



SOFTWARE TECHNOLOGY PARKS OF INDIA

Ministry of Electronics & Information Technology(MeitY) Govt. of India

C-21, Thejaswini Building, Techno park, Thiruvananthapuram-695 581.

Phone: +91-471-2700606/707/807; Fax: +91-471-2700505

Website: www.tvpm.stpi.in

TENDER DOCUMENT

(STPI-TVPM/PUR/QUO/17-18/99 dated 21/11/2017)

Disposal of E-Waste Items at STPI Thiruvananthapuram

Details of Bidding Agency:

Name:

Address:

Contact No:

E-Mail Id:

D.D. No./Banker's cheque/NEFT ref. No./RTGS ref. no. –

***Single transaction is recommended for Rs.5590/- (Tender fee for Rs.590/
+ EMD for Rs.5000/-)**

TENDER NOTICE
Software Technology Parks of India, (STPI)

I	Inviting officer, Authority, Designation and Address	The Director, STPI C-21, Thejaswini, Technopark, Thiruvananthapuram, Kerala-695 581 Website: www.tvpm.stpi.in
II	A. Name of the work B. Place of execution	Sale of E-Waste Material. STPI, Thiruvananthapuram.
III	Documents available place and due date for obtaining tender	Document can be obtained on working days between 10.00 AM to 5.00 PM from 21.11.2017 to 11.12.2017 and upto 1PM on 12.12.2017 at the address mentioned in column I
IV	Due Date, time and place of submission of Tender	Due Date : 12.12.2017 Time : 13.00 Hrs Place : At the above mentioned in column I
V	Place, date and time of Tender Opening	Open Date : 12.12.2017 Time : 16.00 Hrs Place : At the above mentioned in column I
VI . Any other important criteria specified by the tender inviting authority: 1. Tender received after due date and time will be summarily rejected.		

STPI invites sealed tenders towards sale of E-Waste Material at STPI-Thiruvananthapuram. The bid should be sealed by the bidder and duly super scribed as Tender No: STPI-TVPM/PUR/QUO/17-18/99 dated 21/11/2017 and name of the tender.

Intending eligible bidders may obtain a copy of bid document from STPI, C-21, Thejaswini Building, Technopark, Thiruvananthapuram, Kerala – 695 581 on payment of Rs.590/- (Rupees Five Hundred Ninety only) only in the form of crossed Demand Draft / Banker's Cheque or through NEFT / RTGS from any commercial Bank in favor of "**Software Technology Parks of India-Thiruvananthapuram, Bank of India, Account No. 853010110001803, Trivandrum Branch, IFSC Code No. BKID0008530 and payable at Thiruvananthapuram**" towards the tender fee, failing which the tender will be treated as incomplete and will be ignored.

In case, firm has downloaded the tender documents from the official website i.e. www.tvpm.stpi.in , they must ensure that requisite tender fee/ cost is enclosed in the form of Account Payee Demand Draft from any of the commercial bank in favour of "Software Technology Parks of India payable at Thiruvananthapuram" along with the tender. ***The details of the EMD & Tender fee paid / transferred through NEFT / RTGS should be enclosed with the technical bid of tender document. Tender fee & EMD will not be accepted in the form of cash / cheque.***

Administrative Officer
STPI, Thiruvananthapuram

SECTION – I

1. DETAILS OF ITEMS :

E-waste goods: Details as per scope of work of Section-IV.

2. TENDERING PROCESS:

2.1 The tenders are invited on a single bid system:

The tender form for **Techno-Commercial bids** complete in all respect should be submitted in sealed cover super scribed–“**Techno-Commercial Bid– Sale of E-Waste Material at STPI-Thiruvananthapuram**”.

- a) The cover/envelope should be wax sealed. The cover shall be and super scribed as “**Tender No: STPI-TVPM/PUR/QUO/17-18/99** dated 21/11/2017 & **Name of Tender “Sale of E-Waste Material at STPI-Thiruvananthapuram”** and addressed to

Administrative Officer,
Software Technology Parks of India
C-21, Thejaswini, Technopark, Kariyavattom PO,
Thiruvananthapuram- 695 581, Kerala.

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, STPI will not take any responsibility for its misplacement, premature opening etc. The envelope should be dropped in the Tender Box of the STPI at reception in the above address latest by **13.00 P.M. on 12.12.2017**.

2.2 **Contents of Techno-Commercial Bid:** The bidder in this regard should submit the following documents.

- a) The bid should be accompanied by two separate Demand drafts / Bankers Cheque or proof of the online transfer made through NEFT / RTGS mode for tender fee of **Rs.590/-** (non-refundable) and Bid Security or EMD of **Rs.5000/-** (Rupees Five Thousand Only). **The bid received without tender fee and bid security will be summarily rejected.**
- b) 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) as re-cyclers / re-processors
- c) Copies of the following documents to be enclosed:
1. Copy of PAN Card
 2. Copy of Service GST certificate
 3. Copy of Registration / Incorporation of the firm / Company (Proprietorship/Partnership/Firm/Company)
- d) Complete set of the Self attested tender documents,

- e) Non Disclosure Agreement as per the format (Annexure – III).
- f) Any other related documents,

2.3 The financial details of the items with respective rates as per the Bill of quantities in Annexure – 1.

Note: Bidders not enclosing the document as per 2.2 a, b & c above, will be disqualified.

SECTION- II **INSTRUCTIONS TO BIDDERS**

1. INTRODUCTION

1.1 Definitions:

- (a) “STPI” means the STPI, Thiruvananthapuram.
- (b) “Bidder” means any registered entity engaging in business such as a proprietorship, partnership, private concern or corporation who participates in this tender and submits its bid.
- (c) “Contractor” means any registered entity engaging in business such as a proprietorship, partnership, private concern or corporation who supplying the goods under the contract.
- (d) “Sale of e-waste material” means standards of works mentioned in Section IV,
- (e) “Price” means the price payable to the Contractor under the sale order for the full and proper performance of its contractual obligations.

The Bidder is expected to examine all instructions, forms, terms and specifications in the Bid Documents. **Failure to furnish all information required as per the Bid Documents or submission of bids not substantially responsive to the Bid Documents in every respect, will be at the bidder's risk, and may result in rejection of the bid.**

1.2 CLARIFICATION OF BID DOCUMENTS SOUGHT BY THE CONTRACTOR:

A prospective bidder, requiring any clarification of the Bid Documents shall notify STPI in writing or by Fax at STPI's mailing address indicated in the Invitation for Bids. The clarification will be accepted before 10 (ten) days of the due date of tender. The reply will be hosted in STPI official website and also communicated to respective bidders.

2. PREPARATION OF BIDS:

2.1 DOCUMENTS COMPRISING THE BID:

- 2.1.1 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.: STPI-TVPM/PUR/QUO/17-18/99 (Containing 20 pages) by authorized person (s),
- 2.1.2 Conditional bids will not be accepted.
- 2.1.3 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.

2.2 SITE VISIT:

- (a) Bidders are advised to visit the site and see the materials at STPI-Thiruvananthapuram. The bidder will be permitted to inspect the items only once and will not be entertained again. A tenderer shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequent on misunderstanding or otherwise shall be allowed. For inspection, please contact Mr. Nevin @ Ph No.0471 – 2700 707 /2700003
- (b) The inspection for the E-Waste Material should be carried out in the presence of the staff of STPI-Thiruvananthapuram.
- (c) Proponents shall at all times be accompanied by an employee of STPI or other designated representative when undertaking site visits on all working days between 10.00 a.m. to 05.00 p.m. from 21.11.2017 to 11.12.2017

3. BID PRICES:

- a) The bidder shall give the total price in Indian Rupees only.
- b) Rates shall be quoted in words and figures. The amount to be worked out to whole number.
- c) Prices indicated on the Price Schedule shall be entered in the following manner:
 - (i) The price of the items shall be quoted total price (item wise).
 - (ii) The bidder shall quote only one price for each item. The price indicated by the bidder is firm and no modification in the price will be accepted.

4. BID SECURITY/EMD:

- 4.1** *The bidders shall furnish, as part of his bid, an EMD or Bid Security for an amount of Rs. 5000/- (Rupees Five Thousand Only) in the form of Demand Draft/ Banker Cheque from any commercial Bank in favors of “Software Technology Parks of India” payable at Thiruvananthapuram or through NEFT / RTGS payment as per the details provided in the NIT document (Page No.3). The EMD or Bid Security & Tender fee details made should be enclosed with the tender document.*
- 4.2** The EMD is required to protect STPI against the risk of bidder's conduct, which would warrant the EMD's forfeiture.
- 4.3** A bid not secured in accordance with Para 4.1 shall be rejected by STPI being nonresponsive at the bid opening stage and returned to the bidder unopened.
- 4.4** *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 through NEFT / RTGS only. The bank details of the bidders have to be provided as per the format – Annexure-II. The EMD or Bid Security of the successful bidder will be retained as Retention Money or Security Deposit and the same will be returned within 15 days without any interest after the confirmation for removal of the material from the premise and receipt of the full payment through NEFT / RTGS only.*

The security deposit or EMD will bear no interest whatsoever.

4.5 The EMD may be forfeited:

- (a) If a bidder withdraws his bid during the period of bid validity or makes modifications to his tender which are not acceptable to STPI.
- (b) In the case of a successful bidder, if the bidder fails to sign the contract.
- (c) Failure to fulfill the contract.

The bidder will not be eligible to participate in the tender for same services for three year from the date of issue of work order if EMD/ Bid security is forfeited.

5. PERIOD OF VALIDITY OF BIDS:

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

6. FORMATS AND SIGNING OF BID:

- a) All pages of the tender, except for un-amended printed literatures, shall be signed by the person or persons signing the bid. The bids submitted shall be sealed properly.
- b) The bid shall contain no insertions, erasures or overwriting except as necessary to correct errors made by the bidder in which case such corrections shall be signed by the person or persons signing the bid.

7. LATE BIDS:

Any bid received by STPI after the due date & time for submission of bids prescribed by STPI shall be rejected and returned unopened to the bidder.

8. OPENING OF BIDS BY STPI:

- a) STPI shall open bids in the presence of bidders or their authorized representatives who chose to attend, at **16.00 Hrs on 12.12.2017**. The bidder's representatives, who are present, shall sign in the register. Business card/Authority letter shall be submitted by the bidders before they are allowed to participate in bid opening.
- b) A maximum of two representatives for any bidder shall be authorized and permitted to attend the bid opening.
- c) The date fixed for opening of bids, if subsequently declared as holiday by the STPI-Thiruvananthapuram, the revised date of schedule will be notified. However, in absence of such notification, the bids will be opened in the next working day, time and venue remaining unaltered.
- d) The tendering process comprise the following,
The bids will be opened at **16.00 Hrs on the due date** and the same will be scrutinized and evaluated by the competent committee/authority with reference to parameters prescribed in the tender documents and the offers received from the tenderers.

9. CLARIFICATION OF BID DOCUMENTS 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.

10. TENDER EVALUATION:

- a) STPI 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
- b) Arithmetical errors shall be rectified on the following basis. If there is a discrepancy between the unit price and total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected by STPI. If there is a discrepancy between words and figures, the amount in words shall prevail. If the Contractor does not accept the correction of the errors, his bid shall be rejected.
- c) 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.
- d) STPI may waive any minor non-conformity or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any bidder.

11. CONTACTING STPI:

- a) No bidder shall try to influence STPI on any matter relating to its bid, from the time of tendering till the time the contract is awarded.
- b) Any effort by a bidder to influence STPI in STPI's bid evaluation, bid comparison or contract award decision shall result in the rejection of the bid.

12. STPI'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS:

STPI reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the bidder. However, the bidder has the right to question the bidding conditions, bidding process and / or rejection of his / her bid.

STPI reserves the right to receive and, if it thinks fit, to consider and accept a non-complaint proposal. The acceptance or rejection of a non-complaint proposal is entirely a matter for STPI in its absolute discretion.

Any deviations / irrelevant specifications in this tender will not be accepted.

13. PLACEMENT OF ORDER:

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

14. ANNULMENT OF AWARD:

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.

15. ARBITRATION :

If, a dispute arises out of or in connection with this contract, or in respect of any defined legal relationship associated therewith or derived there from, the parties agree to submit that dispute to arbitration under the ICADR arbitration rule, 1996. The venue of the arbitration shall be at Thiruvananthapuram. The language of the arbitration proceedings shall be in English.

The authority to appoint the Arbitrator(s) shall be the International Centre for Alternative Dispute Resolution (ICADR). The International Centre for Alternative Dispute Resolution will provide administrative services in accordance with the ICADR Arbitration Rules, 1996.

SECTION – III CONDITIONS TO THE BIDDERS

1. GENERAL CONDITIONS:-

- a) Items are sold **as is where is basis**. The sale is strictly on the understanding that bidder had inspected the items. No complaint / claim will be entertained in this regard.
- b) Bid acceptance will rest with the Director-STPI Thiruvananthapuram and sale order will be issued to the successful bidder.
- c) The materials will be weighed in the presence of the bidder & STPI and duly signed in the weigh bills.
- d) **Payment Details:**

All payments should be made **ONLY by way of Demand Draft / Bankers Cheque or through NEFT / RTGS transfer as per the details provided in the Point No.4 below.**

 - 1) Acceptance of the sale order within 7 days.
 - 2) 100% of the bid amount shall be paid in favour of **Software Technology parks of India, Thiruvananthapuram.**
 - 3) **Delivery will be accepted only after payment of the full amount.**
 - 4) Taxes and GST as per local laws shall be paid over and above the quoted amount. **No Cheque / Cash will be accepted.** Payment will be only in the form of Demand Draft / Bankers Cheque or through NEFT / RTGS payment.
 - 5) The details for the transfer through NEFT / RTGS payment is given below:

S. No.	Particulars	Details
1	Account Holder Name	Software Technology Parks of India, Thiruvananthapuram
2	Account Type- SB A/c No.	853010110001803
3	Bank Name & Branch	Bank of India, Technopark Branch
4	IFSC Code	BKID0008530
5	Email id	tvpm.apg@stpi.in

e) **Delivery Details:**

- 1) 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.
- 2) Weighing of e-waste material should be carried out in the presence of STPI staff.

f) Bidders shall obtain confirmation **two working days** in advance before taking delivery. Bidders can contact at Ph No.0471-270 0404/ 0471-270 0707.

g) The sale of e-waste material work shall be carried out at the following location:
 “Software Technology Parks of India
 C-21, Thejaswini, Technopark, Thiruvanthapuram-695 581”

h) **Delay in taking delivery:**

- 1) If the material has not been removed within the above time schedule (10 days), the bidder has to pay a ground rent of **0.5% of quoted rates**, for each day of delay.
 - 2) If the material is not removed even within the extended 10 days, the ‘**Advance amount**’ and the total ‘sale amount’ paid will be forfeited by STPI and order will be cancelled.
- i) 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.
- j) The material shall be removed by the bidder or agent duly authorized in writing by the bidder and in the presence of the STPI staff.
- k) The bidder shall arrange his own persons for sizing, loading and transportation from the site.
- l) Bidder will leave storage place of the materials **quite clear**.
- m) The bidder shall be responsible for making good at his cost to the satisfaction of the company any loss or damage to buildings, structures, properties etc., within the premises of the Company, if such losses or damages is due to the fault or negligence or willful acts, omission or any other reason whatsoever of the bidder.
- n) The bidder shall fully comply with all the safety rules and provide necessary safety devices etc., that may be required at their cost during the work.

- o) Any attempt to influence the discussion will make the bidder unqualified.
Persons working in STPI in any capacity are not eligible to participate in the tender.
- p) Schedule of items is enclosed as **ANNEXURE-1**.

SECTION – IV

1. Scope: The scope of work is for sale of E-Waste material at STPI-Thiruvananthapuram as per details given below. If it is noticed that any client did not find the work carried out satisfactory, the tenders of such bidders will be treated as invalid

2. Documents to be attached:

- a) 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) as re-cyclers / re-processors.
- b) Proof of payment for the Tender fee of Rs.590- and EMD amount of Rs.5000/-.
- c) The firm must register the following & provide copies of the same:

Particulars	Reg. No & date	Proof submitted
Mention the registration numbers of:		Yes/No
a) PAN No.		Yes/No
b) GST No.		Yes/ No
c) Certificate of Reg. No.		Yes/ No

- d) Non-Disclosure Agreement as per the format – Annexure -III.
- e) Complete set of the self-attested tender documents.
- f) Bank details for making NEFT/RTGS payment as per Annexure -II

3. BILL OF QUANTITIES (ANNEXURE-1)

Schedule of items: (Rate shall include cost of transportation and other overheads)

S. No.	Description of the Item (Approx.)	Quantity
1	Minolta Fax Machine	1
2	Fax machine- MODI XEROX	1
3	400 Watt Travelling Wave Tube Amplifier Set	1 set
4	Earth Station Equipment with Integral parts	1 set
5	Framing Unit	5
6	IF/RF Attenuator	1 set

7	Multiplexer and Accessories	1 set
8	Beacon Frequency Receiver	2
9	Sun Netra server	1
10	Accessories of Sun Server (Colour Monitor, External Hars Disk, & Accessories)	1 set
11	Radio Modem 64-S	15
12	Radio Modem, Air Link 128-S	2
13	Modem CM 701 & accessories	4
14	Satellite Modem (Fairchild)	2
15	Satellite Modem SDM 300	2
16	Satellite Modem SDM 309	1
17	RAD Megaplex Mux & its associated hardwares	1
18	Fiber Optic Modem	6
19	IBM Computer & Accessories	6
20	IBM Computer systems	5
21	Cisco Router 4500M-1no, IOS software & accessories	1
22	Cisco Router 2522- 2nos IOS software & accessories	4
23	Cisco Router Accessories	1
24	Cisco 4 Port Module	1
25	Cisco Router - (Model 2501) & Cables	2
26	Cisco Router 4000 Series	1
27	64 KVA DG Set with Accessories (Disel Tank & AMF Pannel)	1
28	12.5 KVA UPS System (KELTRON Make)	1 set
29	AFCOSET 48 V Power supply	3
30	TDMA Base Station and remote stations	1 set
31	PCL 486, 14" SVGA Color Monitor with Key Board & Mouse	1
32	Modular Spares for TDMA Base Station Equipment	
33	Servo Controlled Voltage Stabilizer - 25 KVA	1
34	25 KVA UPS, Tata Libert	2
35	5 KVA UPS systems	1

36	UPS APC 500 VA	1
37	Electronic weighing machine	1
38	PC telex	1
39	Postal frankling machine	1
40	STD call monitor	1
41	DIGITAL COPIER TOSHIBA	1
42	CODLESS PHONE	1
43	Telephone Handset	50
44	GSM ALARM	1
45	TEA COFFE VENDING MACHINE	1
46	QUICK PRO PIC PROGRAMME	1
47	PIC REAR BOARD	1
48	UNIVERSAL PIC	1
49	Black berry bold	1
50	Ceiling Fan	6
51	0.5 HP motor	1
52	Electrical Distribution Box	5
53	Internal Battrery of TATA ups 12V 26 Ah	12
54	Amaron 12V 42 Ah	6
55	Computer Peripherals	1 Lot
56	DC Power Supply 48V 6A	2
57	D- link 16 port hub	4
58	D- link 12 port hub	2
59	Compex 16 port hub	1
60	Long-shine 16 port hub	1
61	D- link switch 12 port	1
62	8 port hub	3
63	Dial-up modem	4
64	D-Link Dial up modem	9
65	Motorola cable modem	1
66	ISDN terminal adapter	1

67	E1 CSU/DSU	1
68	RAD SPD 703-1	6
69	RAD ASM 31	2
70	RAD HTU- E1	1
71	RAD ASM 20	9
72	Atrie IDSL modem	8
73	D-link modem	1
74	CYGNUS 604 modem	15
75	Artie wire span modem	5
76	Patton 1088 modem	6
77	Battery charger	1
78	Isolation transformer	1
79	D-link AUI to ethernet converter	2
80	Media- link AUI to ethernet converter	1
81	D-link co-axial to ethernet converter	2
82	D-link AUI to fiber converter	2
83	D-link AUI to ethernet converter	2
84	Answering machine	1
85	EPABX console (CG)	1
86	Seimen's EPABX	1
87	Monitors- <i>LG</i>	1
	<i>PRIOR</i>	1
	<i>TVS</i>	1
	<i>Monochrome monitor</i>	1
88	CPU	5
89	Data switch (Printer)	1
90	Air conditioner (Carrier make)	4
91	Air conditioner (LG make)	2
92	G 703 to V.35 Converter	2
93	Impulse protector	6
94	Vaccum Cleaner Philips make	1
95	Printers	3

* The weight of the material may vary depending on actuals.

Rate per KG in INR	Deductions if any in INR	GST in INR	Gross amount in INR

(Gross amount in words Rupees _____ only)

I certify that all the terms and conditions of the tender documents are acceptable to us.

Signature of the authorized person

Name:

Designation :

Company Seal:

Date :

Place:

ANNEXURE - II

BANK DETAILS OF BIDDER FOR MAKING NEFT / RTGS PAYMENT

Name of the Bank	:	
Branch Name	:	
Account Number	:	
Name of the Account Holder	:	
IFSC No.	:	

Signature of the authorized person
(Contractor)

NON – DISCLOSURE AGREEMENT

Date:

Party to this agreement	Proponent

We _____ hereby agree to keep all information confidential about STPI-Thiruvananthapuram 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-Thiruvananthapuram, for any other purpose other than for conducting work for sale of e-waste materials.

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

Name & Signature of the authorized person
(Contractor)