

DISTRICT PLANNING AND MONITORING UNIT, NAYAGARH

(Statistical Wing)

Mail:- dpmustatistics.nayagarh@gmail.com

Order No 1011 / Date 02 / 09 / 2025

Tender Call Notice

Sub: Disposal of e-waste - old/obsolete computer hardware and peripherals.

Sealed tenders are invited from **Dismantler/Recycler of E-waste registered with Central Pollution Control Board or Odisha State Pollution Control Board, Bhubaneswar** for disposal of old/obsolete/unserviceable computer hardware (Desktops, Monitors, UPS, Printers etc.) on "**AS IS WHERE IS BASIS**". The Tender Document can be downloaded from the website nayagarh.odisha.gov.in under link "**Tenders**". There is no fee for Tender Document. Important dates of tender related activities are as under: -

Sl. No	Description of items	Details
01	Available items can be inspected at	District Planning & Monitoring Unit (Statistical Wing), Nayagarh
02	Availability of Tender document	nayagarh.odisha.gov.in & Notice board of Collectorate Nayagarh and DPMU Nayagarh
03	Cost of Tender Document	Free
04	Distribution of Tender Document begins	04.9.2025
05	Period & Time of Inspection	04.9.2025 – 24.9.2025 in office hour
06	Submission of Tender	04.9.2025 – 24.9.2025 up to 5.00PM
07	Opening of Tender	25.9.2025 at 3:00 PM

The Tender documents completed in all respects, should be submitted in a sealed envelope. Such sealed tender should be addressed to **Deputy Director(P&S), District Planning & Monitoring Unit (Statistical Wing), Nayagarh, Odisha, At/Po- Jagannath Vihar, Near Union Bank Nayagarh, PIN-752069** and be dropped in the Tender Box placed in the Office of DPMU (Statistical Wing) Nayagarh or by registered post on or before 24.09.2025 up to 5: 00 PM.

Contact Number: - 9439223471

Note: - In the event of any of the above-mentioned dates being declared as a holiday for this office, tenders/bids will be received /opened on the next working day at the scheduled time.


Joint Director
DPMU, Nayagarh

Note: -The dates /period are subject to approval of Competent Authority and publishing of tender notice.

Tender for disposal of e-waste - old/obsolete Computer Hardware and Peripherals

This Office intends to dispose of e-waste - old/obsolete/unserviceable computer hardware (Desktops, UPS, Printers etc.) etc. on "**AS IS WHERE IS BASIS**" through Seal Quotation.

1. Eligibility Criteria.

Bidders must fulfil following eligibility criteria and submit documents mentioned in **Annexure -1** of this tender document in support of the same as under: -

- a) Must be registered as a Recycler/Preprocessor/Dismantler of e-Waste with Central Pollution Control Board, Ministry of Environment and Forests, Government of India or with the Odisha State Pollution Control Board, Bhubaneswar or State Governments dealing with E-waste etc. Bids received from the firms other than so registered will be summarily rejected.
- b) Must not be blacklisted by any Department of the Government of India or of any State/or by any PSU/Autonomous Organization of Government. An Undertaking regarding non-blacklisting of the bidder by any Government Organization must be furnished by the bidder in the tender document in the format given in **Annexure - II**. Bids without above undertaking will not be considered.
- c) Should be registered with GST/ Service Tax A/AT with Departments of Government of India /State Governments.

2. Inspection of Items

The inspection of material can be done carefully by the prospective bidders or their representatives at the designated place on **District Planning & Monitoring Unit (Statistical Wing), Nayagarh PIN-752069 Odisha** for which they can contact Sri Dilip Kumar Dash, Section Officer or Sri Jnanaranjan Sahoo, Junior Asst., **District Planning & Monitoring Unit (Statistical Wing), Nayagarh PIN-752069 Odisha**. Queries can be raised to the concerned Officer at the time of inspection. No further clarification shall be entertained after the above inspection.

3. Earnest Money Deposit (EMD)/Bid Security

The EMD cost ₹5,000/- of successful party will be treated as Security Deposit till removal of the items from the premises of **District Planning & Monitoring Unit, Nayagarh Pin 752069, Odisha**.

4. Minimum Reserved Price

No minimum reserved price has been kept.

5. Bid validity Period

Bids should remain valid for acceptance for a period of **one months** from the date of opening of the Bids. Bids with lesser validity period will be summarily rejected.

6. Financial Bid

- (a) The financial bid shall be quoted in the Performa given at **Annexure - III** of this tender document.
- (b) The Financial bid of only those bidders shall be evaluated who fulfil the eligibility criteria.
- (c) The bidder shall quote for the whole lot.
- (d) Any overwriting of/on amount quoted will render the bid to be invalid,
- (e) GST/VAT or any other tax / duty, if applicable shall be borne by the bidder.
- (f) The rate quoted shall be final.
- (g) The successful bidder shall be evaluated on the basis of highest quoted price for the whole lot.

7. Submission of Bids

- a) The Bid shall be legible, preferably typed/printed and be in English only: All the pages of the Bid should be serially numbered and signed.
- b) The Bid prepared by the Bidder shall comprise of (i) Details of Eligibility Criteria and (ii) Financial Bid.
- c) Bid may include following documents:
 - i. Eligibility Criteria (**Annexure -I**).
 - ii. Financial Bid (**Annexure - III**).
 - iii. Supporting documents

Sealed tenders super scribed "**Tender for disposal of e-waste**" addressed to **District Planning & Monitoring Unit (Statistical Wing), Nayagarh**. PIN-752069, Odisha be dropped in the Tender Box or Registered Post placed in **the office** on or before **24.09.2025 up to 5:00 PM**. Bids received after the closing date and time prescribed shall not be accepted under any circumstances.

All the envelopes shall also indicate the **name, address and phone number** of the Bidder enabling the Bid to be returned, if required.

8. Opening of Bids

- a. All bids containing Eligibility Criteria and Financial Bid shall be opened by the **District Planning & Monitoring Unit (Statistical Wing), Nayagarh**, PIN-752069, Odisha on 25.09.2025 at **03:00 PM**, in the presence of members of disposal committee constituted vide this office order No. 1092 /Dt. 28.10.2024 and the Bidders or their authorized representatives.

- b) The bidder himself or his authorized representative can attend the tender opening event. The representative attending the opening of the tender on behalf of the bidder should bring with him/her a letter of authority from the bidder and a proof of identification at the time of opening of bid. Only one person/representative from each bidder would be allowed to attend the bid opening event.

9. Payment

The successful bidder will have to pay the entire quoted/offered amount in the form of Bank Draft/ Pay Order drawn in favor of **District Planning & Monitoring Unit, Nayagarh** payable at Nayagarh within **seven working days** after receipt of letter regarding award of contract, failing which the contract may be cancelled.

10. Lifting of e-waste - old computer hardware

- a) The successful bidder shall be required to lift all e-waste - old/obsolete/unserviceable computer hardware and not selectively from the designated place to their premises on **"AS IS WHERE IS BASIS"** within **two working days** after depositing the full amount.
- b) In case, the successful bidder deposits the full amount within a stipulated period but fails to lift the articles in the scheduled time, this Office shall not take responsibility for safe custody of the articles.
- c) No damage shall be caused to the existing property of this Office or any other Offices in the premises while removing the materials from the site. Any loss/ damage to the property of this Office or any other Offices in the premises or injury or personal accident suffered by any person due to negligence or action of the successful bidder or his authorized worker/supervisor will be borne by successful bidder and they will be indemnified.
- d) 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 acceptance letter. No extension of time will be given under ordinary circumstances. However, extension of time may be granted provided convincing and satisfactory reasons for such delay is given in writing by the successful bidder. Delay, beyond the stipulated time, may entail cancellation of the award/order.
- e) All the charges i.e. loading, unloading and transportation to be incurred in course of lifting of items from the designated place shall be borne by the successful bidder.

11. Submission of Undertaking for Disposal of e-Waste

The successful bidders shall submit an undertaking (**Annexure - V**) that e-waste items out of old/obsolete/unserviceable computer hardware etc. will be stored/process/disposed of as per **Rule 12 of Chapter IV of e-Waste (Management and Handling) Rules, 2011**.

12. Other terms and Conditions

- a) In the event of failure of the successful Bidder to lift the items in the stipulated time frame, legal action may also be initiated. Further, the Bidder will be blacklisted for further business with this office and the Contract will be awarded to next Highest Bidder to lift the item(s) at H1 rate(s).
- b) The bidder should also enclose the certified copy of the valid registration certificate issued by the Central Pollution Control Board or the Odisha State Pollution Control Board along with the tender document failing which the tender will be rejected. The successful bidder shall produce the original certificate before lifting of the items from said location.
- c) The bidder has to submit their rate against each lot separately instead of quoting for individual items of the particular lot. They are requested to quote their rates Lot-wise (which is **one LOT in the present case**). Any conditional offer will be rejected.
- d) No bidder will be allowed to withdraw after submission of bids/opening of the tender.
- e) This tender is non-transferable.
- f) Each page of the tender document should be signed by the bidder(s). Incomplete and unsigned quotations are liable to be rejected.
- g) If a firm violates any of these terms & conditions, the same shall be blacklisted and other legal action may be initiated.
- h) This Office reserves the right to accept or reject any bid without assigning or communicating any reason thereof and to take any decision relating to the tender including the cancellation of the tender.
- i) Any corrigendum / addendum / errata etc. in respect of above Tender shall be made available in our official website and Notice Board only. No press publication shall be made in this regard. Hence applicants are advised to visit our website regularly for any amendment/ corrigendum / addendums in this regard.


Joint Director
DPMU, Nayagarh

Memo No. 1012 /

Date. 02.09.2025 /

Copy to the all-E-waste committee member for information and necessary action. They are requested to attend the meeting on scheduled date & time i.e. 25.9.2025 at 03.00PM in the office chamber of Dy. Director (P&S), DPMU Nayagarh as per order of tender opening for **Disposal of e-waste - old/obsolete computer hardware and peripherals.**


Joint Director
DPMU, Nayagarh

Memo No. 1013 /

Date. 02.09.2025 /

Copy to Sri Nihar Ranjan Nayak District E-governance Manager, Nayagarh for information and necessary action. He is requested to web host the tender call notice in the district website.


Joint Director
DPMU, Nayagarh

Memo No. 1014 /

Date. 02.09.2025 /

Copy to the Director Information and Public Relation Department, Govt of Odisha, Bhubaneswar for information and necessary action.


Joint Director
DPMU, Nayagarh

Memo No. 1015 /

Date. 02.09.2025 /

Copy to the District Information and Public Relations Officer, Nayagarh for information and necessary action.


Joint Director
DPMU, Nayagarh

Memo No. 1016 /

Date. 02.09.2025 /

Copy to office notice board of Planning wing and Statistical Wing Nayagarh/ Notice board of Collectorate, Nayagarh for information and necessary action.


Joint Director
DPMU, Nayagarh

ANNEXURE-I

Eligibility Criteria for Disposal of e-waste - old/obsolete Computer Hardware & Peripherals

TENDER NO 1011 /Dt. 21/9/2025

Sl. No.	Description	Information	
1.	Name of the Firm /Agency/ Company		
2.	Address of the Firm/ Agency/ Company Enclose copy of address proof)		
3.	Contact Details of the Firm/Agency	Telephone/Mobile No.	
		FAX No.	
		E-Mail ID	
4.	Name of Proprietor/Partners/Directors of the Firm/Agency		
5.	Other Details (Enclose Copy)	PAN No.	
		GST / VAT Registration No.	
		Registration Certificate No. issued by Centre Pollution Control Board / Odisha State Pollution Control Board, BBSR	

**Signature of Authorized Signatory
With stamp (Name of the person)**

ANNEXURE – II

Tender for Disposal of E-waste - old/obsolete Computer Hardware and Peripherals

TENDER NO 1011

UNDERTAKING

I/We _____ do hereby solemnly affirm and declare that the My/Our firm /company/business entity is not blacklisted by any Government Department/Autonomous Organization etc. or prosecuted by any court of law.

Dated:

**Signature of Authorized Signatory
With stamp (Name of the person)**

Financial Bid for Disposal of E-waste -old Computer Hardware and PeripheralsTENDER NO. 1011 /Dt. 21/9/2025

Name of the Bidder/Firm: -Address of the Bidder/Firm: -

Telephone No.: - _____

Email ID: _____

Description of Item	Total Quoted Amount (In Rupees)	Remarks
e-Waste items mentioned at Annexure-IV lying at Directorate of Economics & Statistics, Odisha, Bhubaneswar		

The total price should be inclusive of all Misc. charges like transportation, labour or any other expenses etc.

I/We declared that I/my representative have inspected the obsolete items as per the list attached **(Annexure - IV)** with tender and am/are interested to purchase the same on **"AS IS WHERE IS BASIS"**.

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 terms and conditions of the tender my/our bid will be cancelled.

I hereby also declared that firm is registered with Central Pollution Control Board or Odisha State Pollution Control Board, Bhubaneswar as authorized recycler/re-processor/dismantler and having environmentally sound management facilities for collection, disposal/recycling of e-Waste.

Date: _____

Signature of Authorized Signatory
With stamp (Name of the person)

List of old/obsolete computer hardware and peripherals for Disposal

TENDER NO- 1011 /Dt. 21/9/2025

List of Inventory of E-waste to be disposed of

SL No.	Description Of Items	Quantity
DESKTOPS & MONITORS		
1	COMPUTER (Desktop)	2
2	HP COMPUTER 1NA83406DF (Desktop)	1
3	HP Monitor	3
4	Wipro computer (Desktop)	5
5	Wipro computer (monitor)	3
6	HP LAPTOP 15s	1
PRINTERS & SCANNERS		
1	HP LASER JET 1320	1
2	HP LASER JET P1108	1
3	Hp printer cljm551	1
4	HP PRINTER LASER JET PRO 400 m401dn	1
5	HP PINTER LJ2035	1
6	Canon Xerox IR2420L	1
7	CANON Image CLASS MF4750M PRINTER-CUM- SCANNER	1
8	HP SCANJET G2410	1
OTHER ITEMS		
1	UPS	2
2	FEATURE PHONE	9
3	SONY PROJECTOR VPLEX241	1
4	Inverter with Battery (Eastman)	1
5	SONY point shoot CAMERA	1
7	KREPTON 2 KVA UPS	1
8	KREPTON 700 VA UPS	1
9	TYPEWRITTER	1

ANNEXURE-V

Tender for Disposal of e-waste old Computer Hardware and Peripherals

TENDER NO. – 1011

UNDERTAKING FOR DISPOSAL OF EWASTE

I/We _____ do hereby solemnly affirm and declare that e-waste items out of old/obsolete/unserviceable computer hardware etc. will be stored/process/disposed of as per Rule 12 of Chapter IV of e-Waste (Management and Handling) Rules, 2011.

Date:

**Signature of Authorized Signatory
With stamp (Name of the person)**