid at any stage or to cancel the Sale Order, if awarded.
8. Canvassing in any form in connection with the Bids is strictly prohibited and the Bids submitted by the Contractors who resort to canvassing are liable for rejection.
9. Bids, in which any of the particulars and prescribed information are missing or are incomplete, in any respect and / or prescribed conditions are not fulfilled, shall be considered non responsive and are liable to be rejected.

**10. SITE VISIT:**

- I. Bidders are advised to inspect the available items to be disposed as e-waste at STPI Nagpur, on week days from **02.03.2021 to 15.03.2021 between 10.00 Hrs AM to 1600 Hrs on official working days,** at their own cost, before submitting the bid.
- II. A tenderer shall be deemed to have full knowledge of the site, content and condition of e-waste to be disposed and scenarios whether he/she/they inspect(s) it or not.

III. In order to carry out the inspection, the bidders are requested to contact the following STPI official mentioned in Table-4 below for necessary coordination/arrangements for inspection.

**Table-4**

S. No.	STPI Centre	Contact Person	Contact Details
1	STPI Nagpur	Sanjay D. Darne (OIC, JD)	<a href="mailto:sanjay.darne@stpi.in">sanjay.darne@stpi.in</a> <a href="tel:020-22981031">020-22981031</a>

The intimation for inspection should be given at least one working day in advance to above mentioned STPI official.

#### **11. CLARIFICATION OF BID DOCUMENTS BY THE CONTRACTOR/ BIDDERS:**

The bidding process is stipulated in the tender document clearly. In case of any clarifications about bidding process/eligibility criteria, the bidders may seek clarification through email to [sandhya.wagh@stpi.in](mailto:sandhya.wagh@stpi.in) on or before the due date and time of bid submission. The clarifications sought after due date and time of bid submission will not be entertained.

#### **12. SCOPE OF WORK:**

12.1. The successful bidder will be responsible for picking up and transportation of all the listed e-waste from STPI Nagpur within 10 working days from the date of Sale Order from subject to

12.1.1. Producing Identity proof/authority letter at the time of pickup

12.1.2. Producing original receipts for amount remitted to STPI Pune

STPI-Nagpur will not be held responsible for any loss or damage or theft of item after above-mentioned time period and no compensation thereof, will be entertained.

12.2. The collection of e-waste items should be made during the working hours i.e. 10 AM to 5:00 PM on week days only. One day advance intimation must be given in writing to STPI Pune by the successful bidder, before the collection of items.

12.3. Certificate of destruction should be submitted to STPI Pune after disposal.

12.4. The bidder should ensure that the facility & recycling process are in accordance with the standards laid down in the guidelines published by the CPCB from time to time.

12.5. The bidder should ensure that the residue generated thereof is disposed off in a hazardous waste treatment storage disposal facility.

- 12.6. The bidder shall arrange his own persons for sizing, dismantling, loading, and transportation from the site.
- 12.7. Bidder will leave storage place of the items quite clear.
- 12.8. The bidder shall be responsible for any loss or damage to buildings, structures, properties etc., within the premises/ offices of the STPI, if such losses or damages are due to the fault or negligence or willful acts, omission or any other reason of the bidder.
- 12.9. The bidder shall fully comply with all the safety rules and provide the necessary safety devices etc. that may be required at their cost during the work.

### **13. BIDDER'S ELIGIBILITY CRITERIA**

- 13.1. Bidder shall either be a registered Indian company or a partnership firm or proprietorship etc. Documentary evidence to be submitted.
- 13.2. **The bidder has to be registered with State Pollution Control Board/ Pollution Control Committee / Central Pollution Control Board (CPCB) as per the E-waste Management and Handling Rules 2011 published by the Ministry of Environment and Forest, Govt. of India vide notification dated 12.05.2011. The bidder should submit copy of registration certificate from respective pollution control board.**
- 13.3. The bidder shall have necessary registration certificate for PAN and GST Registration. Documentary evidence to be submitted.

### **14. TENDERING PROCESS**

Bidders should submit their proposal in THE SEALED MASTER ENVELOPE via speed post/ courier/ by hand to

**The Director,  
Software Technology Parks of India.  
Plot No. P-1, Rajiv Gandhi Infotech Park,  
Phase 1, Hinjawadi, Pune, Maharashtra-411057**

Please super scribe on the Master envelope as "*Disposal of Assets (E-Waste and other items) of STPI-Nagpur*"

The quote should reach us on or before **22.03.2021 at 1500 Hrs.** The quotation received after the due date will not be accepted.

## 15. PREPARATION OF BIDS:

Bid Documents has to be submitted in **TWO SEPARATE SEALED ENVELOPES (inside the master envelop)** labelled as under: -

- I. Technical Bid (Envelop No. 1)
- II. Commercial Bid (Envelop No. 2)

**NOTE: Technical bid and Commercial bid must be enclosed in separate sealed envelopes inside the master envelop.**

The following documents should be contained in Bid submission:

### **A. CONTENT OF TECHNICAL BID (ENVELOPE 1)**

**Bidder should submit technical bid inside the sealed envelope labelled "*Technical Bid*".**

- I. A Covering/ forwarding letter
- II. Duly filled Copy of Technical bid as per Annexure-A printed on Company letter head and signed by authorized signatory of bidder with company seal.
- III. Attested copy of proof (valid certificate) of having registered with MOEF (Ministry of environment and Forests) / CPCB (Central Pollution Control Board) / SPCB (State Pollution Control Board) / Pollution Control Committee (PCC) as re-cyclers / re-processors
- IV. Copy of PAN Card,
- V. Copy of GST registration certificate
- VI. Copy of Registration or certificate of Incorporation of the firm, Company, Proprietorship, Partnership, etc.
- VII. Signed (with company seal) Copy of Non-disclosure Agreement as per Annexure B.

### **B. CONTENT OF COMMERCIAL BID (ENVELOPE 2)**

**Bidder should submit financial proposal inside the sealed envelope labelled "*Commercial Bid*".**

**Commercial bid should be as specified in Annexure-C, printed on Company Letter head and Duly signed and with Company seal.**

All prices quoted in the Commercial bid must be in Indian Rupee only and shall be fixed, firm and final.

**16. No commercial information shall be mentioned in the technical bid, Failure to do so may lead to cancellation of the bid.**

## 17. BID EVALUATION PROCESS

The Bid evaluation process shall be in two-stage

- A. Technical Bid evaluation
- B. Commercial Bid evaluation

### A. Technical bid evaluation

Technical bid shall be opened first and will be evaluated for fulfilment of the Bidders Eligibility Criteria stated in **para 13 and** documents mentioned in **para 15A**.

If the Bidder's Eligibility Criteria is fulfilled, STPI may call the bidder for presentation to understand the technical capability or skill set to perform the required service and then Commercial bid will be opened.

Commercial Bids will be opened only for those who are technically qualified.

### B. Commercial bid evaluation

Further to the identification of technically qualified bidders, their commercial bids will be opened.

Highest (H-1) bidder after evaluation will be considered for the issue of Sale Order.

However, STPI-Pune reserves the right to reject any or all the bids without assigning any reason, whatsoever.

**NOTE:** Arithmetical errors, if any, in the Commercial bids shall be rectified on the following basis:

- I. If there is a discrepancy between "Grand Total", mentioned in words and figures in the Commercial Bid/price schedule, the higher value shall prevail.
- II. If there is any discrepancy in the calculation of "Grand Total", the same will be corrected by STPI Pune by considering item wise prices mentioned by bidder.

If the bidder does not accept the correction of the errors, his/ her bid shall be rejected.

## 18. SEEKING CLARIFICATION ON SUBMITTED BIDS BY STPI:

To assist in the examination, evaluation and comparison of bids STPI may, at its discretion ask the bidder for the clarification of its bid. The request for clarification and the response shall be in writing. However, no post bid clarification at the initiative of the bidder shall be entertained after opening of the tender.

19. In respect of interpretation/clarification of this bid document and in respect of any matter relating to this bid document, the decision of Director STPI-Pune will be final.

## 20. AWARD OF CONTRACT/SALE ORDER:

H1 bidder will be selected among technically qualified bidders and Sale order will be awarded to this H1 bidder.

STPI reserves the right to terminate the order in case of violation of the terms and conditions of the tender or non-fulfillment of the statutory requirement.

## 21. PAYMENT SCHEDULE:

21.1. Successful bidder has to submit 100 % of the quoted amount, through NEFT / RTGS or any online payment mode only, to STPI Pune within 7 working days from the date of sale order, against the invoice of STPI. Failure to do so may lead to cancellation of the sale order.

21.2. The details for the transfer through NEFT / RTGS payment is given as belows :

Sr. No.	Particulars	Details
1.	Account Holder Name	Software Technology Parks of India
2.	Account Type	SB A/c
3.	Account Number	<b>013810110001793</b>
4.	Bank Name	Bank of India
5.	Address	Shop No. 26, 27, Moraj Residency, Plot No. 1, Palm Beach Road, Sanpada, Navi Mumbai - 400705.
6.	IFSC Code	BKID0000138
7.	MICR Code	400013133
8.	Branch Code	000138

21.3. No Cheque / Demand Draft / Cash will be accepted.

21.4. Collection of e-waste will be allowed only after payment of full amount to STPI Pune.

**22. SERVICE DELIVERY:** The complete scope of work including payment, pickup of assets for disposal from STPI-Nagpur and providing certificate of disposal to STPI Pune, should be completed **within 6 weeks** from the date of Sale order.

## 23. DELAY IN TAKING DELIVERY:

23.1. If the item has not been removed within the above time schedule (10 working days), the bidder has to pay a ground rent of 0.5% of quoted rates, for each day of delay up to further 10 days.

23.2. If the item is not removed even within the extended 10 days, the total Sale Amount paid will be forfeited to STPI and the Sale order will be cancelled.



23.3. As soon as the full amount (Bill of quantities) of the bid money is paid by the bidder, he would acquire his lien on the stores. The responsibility of the store lies with the bidder if any damage is done by way of pilferage/fire or any other unforeseen calamity. No claim on this account shall be entertained.

**24. TERMINATION BY DEFAULT:**

24.1. STPI reserves the right to terminate the agreement/ cancel the sale order at its discretion at any time without assigning any reason, thereof.

24.2. The STPI Pune may, without prejudice to any other remedy for breach of bid document/ order, by written notice of default sent to the bidder, terminate the Sale Order in whole or part:

24.3. If the Bidder fails to provide services within the time period specified in the Sale order/ bid document or any extension thereof granted by the STPI.

24.4. If the Bidder fails to perform any other obligations under the Sale Order.

**25. REJECTION OF THE BID:**

25.1. The bidder is expected to examine all instructions, formats, terms & conditions, & scope of work in the bid document. Failure to furnish all information required as per bid document or submission of the bid which is not substantially responsive to the bid document in every respect may result in rejection of the bid. In respect of interpretation/clarification of this bid document and in respect of any matter relating to this bid document, the decision of STPI will be final.

25.2. The bidder will have to furnish the requisite document as specified in the bid document, failing which the bid is liable to be rejected.

25.3. The bids received after specified date & time will not be considered.

25.4. The bids received through Fax/Telex/ photocopy/ Email will not be considered.

**26. Precaution and Disclaimer:** All necessary and foreseeable safety precautions and equipment are to be used by the bidder while working. STPI cannot be held responsible for any accidents/ damages.

**27.** Charges pertaining to loading, unloading or any logistical tasks involved in supply of material or picking up of existing material will be borne by the bidder.

**ANNEXURE-A**  
**FORMAT OF TECHNICAL BID**

*To be Printed ON BIDDER'S COMPANY LETTER HEAD*

**Tender No.** - *STPI/P/PUR/11/2020-21 Dated. 01.03.2021*

**Name of Tender** - Disposal of Assets (E-Waste and other items) of STPI-Nagpur

**Name of Bidder Company**-.....

**Table-A: Checklist**

Sr. No.	List of Documents Submitted in Technical bid	Remark (Submitted/ Not Submitted)
1	Covering/ Forwarding Letter	
2	Duly filled Copy of Technical bid as per Annexure-A printed on Company letter head and signed by authorized signatory of bidder with company seal.	
3	Attested copy of proof (valid certificate) of having registered with MOEF (Ministry of environment and Forests) / CPCB (Central Pollution Control Board) / SPCB (State Pollution Control Board) / Pollution Control Committee (PCC) as re-cyclers / re-processors	
4	Copy of PAN Card	
5	Copy of GST registration certificate	
6	Copy of Registration or certificate of Incorporation of the firm, Company, Proprietorship, Partnership, etc.	
7	Signed copy of Non-disclosure Agreement as per Annexure B.	

I/We hereby certify that

- i. I/we have read the bid document completely and agree with all the mentioned terms and conditions mentioned therein.
- ii. I/We have completely understood the scope of work and visited the site. I/We have complete capability to carry out the complete work.
- iii. I/We have not been blacklisted by any company, organization or entity.

**Signature of the Bidder.**

Name :

Designation :

Company Seal:

Date :

Place :

**ANNEXURE - B**  
**FORMAT OF NON - DISCLOSURE AGREEMENT**

Date:...../...../.....

We \_\_\_\_\_ hereby agree to keep all information confidential about STPI learnt by below signed persons from this date \_\_\_\_\_ onwards, and at all times in future, in which \_\_\_\_\_ (the contractor) has an interest.

We hereby agree and undertake to maintain such information as confidential and undertake not to use any part or the whole of such information, directly or indirectly learnt about STPI, for any other purpose other than for conducting work for the sale of E-waste.

We further agree that our personnel will only disclose confidential information on a need to know basis with the consent of STPI-Pune.

Date :  
Place :

**Signature of the Bidder.**  
Name :  
Designation :  
Company Seal:

ANNEXURE-C

FORMAT OF PRICE SCHEDULE/COMMERCIAL BID

To be Printed ON BIDDER'S COMPANY LETTER HEAD

Tender No. - **STPI/P/PUR/11/2020-21 Dated. 01.03.2021**  
Name of Tender - Disposal of Assets (E-Waste and other items) of STPI- Nagpur  
Name of Bidder Company -.....

Sr. No.	E-Waste & Other items for Disposal	Quantity	Total Price (Including taxes) (In Rs.)
A	B	C	D
1	Grills & Fabricated Stair case	Set	
2	Interiors & Partitioning	Set	
3	Electrical Items (Panel, Boards, fittings etc.)	Lot	
4	Air conditioners (Inner & Outer unit)	06 Nos.	
5	03 Seater Sofa sets	01 No.	
6	01 HP Pump	01 No	
7	Binocular Olympus make	01 No.	
8	BPL Make Telephone Instrument	09 Nos.	
9	Beetel Make Telephone Instrument	19 Nos.	
10	Beetel Make Telephone Instrument-Speaker	01 Nos.	
11	Sony make LCD Projector	01 No.	
12	Finger Print Based Access Control System	01 No.	
13	Networking Cables-E Cat-5 Cable	01 No.	
14	Cat 5 Cable	01 No.	
<b>Grand Total</b>			

**Grand Total (In Words): Rupees.....**

I/We hereby certify that

- i. The prices mentioned above are lump sum, fixed, final and complete amount inclusive of all charges and taxes for the entire Scope of work.
- ii. The validity of the quote is at least 120 days from the last date of submission of bid.

**Signature of the Bidder.**

Name :

Designation :

Company Seal :

Date:

Place: