



TENDER

FOR

ENGAGEMENT OF AGENCY FOR DISPOSAL OF E-WASTE (*As per E-Waste Management Rules*) AT MDI GURGAON

Last Date for submission of filled bids at MDI Gurgaon: 09 December 2024 upto 3 PM

(Tender document is to be submitted in original duly signed in blue/black colour ink on all pages by Authorized Signatory with agency seal stamped on each page along with other documents)

Management Development Institute Gurgaon

Mehrauli Road, Sukhrali, Gurugram -122001

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The agencies are requested to enclose an Index Table on first page along with numbers and details of enclosures so that during scrutiny of the documents no document is left overlooked by the Institute. Agency details Form should be enclosed after the Index Table. All documents may be spiral binded.

TENDER
FOR
ENGAGEMENT OF AGENCY FOR DISPOSAL OF E-WASTE (As per E-Waste Management Rules) AT MDI GURGAON

Management Development Institute Gurgaon, Haryana (hereinafter referred to as the "Institute"), an Institute of national repute is dedicated to offer world class programmes in Management Education. The Institute Invites "Sealed Bids" as mentioned hereunder, strictly in the attached prescribed format from reputed eligible Agency/Firm having adequate experience in the field of collection and disposal of e-waste as per concerned provisions prescribed by the district/state/central govt. authorities. The Institute houses approximately 1200-1300 resident occupants inside the campus.

The engaged agency shall be required for "Disposal of E-Waste (As per the e-waste management rules) at MDI Gurgaon", as per details given in the Tender document, and requirement of the Institute from time to time, for a period of three years from the date of execution of Agreement. The agency's performance during the year will be evaluated/ assessed on completion of a year by MDI Gurgaon. The contract will be continued for the next year subject to satisfactory performance, and holding valid license by the agency, issued by Haryana State Pollution Control Board (HSPCB) and/or concerned authority and valid registration with Municipal Corporation of Gurugram (MCG).

Interested eligible parties may submit their bids along with all enclosures/ attachments in separate envelopes duly super-scribed as "Technical bid" and "Financial Bid" and both these envelopes should be put in another big envelope duly superscribed " TENDER FOR ENGAGEMENT OF AGENCY FOR DISPOSAL OF E-WASTE (as per the E-waste management rules) AT MDI GURGAON"

Tender document is uploaded on the Management Development Institute Gurgaon website and can be downloaded from the link <https://www.mdi.ac.in/infrastructure/tenders.html>.

The quotations duly filled in all respect strictly in the prescribed formats, attaching essential documents in support of proof, Tender document in original, signed by authorized signatory in blue/black ink ball pen on all pages and official seal stamped on each page should be addressed to **Chief Administrative Officer (Institutional Services)**, Management Development Institute Gurgaon, Mehrauli Road, Sukhrali, Gurgaon – 122 007 (Haryana) and should be submitted at MDI Gurgaon on or before **09 December 2024, 3:00 p.m. through Speed post/by hand only**. Any bid received after the last date and time will not be considered.

Chief Administrative Officer
(Institutional Services)

GENERAL TERMS AND CONDITIONS

1. ELIGIBILITY CRITERIA: -

- a) The participating agency should be registered with Municipal Corporation Gurugram and/or other competent Central/State/District Govt. authorities as Recycler/Preprocessor/Dismantler of e-Waste for collection, transport and segregation of the waste material/products in terms of electrical & electronics waste & batteries and dispose/destroy/sanitize/ refurbish such material including non-functioning magnetic media in accordance with applicable laws and procedures including any environmental checks and controls which shall be applicable for such Collection/disposal/sanitization/ refurbishment/recycling. The agency should be providing similar services to Govt./Public Sector Undertakings/corporates/ Educational Institutions or reputed organizations in private sector. Bids received from the bidders non- registered will be summarily rejected.
- b) The Agency should have valid electronic waste license issued by the Haryana State Pollution Control Board (HSPCB)/concerned authority for handling Electrical, Electronics, and Batteries waste Recycler in Haryana.
- c) The agency should have experience for providing similar services during the **last three years** (F.Y. 2021-22, 2022-23, 2023-24) in the above referred organizations. The agency should submit proof of having executed similar works from an authorized officer of these organization provided services with contact information showing name, designation, email address, telephone numbers etc., of the issuing authority. (Annexure V)
- d) Agency should not have been black-listed/debarred by any of the above referred organization or any other govt. agency/PSUs as on the last date of submission of the bid. (Annexure III)
- e) The agency should submit self-attested copy of PAN/TAN/TIN certificates wherever applicable;
- f) The agency should be legally competent to enter into contract / Agreement with Institute as per prevailing laws.
- g) Agency should have Average Annual Turnover **of INR 25 Lakh during last two financial years i.e. F.Y. 2022-23 and 2023-24** from executing similar type of contracts of disposal of e-waste. The agency should submit a certificate of Average Annual Turnover duly signed by registered practicing Chartered Accountant Firm in respect of the Annual Turnover for F.Y. 2022-23 and 2023-24 on the CA firm letter head. (Annexure IV)

2. SCOPE OF WORK: -

- Collection and disposal of E-waste from residential flats and any other places inside institute campus as per instruction of the Institute, complying with the E-Waste management rules.
- Transportation of the collected E-waste material from MDI Gurgaon to the agency facility through agency transport vehicle and dispose/destroy/ sanitize such material as per applicable rules/law.
- The agency should arrange its own trained manpower and transport vehicle at its own cost for collection of e-waste (properly covered) in accordance with the timings suggested by the Institute.
- The agency will strictly follow all the required environmental compliances for collection / disposal of the e-waste.

3. OTHER TERMS AND CONDITIONS: -

- a) Operations of the agency for collection of e-waste shall comply with the security requirements of the Institute.
- b) The agency shall comply with all concerned environmental laws/guidelines and e-waste management rules at all the times.
- c) The agency shall ensure to comply with all safety and security provisions related to health, safety and security of his deployed staff at MDI Gurgaon for the collection of e-waste material work. MDI Gurgaon shall not be held responsible for any injury to the agency deployed staff. Agency staff shall not claim any time for any regular employment at MDI Gurgaon.
- d) If any damage is caused to the MDI Gurgaon property directly or indirectly during the execution of work, agency shall repair the damage immediately, free of cost, failing which recovery will be made from the agency's bill for making good of loss.
- e) The agency shall ensure the compliance to various legal obligations as may be applicable.
- f) Green/recycling certificate is to be provided to MDI Gurgaon within 45 working days from the date of pickup of the e-waste material from MDI Gurgaon.
- g) The agency shall be responsible for adherence and compliances to all applicable Acts, Rules and Regulations of the State and Union Government and shall absolve of and indemnify the Institute for any violation.
- h) It shall be the responsibility of the agency to obtain all necessary licenses, permits and environment clearances as may be required from the Central/ State Government / District administrative authorities for operations under scope of the contract.
- i) Subletting of the contract by the agency either in whole or part shall not be allowed by MDI Gurgaon.
- j) The agency will be required to execute an Agreement on Rs 100/- Non-Judicial stamp on

award of the contract, within 15 days from the date of issue of Letter of Award (LOA).

- k) The agency shall keep and maintain all necessary books of accounts and other records/documents for the purpose of inspection by the institute official and/or any official of Central/State/District Government and shall furnish any such information/document as the Institute/inspection authority may require from time to time. MDI Gurgaon shall be absolved from any liability arising due to non-performance and negligence on the part of the agency.
- l) The rates quoted by the agency in the Financial Bid Performa and approved by the institute authority shall be final and applicable during the currency of the contract period.

4. PENALTY PROVISIONS

4.1 In the opinion of the Institute, if the any fails to execute/deliver the services as per the terms agreed and entered in the Agreement/contract to the satisfaction of the Institute, the Institute has the right to take the following actions: -

- (i) Imposition of suitable fines on each occasion of breach of the terms of the Agreement/contract, which shall be charged from the agency or shall be recovered from the due payment to the agency.
- (ii) Termination of contract by giving three months' notice.

5. In the event that any statutory authority impose any punishment or fines on the agency and if the Institute is made a party, in such penal action, if any such cost is incurred by MDI Gurgaon. It shall be borne by the agency. Such penal actions may be a reason for termination of Contract.

6. **JURISDICTION**: In case of any dispute, the decision of the competent authority, MDI Gurgaon shall be final and binding. However, the competent courts at Gurgaon shall have the exclusive legal jurisdiction.

BIDDER DETAIL FORM

**Tender for Engagement of agency for Disposal of E-Waste (as per e-waste management rules)
at MDI Gurgaon
(To be printed on agency letter head)**

S.No	Bidder Description	Information
1	Name of the bidder agency	
2	Full Postal Address, E-mail & Contact Details	
3	Date of Establishment of Agency: -	
4	Nature of Agency: Whether Proprietorship/ Sole/Partnership/LLP/Pvt. Ltd./Ltd. Co. (Enclose a copy of incorporation certificate)	
5	PAN Details (Enclose copy of PAN certificate)	
6	GST No. Details (Enclose copy of GST certificate)	
7	Experience of the bidder agency for providing similar services in Central/ State Govt. Academic Institution/Offices/Private Organizations (Copies of Work Orders/Contract Agreements/ Experience Certificates during period 2021-22, 2022-23 and 2023-24).	
8	Electronic waste license from the Haryana State Pollution Control Board (HSPCB) for handling Electric & Electronics, and Batteries waste Recycler. (Enclosed copy of license duly attested by the bidder)	
9	Average Annual Turnover certificate (Certified by CA on the CA firm letter head) for F.Y. 2022-23 and 2023-24	

Signature of authorized person of bidder

Name:

Date:

Place:

Official Seal:

UNDERTAKING BY THE AGENCY

**Tender for Engagement of agency for Disposal of E-Waste (as per e-waste management rules)
at MDI Gurgaon**

(To be printed on the agency letter head)

- a) I, the undersigned certify that I have gone through the complete details and terms and conditions mentioned in the Tender document and undertake to comply with these.
- b) The rates quoted by me are valid and binding upon me for the entire period of contract for these years.
- c) There is no court case pending against the agency in respect of operating/providing services, on contract basis to the reputed clients/organizations/institutions.
- d) I hereby undertake to provide services as per details given in the Tender document within stipulated period.

- 1. I/We declare that:
 - (a) I/We do not have any conflict of interest.
 - (b) I/We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in the Tender document, in respect of any Tender or request for agency issued by or any Agreement entered into with the MDI Gurgaon or any other Public Sector enterprise or any Government, Central or State; department and
 - (c) I/We hereby certify that we have taken steps to ensure that in conformity with the provisions of the Tender, no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
- 2. I/We shall make available to the MDI Gurgaon any additional information it may find necessary or require to supplement or authenticate the Tender.

Signature of authorized person of bidder

Name:

Date:

Place:

Official Seal:

SELF-DECLARATION FOR NON-BLACK LISTING

**Tender for Engagement of agency for Disposal of E-Waste (as per e-waste management rules)
at MDI Gurgaon**

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

Chief Administrative Officer (Institutional Services)
Management Development Institute Gurgaon
Mehrauli Road, Sukhrali, Gurgaon-122007 (Haryana)

Dear Sir,

In response to the Tender for Engagement of agency for Disposal of E-Waste (as per the e-waste management rules) at MDI Gurgaon, I / we hereby declare that presently our agency has not been declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State / Central Government / PSU / Autonomous Body.

We further declare that presently our agency is not blacklisted or debarred and not declared ineligible for reasons other than corrupt & fraudulent practices by any State / Central Government / PSU / Autonomous Body on the date of Bid Submission including violation of relevant labour laws.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken the contract may be terminated and we shall be barred from participation in future tender published by MDI Gurgaon.

Thanking you,

Signature of authorized person of bidder

Name:

Date:

Place:

Official Seal:

PROFORMA FOR AVERAGE ANNUAL TURNOVER

**Tender for Engagement of agency for Disposal of E-Waste (as per e-waste management rules)
at MDI Gurgaon**

(To be printed on the Chartered Accountant Firm letter head)

Financial Year	Amount in Rupees (in Figure)	Amount in Rupees (in Word)	Average Annual Turnover (Rs)
2022-23			
2023-24			

Signature of authorized person of CA Firm

Name:

Date:

Place:

Official Seal:

PROFORMA FOR WORK EXPERIENCE OF SIMILAR CONTRACTS

**Tender for Engagement of agency for Disposal of E-Waste (as per e-waste management rules)
at MDI Gurgaon**

(To be printed on the agency letter head)
(ATTACH DOCUMENTARY PROOF)

S.No	Name of the Client, Address, Telephone No. along with Name/ Designation/Tel. No. of the Concerned Officer	Duration of Contract	
		From	To
(A)	FY 2021-22		
(B)	FY 2022-23		
(C)	FY 2023-24		

NOTE : (I) Please attach documentary proof in support of the claim.

(II) Please attach extra pages as required.

Signature of authorized person of bidder

Name:

Date:

Place:

Official Seal:

FINANCIAL BID PERFORMA

**Tender for engagement of agency for Disposal of E-Waste (as per E-Waste Management Rules)
at MDI Gurgaon**

(To be printed on the agency letter head and sealed in separate envelope)

Sl. No.	Categories of electrical and electronic equipment	Quantity	Rate (Rs.)
(i)	Information technology and telecommunication equipment:		
	Centralized data processing: Mainframes, Minicomputers	1	
	Personal Computing: Personal Computers (Central Processing unit with input and output devices)	1	
	Personal Computing: Laptop Computers (Central Processing unit with input and output devices)	1	
	Personal Computing: Notebook Computers	1	
	Personal Computing: Notepad Computers	1	
	Printers including cartridges	1	
	User terminal and Systems	1	
	Telex	1	
	Telephones	1	
	Cordless telephones	1	
	Cellular telephones	1	
	Products or equipment of transmitting sound, images or other information by telecommunications	1	
	Tablets, I-PAD	1	
	Phablets	1	
	Scanners	1	
	Routers	1	
	UPS	1	
	Inverter	1	
	Modems	1	
Electronic data storage devices	1		
(ii)	Consumer Electrical and Electronics and Photovoltaic Panels:		
	Television sets (including sets based on Liquid Crystal Display and light Emitting Diode Technology)	1	

	Refrigerator	1	
	Washing Machine (Semi Automatic)	1	
	Washing Machine (Automatic)	1	
	Refrigerator Single	1	
	Refrigerator Double Door (Above 350ltr)	1	
	Fan	1	
	Air- Conditioners excluding centralised air conditioning plants	1	
	Electronic Display Panel	1	
	Mix Grinder Complete Set	1	
	RO Complete Set	1	
	Geysers	1	
	Toaster	1	
	Idly Making Machine	1	
	Radio sets	1	
	Set top Boxes	1	
	Video Cameras	1	
	Video Recorders	1	
	Hi-Fi Recorders	1	
	Audio Amplifiers	1	
	Solar panels/cells, solar Photovoltaic panels/cells/modules.	1	
	Digital camera	1	
	Large and Small Electrical and Electronic Equipment		
	Large cooling appliances	1	
	Other large appliances used for refrigeration, conservation and storage of food	1	
	Clothes dryers	1	
	Dish Washing Machines	1	
	Electric cookers	1	
	Electric stoves	1	
	Electric hot plates	1	
(iii)	Microwaves, Microwave Oven	1	
	Electric heating appliances	1	
	Electric radiators	1	
	Electric fans	1	
	Vacuum cleaners	1	
	Carpet sweepers	1	
	Iron and other appliances for ironing, mangling and other care of clothing	1	
	Grinders, coffee machines and equipment for opening or sealing containers or packages	1	
	Smoke detector	1	

	Heating Regulators	1	
	Thermostats	1	
	Automatic dispensers for hot drinks	1	
	Indoor air purifier	1	
	Hair dryer	1	
	Electric shaver	1	
	Electric kettle	1	
	Electronic display panels/board/visual display unit	1	
	Electrical and Electronic Tools (With the exception of large-Scale Stationary Industrial Tools)		
(iv)	Drills	1	
	Saws	1	
	Sewing Machines	1	
	Equipment for turning, milling, sanding, grinding, sawing, cutting, shearing, drilling, making holes, punching, folding, bending or similar processing of wood, metal and other materials	1	
	Tools for welding, soldering, or similar use	1	
	Equipment for spraying, spreading, dispersing or other treatment of liquid or gaseous substance by other means	1	
	Tools for mowing or other gardening activities	1	
	Toys, Leisure and Sports Equipment		
(V)	Electrical trains or car racing sets	1	
	Hand-held video games consoles	1	
	Video games	1	
	Others		
(VI)	Electric Wires (Per KG)	1	
	Mix E waste, E-Scrap Etc. (Per KG.) (CDs/Floppy/Headphones/Chargers/Calculators/Watches etc.)	1	
	CFL/Tube light/Bulb/Light (Per Kg.)		

Note: -

- I. GST as applicable shall be paid extra.
- II. The above rates will be fixed for 3 years period.

Date:

Place:

Official Seal

Signature of authorized person of bidder

Name: