

**Bids for
Empanelment of Vendor For
Disposal of Obsolete/ Unusable/ Unserviceable IT and
Electronics Equipment**

**National Law University Delhi
Sector-14, Dwarka
New Delhi - 110078**

National Law University Delhi (NLUD) invites bids for **Empanelment of Vendor** for Disposal of Obsolete / Unusable/ unserviceable IT and Electronics equipment of the University from bidders as per the scope of work mentioned in this document.

The **NLUD** reserves the right to accept or reject or cancel the Bid or relax any part of the offer without assigning any reason thereof.

Eligibility Criteria

The following criteria must strictly be fulfilled by the bidder. The bidder must submit documentary evidence in support of their claim for fulfilling the criteria and they should submit an undertaking on their letterheads to the fairness of these documents while submitting the bid. The bids received without the documentary evidence will be rejected outright. Incomplete bids or bids deviating from minimum eligibility criteria defined below will be treated as unresponsive and shall not be considered eligible for further evaluation.

Sl. No.	Criteria	Supporting Documents To Be Submitted
1.	The bidder should be a Company / Partnership Firm registered in India as per appropriate laws with their registered office in India for the last 3 years. The bidder must be a single entity only. Consortiums are not allowed.	Certificate of Incorporation / Registration
2.	The bidder must be authorized e-Waste collection Center / Dismantler / Recycler/ Refurbisher with Central Pollution Control Board / State Pollution Control Board / Pollution Control Committee for e-Waste management of IT/ electronics equipment. OR The bidder must be authorized as e-Waste collection Center with any of the authorized e-Waste recycler. The e-Waste recycler must have its plant registered/ authorized with any State / UT of India.	Copy of valid Registration Certificate, from the Central Pollution Control Board / State Pollution Control Board / Pollution Control Committee OR Copy of valid registration certificate from the registered e-Waste recycler
3.	Must be registered with the Indian Goods and Service Tax Department.	Copy of PAN Card and valid GST Certificate in the name of the
4.	Must have executed similar e-Waste Collection works for any of the Centre / State / UT Department in the last three years.	Copy of Work Order / Sales Order
5.	Must not be blacklisted by any Central / State Government and Public Sector and should not be involved in any litigation with the Chandigarh Administration.	A declaration as per Annexure-II on company's letter head duly signed by authorized signatory.

Last date for Submission of Bids: 27th February, 2025 upto 1pm

Empanelment of Vendor

- Validity of the empanelment shall be 12 (Twelve) months from the date of signing of Agreement with NLUD for empanelment, which shall be further extendable for another one year, on mutual consent only.
- The empanelled vendor shall have to enter into a written agreement with NLUD for honouring all Bid conditions and adherence to all aspects of fair trade practices in executing the work assigned by NLUD Administration.
- In the event of an empanelled Company or the concerned division of the Company is taken over/ bought over by another company, all the obligations and execution responsibilities under the agreement with the NLUD, should be passed on for compliance by the new company in the negotiation for their transfer.
- In case the selected bidder refuses to sign empanelment within 7 (seven) days of communication from NLUD, the offer would be treated as withdrawn and the bidder's Bid will be scrapped. The defaulting bidder may also be debarred from participating in Bids of NLUD for a period of three years.
- In case of empanelled vendor is found in breach of any condition(s) of Bid, at any stage during the execution of the work, the legal action as per rules / laws, shall be initiated against the vendor and debarred and blacklisting the concerned bidder for at least three years, for further dealings with NLUD.
- The vendor should not assign or sublet the empanelment or any part of it to any other agency in any other form than defined in this Bid. If found doing so, shall result in termination of empanelment.
- NLUD may, at any time, terminate the empanelment by giving written notice to the empanelled vendor without any compensation, if the empanelled vendor becomes bankrupt or otherwise insolvent, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to NLUD.
- During the empanelment period, due to any unavoidable circumstances, if the vendor is not in a position to execute future work orders, NLUD should be intimated the same with convincing justifications, at least 2 (two) months in advance. If the inability shown by the vendor is only due to some financial / technical reasons, such requests will not be considered. The decision arrived at by NLUD in such matters will be final.

Issuance of Work Orders

- The empanelment under this Bid, with all its terms and conditions, will be used by NLUD.
- The empanelled vendor should not use NLUD empanelment to take orders directly from any departments/offices of NLUD. In doing so, the vendor will be debarred from participating in any Bid of NLUD for at least three years.

SCOPE OF WORK

Disposal of e-Waste

- The scope of work includes disposal of obsolete/unusable/unserviceable IT and Electronics equipment lying with the NLUD.
- The list contains the details of obsolete /unusable/unserviceable equipment readily available with the departments mentioned under the list. During the period of contract, the selected vendor shall be offered more equipment as declared obsolete /unusable/unserviceable by the departments for disposing off.
- The selected vendor shall be required to credit / deposit the amount for each order (to be calculated based on the quoted financial bid prices), with NLUD within 7 working days from the date of issue of Work / Sales Order in the form of a Demand Draft or Online Payment mode in favor of Registrar, National Law University Delhi.
- The selected vendor shall be required to lift all the items mentioned in the Work/ Sales Order from the disposal site or premises of user department on a date & time as provided by the NLUD.
- The selected vendor shall bear all the transportation cost for the material collection. Nothing extra shall be paid by NLUD.
- The selected vendor shall be responsible for any damage or loss in transit.
- The selected vendor shall take the responsibility to set right any damages caused during lifting of the materials, to the satisfaction of the concerned authority.
- Packing cases, containers, gunny packages etc. which may be used for purposes of packing and which are required for lifting items from stores shall be borne by the selected vendor only.
- The selected vendor shall be required to inform the office of Delhi Pollution Control Committee (CPCC), in writing the details of the e-waste collected (actual quantity, segregation categories etc.) at the time of lifting the items from the site.
- If the vendor, fails to lift the material within the stipulated time subject to the extension granted by concerned NLUD, a store charge @ 2% per week of the value of order shall be charged in the form of penalty.
- Any taxes and duties that may be applicable for the collection purpose shall have to be borne by the vendor.
- The items collected shall be disposed-off by dismantling and recycling only in accordance with the e-Waste Management & Handling Rules-2016 or later, published by Ministry of Environment, Forests & Climate change Govt. of India.
- On completion of disposal of the items, the selected vendor shall produce and submit a certificate from the e-Waste recycler, to the effect that all the items collected have been disposed off as per the e-Waste Management & Handling Rules-2011 or later. This certificate shall be submitted by

the vendor to NLUD within 30 days from the date of lifting / collection of the items from the site. Non-submission of disposal certificate shall lead to legal action by the CPCC as per applicable laws.

- The selected vendor shall also help this department in providing data and furnish reports to competent/statutory authorities.

Contents of Bid

The interested bidders are required to submit their bids in single sealed envelope, the details of documents to be submitted are as under:

- a) Organization profile as per **Annexure-I**.
- b) A declaration as per **Annexure-II** for non-blacklisting on company's letter head duly signed by authorized signatory.
- c) Certificate of Incorporation / Registration / Memorandum of Association / Partnership Deed.
- d) Copy of valid registration certificate from the Pollution Control Board / Committee OR Copy of valid registration certificate from the authorized e-Waste recycler.
- e) Copy of PAN Card and valid GST Certificate in the name of the company.
- f) Copy of Work / Sales Orders from the Centre / State / UT Departments.
- g) Financial Bid Performa as per Annexure-III must be typed and not handwritten and duly signed.

Note:

- The bidder shall produce the original documents as and when asked for by the NLUD.
- The failure of the bidder to furnish the said original documents will entail summarily rejection of its bid.
- The NLUD shall not be responsible for any delay in submission of the bids due to any reason whatsoever.
- Corrigendum / Addendum to this bid, if any, will be uploaded on the GeM Portal only. No separate communication will be sent to any bidder. This may be noted by the bidder on its own.
- The NLUD reserves the right to verify the particulars furnished by the bidder independently. If any information furnished by the bidder is found incorrect at a later stage, the bidder shall be liable to be debarred for future bidding in Chandigarh Administration for a period of 3 years.

Evaluation Process

- A duly constituted Evaluation Committee (EC) will Scrutinize Bidders on the basis of eligibility criteria defined for this Bid. The Bids conforming to the eligibility criterion only will be considered for further evaluation. Clarity, if any, may be sought as per provisions mentioned on the GeM Portal.
- The Evaluation Committee (EC) shall evaluate the responses to the Bid and all supporting documents / documentary evidence. Inability to submit requisite supporting documents / documentary evidence, may lead to rejection.
- The Evaluation Committee (EC) reserves the right to reject any or all bids on the basis of any deviations. The decision of the Evaluation Committee (EC) in the evaluation of responses to the Bid shall be final.
- Conditional Bid would be liable for rejection.
- Upon verification, evaluation / assessment, if in case, any information furnished by the Bidder is found to be false / incorrect, their bid shall be summarily rejected and no correspondence on the same shall be entertained. It is the responsibility of bidder to verify the authenticity of any third party document being submitted as part of the eligibility requirements. If any forged or false document is submitted and the bidder will be debarred for any future bidding in Chandigarh Administration for a period of 3 years.
- No enquiry shall be made by the bidder(s) during the course of evaluation of the Bid, after opening of bid, till final decision is conveyed to the successful bidder(s). However, the Committee/ authorized representative of SPIC/department can make any enquiry / seek clarification from the bidders which the bidders must furnish within the stipulated time else bid of such defaulting bidders will be rejected.
 - a) Weightage for Financial Bid: Annexure III would be as under:
 - List 1: 70% weightage of the quoted rates**
 - List 2: 20% weightage of the quoted rates**
 - List 3: 10% weightage of the quoted rates**
 - b) SPIC/department shall open the financial bid of the bidders and identify the bidder quoting the highest quote for the services on the basis of the weightage at para “g” above. The Bidder whose Financial Bid is the Highest (H1) on the above weightage would be considered for award of the contract.

Instructions to Bidders

a) Late Offers

Late submission will not be entertained and will not be permitted after due date.

b) Cost of Bidding & Currency

The offer must be given in Indian Rupees only. The price will remain fixed for the period of the work completion and no changes for any reason what so ever will be allowed. The Bidder shall bear all costs associated with the preparation and submission of its bid.

c) Erasures or Alternations and Signing of Bids Offers

The bid shall be signed by the Bidder or a person or persons duly authorized. The person signing the bid shall initial all pages of the Offer, except for un-amended printed literature.

The bid should contain no interlineations, erasures or overwriting except as necessary to correct errors made by the Bidder, in that case such corrections shall be initialed by the person signing the offer.

d) Fixed Price

The Commercial Offer shall be on a fixed price basis inclusive of all the applicable taxes and levies (all direct and indirect taxes including local duties, levies etc.).

e) Offer validity of the bid

The bid offered shall be valid for a period of 180 days from the date of opening of the bids.

f) Right to Alter Items

The NLUD reserves the right to include or exclude any item(s), and also the NLUD reserves the right to make change in specifications of any items.

g) Preliminary Scrutiny

The NLUD will scrutinize the offers in respect of their completeness, submission of technical documents duly signed, etc. The SPIC/department will short-list technically qualified bidders based on compliance of the pre-qualification criteria mentioned in Bid document.

The NLUD reserves the right to waive any minor infirmity or irregularity in the offer on recommendation of the committee, if he finds it in the interest of the Organization.

h) Clarification of Offers

To assist in the scrutiny, evaluation and comparison of offers, the NLUD may, at its discretion, ask some or all the Bidders for clarification of their offers on any of the points mentioned therein and the same may be sent through email, facsimile etc. However, in such cases, original copy of the technical clarifications shall be sent to the NLUD through courier or in person.

i) Amendment of the Document

1. At any time prior to the deadline for submission of bids, the NLUD may, for any reason, whether on its own initiative or in response to the request for clarification by a prospective bidder, modify the Bid document.
2. Any amendments would be intimated to all the prospective bidders by issuing corrigendum.
3. In order to allow prospective bidders reasonable time to take into the consideration the amendments while preparing their bids, the SPIC/department at its discretion may extend the deadline for the submission of bids.

j) Language of Bid

The bid, as well as all correspondence and documents relating to the offer exchanged by the bidder and the NLUD, shall be in English language only. Supporting documents and printed literature furnished by the bidder may be in another language provided they are accompanied by an appropriate translation in English language and in such a case, for purpose of interpretation of the bid, the translation shall govern.

9. General Conditions

- a) Bidders are required to fully understand the work and ascertain the requirements before submitting the bid.
- b) The selected bidder(s) shall not in any case sublet / outsource the work to any other party.

- c) The award of the work will be communicated in writing at the address provided by the organization. Any change of the address of the organization should, therefore, be promptly notified in writing to the SPIC/department.
- d) Payment shall be made as per the actual quantity executed and the quantities mentioned in the document can be increased or decreased at the sole discretion of the NLUD.
- e) Nothing extra shall be paid against the price quoted due to escalation of prices /cost or loss / damages caused by rain, flood, war epidemic, strike or any other natural calamity.
- f) Any dispute in connection with this contract shall be subject to the territorial jurisdiction of the local courts at Chandigarh.

Annexure I: Format for Organizational Profile

Sl. No.	Information Sought	Details (to be filled by bidder)
1.	Name and address of the company	
2.	Telephone	
3.	Fax	
4.	e-Mail	
5.	Website	
6.	Incorporation status of the firm (proprietary, partnership, limited / private limited, etc.)	
7.	Year of Establishment	
8.	PAN No	
9.	GST Registration No.	
10.	Name, Address, email and Mobile Number of Contact Person	

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Name & Designation

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Full Signature & Stamp

Annexure II: Declaration for Non-Blacklisting

Dated: _____

To

Registrar
National Law University Delhi
Sector-14, Dwarka
New Delhi - 110078

Dear Sir,

Ref: Bid No. _____

I/We _____ hereby confirm that our Company / Firm has not been blacklisted by any Central / State Government and Public Sector Undertaking and has not been involved in any litigation with the NLUD.

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Name & Designation

.....

Full Signature & Stamp

List -1

Annexure III: Financial BID					
Bid Inviting Authority					
Name of Work:					
Contract No:					
Bidder Name :					
Sl. No.	Item Description	Qty (Nos.)	Units (amount to be quoted on)	Rate (In Rs.)	Rate (In Words)
1	2	3	4	5	6
1	Desktop Computers (Monitor/TFT + CPU+ Keyboard+ Mouse)	No.	1		
2	WorkStation Computer	No.	1		
3	Monitor (CRT)	No.	1		
4	Monitor (TFT/LED)	No.	1		
5	CPU	No.	1		
6	Keyboard	No.	1		
7	Mouse	No.	1		
8	Hard disk Drive (HDD)	No.	1		
9	Server Computer	No.	1		
10	Laptop	No.	1		
11	LaserJet Printer	No.	1		
12	DeskJet Printer	No.	1		
13	Dot Matrix Printer	No.	1		
14	Thermal Printer	No.	1		
15	Laser Printer (All-in-One)	No.	1		
16	Color Printer	No.	1		
17	Color Printer (All-in-One)	No.	1		
18	Laser Scanner	No.	1		
19	Photocopier	No.	1		
20	FAX Machine	No.	1		
21	UPS	Kg.	1		
22	Batteries	Kg.	1		
23	Invertors	No.	1		
24	EPBAX Machine	No.	1		
25	Projector	No.	1		
26	1 Ton Air Conditioner (Window)	No.	1		
27	1.5 Ton Air Conditioner (Window)	No.	1		
28	2 Ton Air Conditioner (Window)	No.	1		
29	1 Ton Air Conditioner (Split)	No.	1		
30	1.5 Ton Air Conditioner (Split)	No.	1		
31	2 Ton Air Conditioner (Split)	No.	1		
32	Stabilizers AC	No.	1		

33	Refrigerator	No.	1		
34	CVT	No.	1		
35	Printer Toner/Cartridge	No.	1		
36	Photostat Toner/Cartridge	No.	1		
37	Plasma TV	No.	1		
38	LED TV	No.	1		
39	CD/DVD Writer	No.	1		
40	CDs/DVDs	No.	1		
41	Radio	No.	1		
42	Video Cassette Player	No.	1		
43	Audio Tape Recorder	No.	1		
44	Wall mounted Attendance Machine	No.	1		
45	Finger Print Scanner	No.	1		
46	Iris Scanner	No.	1		
47	Mobile Set (Keypad)	No.	1		
48	Android Smartphone	No.	1		
49	Blackberry Smartphone	No.	1		
50	Windows Smartphone	No.	1		
51	Apple iPhone Smartphone	No.	1		
52	Android Tablet	No.	1		
53	Wireless set	No.	1		
54	Telephone Set	No.	1		
55	Pagers	No.	1		
56	CCTV	No.	1		
57	DVR (Digital Video Recorder)	No.	1		
58	NVR (Network Video Recorder)	No.	1		
59	CD/DVD Player	No.	1		
60	Digital Camera	No.	1		
61	Web Camera	No.	1		
62	DSLR Camera	No.	1		
63	DSLR Camera Lens	No.	1		
64	Handicam	No.	1		
65	Stereo	No.	1		
66	Speaker	No.	1		
67	Loud Speaker	No.	1		
68	Amplifier	No.	1		
69	MIC	No.	1		
70	Wireless MIC	No.	1		
71	Currency checking machine	No.	1		
72	Adaptor (Laptop, Printer, Scanner)	No.	1		
73	Dome Camera	No.	1		
74	Bullet Camera	No.	1		
75	Office Ringing Bell	No.	1		
76	Analog Weight Machine	No.	1		
77	Digital Weight Machine	No.	1		

List-2

Annexure III: Financial BID					
Bid Inviting Authority					
Name of Work:					
Contract No:					
Bidder Name :					
Sl. No.	Item Description	Qty (No./ Kg.)	Units (amount to be quoted on)	Rate (In Rs.)	Rate (In Words)
1	2	3	4	5	6
1	Computer (All-In-One)	No.	1		
2	Apple iMAC (All-in-One)	No.	1		
3	Solid State Drive (SSD)	No.	1		
4	Macbook	No.	1		
5	High End Printer (A3 Size)	No.	1		
6	Plotter	No.	1		
7	High End Scanner	No.	1		
8	High End Projector	No.	1		
9	VCR	No.	1		
10	Core Router (Big Size)	No.	1		
11	Access Router	No.	1		
12	Wi-Fi Router	No.	1		
13	Wireless Access Point	No.	1		
14	Switch (8 Port)	No.	1		
15	Switch (16 Port)	No.	1		
16	Switch (32 Port)	No.	1		
17	OLED TV	No.	1		
18	Android Television	No.	1		
19	Smart television	No.	1		
20	Apple iPad Tablet	No.	1		
21	PTZ Camera	No.	1		
22	Motherboard	No.	1		
23	RAM	No.	1		
24	Processor	No.	1		
25	Wireless Signal Strength Tester	No.	1		
26	Web Managed Switch	No.	1		
27	GPS Transmitter	No.	1		
28	GPS Receiver	No.	1		
29	Portable Radio	No.	1		
30	Mobile Radio	No.	1		
31	Fixed Station Radio	No.	1		
32	Repeater	No.	1		
33	Firewall	No.	1		
34	HUB	No.	1		

35	Electronic Typewriter	No.	1		
36	Pen Drive	No.	1		
37	Document Shredder	No.	1		
38	SMPS	No.	1		
39	Calculators	No.	1		
40	Modem	No.	1		
41	FAX Toner/cartridge	No.	1		
42	CRT TV	No.	1		
43	B&W TV	No.	1		
44	Color TV	No.	1		
45	Wi-Fi range Extender	No.	1		
46	Radio Transistor	No.	1		
47	TV Tuner Card (external)	No.	1		
48	TV Tuner Card (internal)	No.	1		
49	LAN Card	No.	1		
50	Sound Card	No.	1		
51	Video Card	No.	1		
52	Serial Card/Port	No.	1		
53	Graphics Card	No.	1		
54	Stencil Machine	No.	1		
55	Pencil Cell Charger	No.	1		
56	Washing Machine (Upto 10Kg)	No.	1		
57	Industrial Washing Machine	No.	1		
58	Air purifier	No.	1		
59	Water Purifier	No.	1		
60	Bluetooth speaker	No.	1		
61	Dishwasher	No.	1		
62	Sound System	No.	1		
63	Vacuum cleaner	No.	1		
64	Robotic vacuum cleaner	No.	1		
65	Freezer	No.	1		
66	Microphone	No.	1		
67	Headphone	No.	1		
68	Woofers	No.	1		
69	Apple iPod	No.	1		
70	Microwave	No.	1		
71	Oven	No.	1		
72	Radiator (Heater)	No.	1		
73	Remote Control	No.	1		
74	Electronics Sewing machine	No.	1		
75	Sound Amplifier	No.	1		
76	Light Amplifier	No.	1		
77	POS Machine	No.	1		
78	Kindle Books	No.	1		
79	Radar	No.	1		
80	Drone	No.	1		
81	Drone Remote	No.	1		

Annexure III: Financial BID

Bid Inviting Authority

Name of Work:

Contract No:

Bidder Name :

Sl. No.	Item Description	Qty (No./ Kg.)	Units (amount to be quoted on)	Rate (In Rs.)	Rate (In Words)
1	2	3	4	5	6
1	6 & 16 Amp Switch	No.	1		
2	6 & 16 Amp Socket	No.	1		
3	32 Amp to 63 Amp MCB (DP,TPN,SP)	No.	1		
4	MCB 10 A to 32 Amp	No.	1		
5	18/24 watt LED Batton	No.	1		
6	10/20 w Down Lights	No.	1		
7	10/20 watt Sureface Panel	No.	1		
8	10/20 watt Bulbs	No.	1		
9	Fan Regulator	No.	1		
10	Fan Condensor	No.	1		
11	Door Bell	No.	1		
12	Ceiling fan	No.	1		
13	Wall Mount Fan	No.	1		
14	Stand fan	No.	1		
15	Exhaust fan	No.	1		
16	2x2 Pannel (LED & CFL)	No.	1		
17	Desert Cooler	No.	1		
18	Water Purifier	No.	1		
19	Air Purifier	No.	1		
20	Water Cooler	No.	1		
21	1.5 & 2 Ton Split AC	No.	1		
22	1.5 & 2 Ton Window AC	No.	1		
23	3 Ton Casset AC	No.	1		
24	Refirigerator	No.	1		
25	D-Freezer	No.	1		
26	Oil Heater	No.	1		
27	Electric Cattle	No.	1		
28	3 Ton Tower AC	No.	1		
29	Gyser 25/35 Ltr	No.	1		
30	Street Lights	No.	1		
31	Flood Lights	No.	1		
32	Chowck & Driver's	No.	1		
33	S/10 HP openwell submersible pump	No.	1		
34	7/2 1 HP pump(monoblock)	No.	1		
35	Stablizer	No.	1		

- * The Commercial Offer shall be on a fixed price basis inclusive of all the applicable taxes and levies (all direct and indirect taxes including local duties, levies etc.).
- * These are not final quantity of items. Selected vendor shall be offered more quantities of above items on quoted price. These quantities are only for the price.