

रामानुजन महाविद्यालय

नैक मान्यता: ग्रेड ए ++ (३.७९)

दिल्ली विश्वविद्यालय

सी. आर. पार्क मुख्य सड़क, ब्लॉक एच.

कालकाजी, नई दिल्ली-११००१९, भारत

आई. एस. ओ. १००१:२००८ प्रमाणित संगठन

Ref. No. RC/2025-26/07/313



RAMANUJAN COLLEGE

Accredited Grade 'A++(3.71)' by NAAC

University of Delhi

C.R. Park Main Road, Block H

Kalkaji, New Delhi- 110019, India

ISO 9001:2008 Certified Organisation

Date: 15.07.2025

TENDER NOTICE

Invitation for Quotations for Execution of Memorandum of Understanding (MoU) for Disposal of E-Waste

The college is initiating the process for the disposal of E-waste materials comprising old, unserviceable, and obsolete IT equipment/items. Sealed quotations are invited from scrap/recycling companies that are registered and authorized by the Central Pollution Control Board (CPCB), Ministry of Environment and Forests, Government of India, or by the respective State Pollution Control Boards/State Governments for the recycling and dismantling of e-waste.

List of E-Waste Items:

Sr. No	Item	Sr. No	Item
1	Photocopy Machine	14	Keyboard
2	LCD TV	15	Mobile/Tablet
3	Projector	16	VGA Cables
4	Projector Screen	17	Offline UPS (up to 2KVA)
5	Printer	18	Online UPS
6	Scanner	19	AC (Air conditioning)
7	Desktop	20	Refrigerator
8	LED/LCD Screen	21	Electric Switch
9	Laptop	22	Network Switch
10	CCTV Camera	23	Networking wire
11	Thin Client	24	Telephone
12	Coffee Vending Machine	25	Mouse
13	Power Cables	26	Battery (dry /Liquid)

Instructions and Terms

1. Bidders must quote **rate per kilogram (kg)** for each item.
2. The **H1 bidder** (highest quote) will be determined **item-wise**, and the bidder with the **maximum number of H1 items** will be selected as the H1 bidder for MoU purposes.
3. The vendor must ensure **environmentally safe recycling/dismantling** in compliance with **E-Waste (Management) Amendment Rules, 2024**, which amend the **E-Waste (Management) Rules, 2022**, enforced by MoEFCC and CPCB.
4. The vendor must ensure **proper data sanitization** of storage devices and provide **certificates of data destruction**, where applicable.
5. All **logistics, lifting, transportation, and labour** for shifting the e-waste shall be arranged by the **vendor at their own cost**.
6. **No dismantling or segregation** is allowed at the college site without **prior permission**.

7. The college reserves the right to **accept or reject** any or all quotations without assigning any reason.
8. The contract will be awarded to the **responsive and successful scrap company**.
9. Bidders may send queries/clarifications by email to **ramanujancollege2010@gmail.com** up to **three days prior to the bid submission due date**.
10. The **last date for submission** of the quotation is **23.05.2025 up to 4:00 p.m.** The sealed quotation must be addressed only to: **Principal, Ramanujan College, University of Delhi, Kalkaji, New Delhi – 110019.**
11. Only bids **received by the due date** will be accepted.
12. Bidders are requested to **carefully study all terms and conditions** before submitting the quotation.
13. All **labour, tools, and equipment** for loading and unloading must be arranged by the bidder at **their cost**.
14. The bidder shall lift the materials from the premises only **after full payment**.
15. Each bidder shall submit **only one quotation**.
16. Proposals must be **filled in English**. All entries must be **typed or written in blue/black ink and initialled** by the authorized representative. **No overwriting of figures** is allowed; alterations must be signed. Non-compliance may render the bid invalid.
17. The college reserves the right to **cancel, modify, or terminate** the tender process **without notice or liability**.
18. Bidders must meet **mandatory compliance requirements** as per formats in **Annexure I–V**. Failure to comply will result in **disqualification**.
19. In the event of a dispute not resolved through mutual governance, **only Delhi courts** will have **jurisdiction**.
20. The successful bidder must submit an **undertaking (Annexure IV)** that e-waste will be stored/processed/disposed of as per the **E-Waste (Management) Amendment Rules, 2024**.
21. An **MoU (Memorandum of Understanding)** will be signed with the selected vendor for **two (2) years**, extendable by **two (2) more years** based on performance and mutual consent.
22. The bidder shall ensure compliance with all applicable legal and regulatory obligations related to the collection, transportation, storage, dismantling, and disposal of e-waste, in accordance with the **E-Waste (Management) Rules, 2022**, and any other relevant environmental and statutory norms.
23. The bidder shall bear full responsibility for obtaining all necessary licenses, permits, and environmental clearances as required from the State and Central Pollution Control Boards.
24. Subletting of the contract, in full or in part, is strictly not allowed under any circumstances.
25. The bidder shall be required to execute the Memorandum of Understanding (MoU) within **20 days** from the date of issuance of the Purchase Order.
26. The rates quoted by the bidder shall remain firm and unchanged throughout the duration of the contract or Memorandum of Understanding (MoU).
27. All necessary safety measures shall be strictly adhered to by the bidder during the collection and handling of e-waste within the college premises.
28. In case of any damage to college property or injury to any person during the loading or unloading process, the entire responsibility shall lie with the bidder. Penalty, as decided by the college committee, will be imposed accordingly.
29. If any penalty is imposed on the college due to non-compliance after the e-waste has been taken out from the college campus, the entire liability shall rest with the bidder. Strict action may be taken against the bidder, which may include cancellation of the MoU.

Important Dates:

- **Last Date for Submission of Sealed Quotations:** 24.07.2025 (upto 5.00 p.m.)
- **Mandatory Site Inspection Schedule:** Before 23.07.2025.

All quotations should be submitted in a sealed envelope clearly superscribed as:

“Invitation for Quotations for Execution of Memorandum of Understanding (MoU) for Disposal of E-Waste”

EARNEST MONEY DEPOSIT (EMD)/BID SECURITY

Intending eligible bidders are required to submit a demand draft of Rs. 25,000/- for the Earnest Money Deposit (EMD) on any nationalized bank, payable at Delhi in favor of Principal, Ramanujan College. The validity of the demand draft needs to be up to 3 (Three) months starting from last date of submission of Tendered. Exemptions for MSME/Startup as per GFR rule

The EMD will be forfeited at the discretion of college on account of one or more of the following reasons:

- a. Bidder does not respond to requests for clarification of its proposal.
- b. In case it is found that, the bidder/s has furnished misleading/wrong or fraudulent information/documents or information furnished by them is not found to be true, the Earnest Money will be forfeited.
- c. Bidder fails to execute the work as per the Contract Agreement.

ELIGIBILITY CRITERIA

The eligibility criteria of the bidders should encompass the following:

- a) The bidder is registered with Goods and Service and Tax Department.
- b) The Bidder should register with Central Pollution Control Board, Ministry of Environment and Forests, GOI or with the State Pollution Control Board or State Governments for recycling and dismantling.
- c) The bidder must have executed three work order of e-Waste disposal in any Central Govt/ State Govt. or in private sector in last 3 years and submit the work order and compliance certificate or MOU's.
- d) The bidder should have valid Permanent Account Number (PAN) issued from Income tax Authorities.
- e) The bidder shall not be under declaration of ineligibility/ banned/blacklisted/debarred by any Central/state Government/ any other Government institutions in India for corrupt or fraudulent practices or for non-performance (**Annexure-II**).
- f) The bidder needs to submit the Site Survey Declaration report (**Annexure-V**).

(On Company Letter Head)

ANNEXURE-I

Eligibility Criteria for Execution of Memorandum of Understanding (MoU) for Disposal of E-Waste

TENDER No-

S r . N o	Description	Information	
1	Name of the Firm/Agency/Company		
2	Address of the Firm/ Agency/ Company (Enclose copy of address proof)		
		Telephone/Mobile No.	
		E-Mail ID	
4	Name of Proprietor/Partners/Directors of the Firm/Agency		
5	Certificate of incorporation in case of Company registered under Companies Act. 1956/2013. (Enclose copy)		
		Company PAN NO. (Enclose copy)	
		GST Registration No. (Enclose copy)	
		Registration Certificate No. issued by Centre/State Pollution Control Board (Enclose copy)	
		EMD Draft Number (Enclose Original)	
		Experience /work order (Enclose copy)	
		Signed site survey report (Enclose copy) ANNEXURE-V	

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

(On Company Letter Head)

ANNEXURE-II

**Name of work: Invitation for Quotations for Execution of Memorandum of Understanding (MoU)
for Disposal of E-Waste**

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)

ANNEXURE-III

FINANCIAL BID

Name of work: Invitation for Quotations for Execution of Memorandum of Understanding (MoU) for Disposal of E-Waste

I / We hereby offer the following Bid Amount for Disposal of e-waste- old/obsolete Computer Hardware & Peripherals on the terms and conditions of the Tender Document.

Sr. No	Item	Rate (per KG)	Sr. No	Item	Rate (per KG)
1	Photocopy Machine		14	Keyboard	
2	LCD TV		15	Mobile/Tablet	
3	Projector		16	VGA Cables	
4	Projector Screen		17	Offline UPS (up to 2KVA)	
5	Printer		18	Online UPS	
6	Scanner		19	AC (Air conditioning)	
7	Desktop		20	Refrigerator	
8	LED/LCD Screen		21	Electric Switch	
9	Laptop		22	Network Switch	
10	CCTV Camera		23	Networking wire	
11	Thin Client		24	Telephone	
12	Coffee Vending Machine		25	Mouse	
13	Power Cables				

Name of the bidder/Firm: -

Address of the Bidder/Firm: -

Telephone No: - Email ID: -

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

(On Company Letter Head)

ANNEXURE-IV

Name of work: Invitation for Quotations for Execution of Memorandum of Understanding (MoU) for Disposal of E-Waste

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 off aa per **E-Waste (Management) Amendment Rules, 2024**, which amend the **E-Waste (Management) Rules, 2022** enforced by the Ministry of Environment, Forest and Climate Change (MoEFCC) and the Central Pollution Control Board (CPCB).

Dated:

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

(On Company Letter Head)

ANNEXURE-V

Number: _____

Date: _____

SITE SURVEY DECLARATION FOR E-WASTE DISPOSAL

I/We have conducted a comprehensive site survey at the college premises regarding the **Memorandum of Understanding (MoU) for disposal of e-Waste**, which includes **old, unserviceable, and obsolete IT equipment/items**. During our visit, we have thoroughly inspected and verified the condition, configuration and availability of all listed e-Waste materials at the site.

Based on our assessment, I/We are fully aware of the scope of work involved, including the nature and quantity of the e-Waste items to be disposed of. Accordingly, I/We will submit our **quotation** for the listed items, which shall be **inclusive of all applicable taxes, duties, levies, and e-Waste lifting and transportation charges**.

Authorized Signatory: _____

Name of the Firm: _____

Date: _____

Contact Details: _____

Name and Signature of ICT In charge
Ramanujan College