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**OFFICE OF THE COMMISSIONER OF CUSTOMS  
CHENNAI VIII (GENERAL)  
CUSTOM HOUSE, NO.60 RAJAJI SALAI, CHENNAI - 600 001  
[www.chennaicustoms.gov.in](http://www.chennaicustoms.gov.in)**

**TENDER NOTICE NO 3/2019 vide F.No S.Misc 16/2013 dated 16.12.2019**

I	Inviting Authority and Address of the Organization	Asst Commissioner of Customs (EDI) O/o the Commissioner of Customs, Chennai VIII Commissionerate, 60, Rajaji Salai, Custom House, Chennai - 600 001.
II	A. Name of the work	Disposal of E-waste items of Chennai Customs
	B. Place of execution	Address mentioned in S. No.-I Above
III	Tender documents available on website	<a href="http://www.chennaicustoms.gov.in">http://www.chennaicustoms.gov.in</a>
IV	Due Date, time and place of submission of Tender	On 21 <sup>st</sup> February 2020 at 1700 Hrs At the address mentioned in S. No.-I above
IV	Place, date and time of Opening of Tender	On 24 <sup>th</sup> February, 2020 at 1530 hrs At the address mentioned in S. No.-I above
V	Any other important criteria specified by the tender inviting authority	Tender received after due date and time will be summarily rejected.

Chennai Customs invites sealed bids towards **Disposal of E-waste Items**. The bid should be sealed by the bidder and duly super scribed with

"Tender No:3/2019 dated 16<sup>th</sup> December, 2019 Disposal of E-waste items "

Intending bidders may download the bid document from website [www.chennaicustoms.gov.in](http://www.chennaicustoms.gov.in) [www.cbic.gov.in](http://www.cbic.gov.in)

The EMD fee in the form of Demand Draft drawn in favour of Commissioner of Customs, Chennai from any of the nationalized bank shall be enclosed with the techno-commercial bid along with required documents. EMD fees will not be accepted in the form of cash / cheque.

  
(G.CHINNAPPA REDDY)  
ASST COMMISSIONER (EDI)

6/02/2020

**TENDER No. 3 /2019 dated 16<sup>TH</sup> December, 2019**

**DISPOSAL OF E-WASTE ITEMS of Chennai Customs, THROUGH REGISTERED E-WASTE RE-CYCLERS/ DISMANTALLER**

1. MODE OF TENDERING : Single Bid system

The bid has to be submitted in single sealed cover/Envelope labeled as under:

**"TENDER NO: 3 Dated 16<sup>th</sup> December, 2019 DISPOSAL OF E-WASTE ITEMS"**

**Address to:** The Asst Commissioner of Customs (EDI)  
Office of the Commissioner of Customs,  
Chennai VIII (General),  
60, Rajaji Salai, Custom House, Chennai – 600 001.

2. EARNEST MONEY DEPOSIT (EMD) : Rs.10,000/- (Rupees : Ten Thousand only) in the form of Demand Draft in favour of Commissioner of Customs, Chennai.
3. LAST DATE & TIME FOR SUBMISSION : On 21<sup>st</sup> February 2020 17:00 Hrs
4. DATE & TIME FOR OPENING OF BID : On 24<sup>th</sup> February 2020 at 15:30 Hrs.
5. VALIDITY OF BID : 120 days from the specified date of closing of bids
6. LOCATION ADDRESS : EDI Department, 60, Rajaji Salai, Custom House, Chennai – 600 001.

**SITE VISIT:**

- Bidders are advised to inspect the listed items for disposal at the above-mentioned address, on week days between 10:00 AM to 5:00 PM, before submitting bid.
- A tenderer shall be deemed to have full knowledge of the site and items whether he/ she/ they inspect(s) it or not.
- The bidder will be permitted to inspect the items only once and will not be entertained again.
- No extra charges consequent on misunderstanding or otherwise shall be allowed.

## SECTION- I

### **ELIGIBILITY CRITERIA AND GENERAL TERMS AND CONDITIONS.**

- 1) Chennai Customs VIII General Commissionerate invites bids for the disposal of e-waste **AVAILABLE AT Custom House in "as is where is"** condition from reputed and qualified vendors who comply with general terms and conditions and scope of work, as mentioned in this tender document.
- 2) A bidder must compulsorily bid for the all the items, listed in Annexure C.
- 3) The bid document can be downloaded from our website [www.chennaicustoms.gov.in](http://www.chennaicustoms.gov.in) and [www.cbic.gov.in](http://www.cbic.gov.in).
- 4) The bid should be submitted in Sealed Cover/ Envelope, duly filled with all required supporting documents & Annexures.
- 5) The Price Schedule/ Commercial bid should be submitted as per Annexure C along with other documents as per Section-II (1.3).
- 6) 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.
- 7) Bid validity should be **120 days** from the specified date of closing.
- 8) The completely filled bid document, duly sealed (with sealing wax / sealed with tape from all four sides) should be addressed to **"The Asst Commissioner (EDI), Office of the Commissioner of Customs, Chennai VIII (General) Commissionerate, 60, Rajaji Salai, Custom House, Chennai -600 001** and should reach **on or before 1700 hrs. on 21<sup>st</sup> February 2020** by registered post, courier or by hand; duly super scribed on the top of envelope,

**"TENDER NO: 3 DATED 16<sup>th</sup> December, 2019**

### **DISPOSAL OF E-WASTE ITEMS"**

Chennai Customs will not be responsible for postal or any other delays. Quotations received in an envelope that is damaged / torn or merely stapled will be summarily rejected.

- 9) 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 contract.
- 10) 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 Chennai Customs will be considered.

- 11) 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.
- 12) 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.
- 13) The bidder should ensure that the residue generated thereof is disposed off in a hazardous waste treatment storage disposal facility.
- 14) The successful bidder will be responsible for picking up and transportation of all the listed e-waste from Custom House, Chennai within 10 working days from the date of receiving Sale Letter from the concerned subject to
  - Producing Identity proof/authority letter at the time of pickup
  - Producing original letter with DD for the sale amount.

Chennai Customs 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.

- 15) The successful bidder will be allowed a maximum period of 7 working days after receipt of the confirmation/ Sale Letter, to remit the quoted amount. The collection of e-waste items will not be allowed before the submission of quoted amount.
- 16) 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 Chennai Customs by the successful bidder, before the collection of items from Office, so that necessary approvals can be obtained. At the time of pickup, bidder should have to submit relevant Form / certificate as per defined guidelines along with the full details of items to be disposed.
- 17) Certificate of destruction should be submitted to Chennai Customs after disposal.
- 18) The bidder may inspect the site by predetermined date and satisfy themselves about the items they are bidding for.
- 19) The EMD remitted by the successful bidder in the bid will be treated as security towards the bid and will be released only after successful & satisfactory collection of the listed e- waste and submission of relevant certificates.

- 20) If the buyer fails to remit the required amount within the time specified as above, Chennai Customs will have the power to cancel the offer and in that case, the bidder shall forfeit the EMD.

## SECTION-II INSTRUCTION TO BIDDERS

1) TENDERING PROCESS:

The bids are invited on a single bid system. The **Techno-Commercial bids as per Annexure-C along with all the required documents** complete in all respect should be submitted in sealed cover/ envelop, super scribed-

"Tender No: 3/2019 dated 16<sup>th</sup> December, 2019 Disposal of E-waste Items ".

- 1.1 The cover/envelope should be sealed. The cover shall be super scribed as mentioned in above para and addressed to **"The Asst Commissioner (EDI), Office of the Commissioner of Customs, Chennai VIII (General) Commissionerate, 60, Rajaji Salai, Custom House, Chennai -600 001"**.
- 1.2 Further, the sentence **"NOT TO BE OPENED"** before due date and time of tender opening, should also to be indicated on this envelope. If the outer big envelope is not sealed and marked properly as above, Chennai Customs will not take any responsibility for its misplacement, premature opening etc. **The Envelope should be submitted at EDI Section, Customs House in the above address on or before 17:00 Hrs (05:00 P.M) on 21<sup>st</sup> February 2020.**
- 1.3 **Contents of Techno-Commercial Bid:** The bidder should submit the following documents.
  - I. A Covering/ forwarding letter.
  - II. Demand Draft in the name of Commissioner of Customs for Rs.10000/-. The bid received without EMD will be summarily rejected.
  - 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. Copies of the following documents to be enclosed:
    - i) Copy of PAN Card,
    - ii) Copy of GST registration certificate,

- iii) Copy of Registration / Incorporation of the firm / Company, (Proprietorship / Partnership / Firm/ Company,
- iv) Complete set of the Self-attested tender documents,
- v) Any other related documents.

V. Price Schedule/ Commercial Bid as per **Annexure C** and printed on company letterhead.

VI. Non-disclosure Agreement as per Annexure B,

VII. Signed Copy Checklist for as per Annexure-A

Note: Bidders not enclosing the documents as per para 1.3 above, will be disqualified.

2) BID PRICES:

1. All the prices mentioned in Price Schedule (as per Annexure C) must be in Indian Rupees only.
2. Rates shall be quoted in words and figures.
3. Prices indicated on the Price Schedule shall be entered in the following manner:
  - a. The price of the items shall be quoted item wise.
  - b. The price indicated by the bidder is complete, final and firm and no modification in the price will be accepted.

3) BID SECURITY/ EMD:

- i. The bidders shall furnish, as part of his bid, an EMD or Bid Security for an amount of Rs. 10,000/- (Rupees Six thousand Only) in the form of Demand Draft drawn in favour of The Commissioner of Customs, Chennai.
- ii. The EMD is required to protect Chennai Customs against the risk of bidder's conduct, which would warrant the EMD's forfeiture.
- iii. The EMD or Bid Security of the unsuccessful bidder will be discharged/returned to them at the earliest / within 30 days after award of contract/order to the successful bidder. The EMD or Bid Security of the successful bidder will be retained as security Deposit and the same will be returned within 15 days without any interest after the confirmation for removal of the e- waste from the premise and receipt of the full payment only.
- iv. The security deposit or EMD will bear no interest whatsoever.
- v. The EMD may be forfeited:

If a bidder withdraws his bid during the period of bid validity or makes modifications to his tender which are not acceptable to Chennai Customs.

In the case of a successful bidder, if the bidder fails to sign the contract.

Failure to fulfill the contract.

4) PERIOD OF VALIDITY OF BIDS:

**Bid shall remain** valid for 120 days after the date of bid opening prescribed by Chennai Customs.

5) CLARIFICATION OF BID DOCUMENTS BY THE CONTRACTOR:

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 [sysmgr.maa1@icegate.gov.in](mailto:sysmgr.maa1@icegate.gov.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.

6) PREPARATION OF BIDS: DOCUMENTS COMPRISING THE BID:

- i. Clause by Clause compliance demonstrating substantive responsiveness to the financial condition by signing and stamping on all the pages of the original bid document No. **dated 16<sup>th</sup> December, 2019 (Containing 15 pages)** by authorized person (s),
- ii. Conditional bids will not be accepted.
- iii. The contractor shall submit his tender only after carefully examining the whole of the tender documents and the conditions of tender and of contract, scope of work etc.

Note: All the documents submitted (whether original or photocopy) in the bid must be legible & self-attested.

7) TENDER EVALUATION:

- i. Chennai Customs shall evaluate the bids to determine whether they are complete, whether required sureties have been furnished, whether the documents have been properly signed and whether the bids are generally in order. Tender committee will scrutinize the bids.
- ii. Arithmetical and typographic errors shall be rectified on the following basis,



- a. If there is a discrepancy between the unit price and total price, the unit price shall prevail and the total price shall be corrected by Chennai Customs.
- b. If there is a discrepancy between words and figures, the higher of the two amounts will be considered.

If the Contractor does not accept the correction of the errors, his bid shall be rejected and the EMD will be forfeited.

- iii. To assist in the examination, evaluation and comparison of bids, Chennai Customs 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.
- iv. The evaluation and comparison of responsive bids shall be done on the price of the goods offered as indicated in the Price Schedule of the Bid Document.
- v. The Commercial Bids/ Price schedule shall be acceptable only as per Annexure C.

#### 8) AWARD CRITERIA:

The contract will be awarded on the basis of highest financial bid received by a responsive bidder who complies with all terms and conditions of the tender. In case, the H1 vendor is not able to accept the sale letter within Seven working days, EMD will be forfeited and the same will be offered to next lower bidder (H2) at a rate given by H1.

Chennai Customs shall consider placement of an order on the bidder whose offer has been found complete and financially acceptable. Chennai Customs has full rights to place an order on fully or partially.

Chennai Customs 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.

#### 9) PAYMENT TERMS:

Successful bidder has to submit Demand Draft in favour of Commissioner of Customs, Chennai for the amount quoted within 7 working days i.e from the receipt of sale letter.

- i. 100% of the bid amount shall be paid in favour of the Commissioner of Customs, Chennai along with the acceptance of the sale order within 7 days.
- ii. Service Delivery will be accepted only after payment of the full amount.

- iii. No Cheque / Cash will be accepted

10) DELIVERY DETAILS:

- a. Delivery of the items to be taken within 10 days from the date of order acceptance and will be accepted only after the receipt of the full payment.
- b. Bidders shall obtain confirmation one working day in advance before taking delivery.
- c. The items shall be removed by the bidder or agent duly authorized in writing by the bidder and in the presence of the Chennai Customs staff.
- d. The bidder shall arrange his own persons for sizing, loading, and transportation from the site.
- e. Bidder will leave storage place of the items quite clear.
- f. The bidder shall be responsible for any loss or damage to buildings, structures, properties etc., within the premises/offices of the Chennai Customs, if such losses or damages are due to the fault or negligence or willful acts, omission or any other reason of the bidder.
- g. 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.
- h. Any attempt to influence the discussion regarding confidential details will make the bidder disqualified. Persons working in Chennai Customs in any capacity are not eligible to participate in the tender.
- i. Schedule of items are enclosed as ANNEXURE C. Bidders shall quote rates item- wise both in words and figures

11) DELAY IN TAKING DELIVERY:

- i. 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.
- ii. If the item is not removed even within the extended 10 days, the total Sale Amount paid will be forfeited to Chennai Customs and the Sale order will be cancelled.
- iii. 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.

12) TERMINATION BY DEFAULT:

- i. Chennai Customs reserves the right to terminate the agreement/ cancel the sale order at its discretion at any time without assigning any reason, thereof.
- ii. The Chennai Customs may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the bidder, terminate the Contract in whole or part:
  - If the Bidder fails to provide services within the time period specified in the contract or any extension thereof granted by the Chennai Customs.
  - If the Bidder fails to perform any other obligations under the Contract.

13) REJECTION OF THE BID:

- i. 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 Chennai Customs will be final.
- ii. In case the selected bidder does not show interest in lifting the goods, the bid security EMD will be forfeited.
- iii. The bidder will have to furnish the requisite document as specified in the bid document, failing which the bid is liable to be rejected.
- iv. The bids received after specified date & time will not be considered.
- v. The bids received through Fax/Telex/ photocopy/ Email will not be considered.

**ANNEXURE-A**  
**CHECKLIST OF DOCUMENTS/ ATTACHMENTS**

- Covering/ Forwarding Letter
- Signed Copy of Checklist as per Annexure A
- Demand Draft for Rs.10000/- drawn in favour of the Commissioner of Customs, Chennai as EMD payment.
- 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
- Copy of PAN Card,
- Copy of GST registration certificate,
- Copy of Registration/ Incorporation of the firm/ Company, (Proprietorship/ Partnership/ Firm/Company)
- Complete set of the Self-attested tender documents.
- Price Schedule/ Commercial Bid as per Annexures C and printed on company letterhead.
- Non-disclosure Agreement as per Annexure B.

Date :

Place :

Are all the above documents self-attested?

Signature & Seal of the Bidder.

Name :

Designation :

Company Seal :

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

Date:

/12/2019

We, \_\_\_\_\_ hereby agree to keep all information confidential about Chennai Customs learnt by below signed persons from this date \_\_\_/12/2019 onwards and 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 Chennai Customs, 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 Chennai Customs.

Signed by:- (Bidder)

**ANNEXURE- C**

Ref. No

Date: /12/2019

Tender No.3/2019 dated 16<sup>th</sup> Decembr, 2019

Name of Tender - Disposal of E-Waste.

**BILL OF ITEMS/ FORMAT OF COMMERCIAL BID OR PRICE SCHEDULE**

Sl No	Particulars of Items	Quantity	Value quoted (in ₹)
1.	42U Server Rack	6	
2	Sun Solaris Server	8	
3.	Xyxel Modem	11	
4.	Radson Modem	15	
5	Skystar Advantage Modem	1	
6	LCD Monitor	21	
7	Tellabs Modem	4	
8	Modems (Different Brand)	22	
9	Sun Server Tape Drive	4	
10	Sun Spark Station	2	
11	Printer (Different make and models)	31	
12	HP Scanner	4	
13	Fax Machine	2	
14	CRT Monitor	65	
15	Desktop (CPU) cabinet with Mother Board	24	
16	CPU Cabinet	18	
17	Paper Shredder	1	
18	Acer Note 760 IC	1	
19	EPABX System (Siemens 1990) along with cables	1	
20	Telephone instrument	100	
21	15 KVA UPS	3	
22	Fibre Optic cable	15Mtrs	

TOTAL AMOUNT IN WORDS: Rupees.....

**ANNEXURE – C (Contd)**

I hereby certify that

1. All the terms and conditions of the tender documents are acceptable to us.
2. Grand Total Mentioned above is inclusive of all taxes, charges, etc.
3. The validity of this bid is 120 days from last date of bid submission.

Date:

Signature & Seal of the Bidder.

Place:

Name  
Designation  
Company Seal