



**भारत सरकार**  
**GOVERNMENT OF INDIA**  
**वित्त मंत्रालय, राजस्व विभाग**  
**Ministry of Finance, Department of Revenue**  
**सीमा शुल्क आयुक्त (निवारक) का कार्यालय**  
**Office of the Commissioner of Customs (Preventive)**  
**पूर्वोत्तर क्षेत्र, North Eastern Region**  
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## TENDER NOTICE

**Sub: Disposal of old, obsolete, discarded Computers and peripherals, exhausted online UPS & their batteries available as E-waste in Customs (Preventive), NER, Shillong.**

Sealed tenders are invited by this Office from Dismantler/Recycler of E-waste registered with Central Pollution Control Board or State Pollution Control Board for disposal of the items as detailed in Annexure-IV of this notice, on **“AS IS WHERE IS BASIS”**. The Tender Document can be downloaded from the website of CBEC (<http://www.cbic.gov.in>) or from the Departmental Website (<http://shillongcustoms.gov.in>).

### 1. Eligibility Criteria

Bidders must fulfill following eligibility criteria and submit documents mentioned at Annexure-I of this Tender document in support of the same:-

- a) Bidder must be registered as a Recycler/Dismantler of E-waste with Central Pollution Board, Ministry of Environment and Forests, Government of India or with the State Pollution Control Board under E-waste (Management Rules), 2016 and E-waste (Management) Amendment Rules, 2018. Bids received from the firms other than so registered will be summarily rejected.
- b) Bidder must not be blacklisted by any Department of the Government of India or of any State Government/or by any PSU/Autonomous Organisation of the Government. An Undertaking regarding non-blacklisting of the bidder by any Government Organisation must be furnished by the bidder in the tender document in the format given in Annexure-II. Bids without above undertaking will not be considered.
- c) Bidder should be registered with GST Department of Government of India/State Government.

### 2. Inspection of Goods

The inspection of the goods can be carried out by the prospective bidders or their representatives in the Office of the Customs(P) Commissionerate, CUSTOMS HOUSE, M.G. Road, Shillong – 793001, between **10:30 A.M. to 6:00 P.M. on 2<sup>nd</sup> & 3<sup>rd</sup> September 2025**.

### 3. Financial Bid

- a) The financial bid shall be quoted in the Proforma given at Annexure-III of this tender document.
- b) The financial bid of only those bidders shall be evaluated who fulfil the eligibility criteria.
- c) The Bidder shall quote for the whole lot.
- d) Any overwriting of/on amount quoted will render the bid to be invalid.
- e) GST or any other tax if applicable shall be borne by the bidder.
- f) The rate quoted shall be final.
- g) The successful bidder shall be evaluated on the basis of highest quoted price for the whole lot.

### 4. Submission of Bids

- a) The Bid shall be legible, preferably typed/printed and be in English/Hindi only. All the pages of the Bid should be serially numbered and signed.
- b) The Bid prepared by the Bidder shall comprise of (i) Details of Eligibility Criteria and (ii) Financial Bid.
- c) Bid must include following documents:
  - (i) Eligibility Criteria (Annexure-I)
  - (ii) Financial Bid (Annexure-III)
  - (iii) Supporting documents.

Sealed tenders superscribed "Tender for disposal of E-waste" addressed to Additional Commissioner (Systems), Customs House, 110 M.G. Road, Shillong, Meghalaya– 793001 shall be submitted on or before **8<sup>th</sup> September, 2025**. Bids received after the closing date and time prescribed shall not be accepted under any circumstances. Technical Bid documents and Financial Bid document (Annexure-III) must be submitted separately.

All the sealed envelopes shall also indicate the name, address and phone number of the Bidder enabling the Bid to be returned, if required.

### 5. Opening of Bids

- a) All bids containing Eligibility Criteria and Financial Bid shall be opened by Additional Commissioner (Systems), Customs House, 110 M.G. Road, Shillong, Meghalaya– 793001 in his Office in the presence of members of Condemnation Committee on **12<sup>th</sup> September, 2025**.
- b) The Bidder himself or his authorised representative can attend the tender opening event. The representative attending the opening of the tender on behalf of the bidder should bring with him/her a letter of authority from the bidder and a proof of identification at the time of opening of bid. Only one person/representative from each bidder would be allowed to attend the bid opening event.

### 6. Payment

The successful Bidder will have to pay the entire quoted amount in the form of Bank Draft/Pay Order drawn in favour of Commissioner of Customs (Prev.), NER, Shillong payable at Shillong within three working days after receipt of the contract letter, failing which the contract may be cancelled.

## **7. Lifting of E-waste – old computer Hardware**

- a) The successful bidder shall be required to lift all E-waste – old, discarded, obsolete Computer and Peripherals and not selectively from the designated place to their premises on “AS IS WHERE IS BASIS” within three working days after depositing the full amount.
- b) In case, the successful bidder deposits the full amount within a stipulated period but fails to lift the articles in the scheduled time, this Office shall not take responsibility for safe custody of the articles.
- c) No damage shall be caused to the existing property of the Office or any other Offices in the premises while removing the materials from the site. Any loss/damage to the property of this Office or any other Offices in the premises or injury or personal accident suffered by any person due to negligence or action of the successful Bidder or his authorised worker/supervisor will be borne by successful bidder.
- d) Goods will be removed under the supervision of designated Officer(s) of this Office.
- e) All the charges i.e. loading, unloading and transportation to be incurred in course of lifting of the items from the designated placed shall be borne by the successful Bidder.

## **8. Submission of Undertaking for Disposal of E-Waste**

The successful Bidder shall submit an Undertaking (Annexure-V) that E-waste items our of old/obsolete/discarded Computer items will be stored/processed/disposed off as per Rules of E-waste (Management Rules 2016 & 2018).

## **9. Other Terms and Conditions**

- a) In the event of failure of the successful Bidder to lift the items within the stipulated time frame, legal action may also be initiated and the contract will awarded to next Highest Bidder to lift the items.
- b) The Bidder should also enclose the certificate copy of the valid registration certificate issued by the Central Pollution Control Board or the State Pollution Control Board along with the tender document failing which the tender will be rejected. The successful Bidder shall produce the original certificate before lifting of the items from said location.
- c) No bidder will be allowed to withdraw after submission of bids/opening of the tender.
- d) This Tender is nontransferable.
- e) Each page of the tender document should be signed by the bidder(s), Incomplete and unsigned quotations are liable to be rejected.
- f) If a firm violates any of these terms & conditions, the same shall be blacklisted and other legal action may be initiated.
- g) This Office reserves the right to accept or reject any bid without assigning or communicating any reason thereof.
- h) Any corrigendum/addendum/errata etc. in respect of above Tender shall be made available in our official website and Notice Board only. No press publication shall be made in this regard. Hence applicants are advised to visit our website regularly for any amendment/corrigendum/addendums in this regard.

एल. राल्टे /L. Ralte

अपर आयुक्त /Additional Commissioner

**ANNEXURE-I****Eligibility criteria for disposal of E-waste – old, discarded, obsolete Computers and  
Peripherals**

Sl.No.	Description	Information	
1.	Name of the Firm/Agency/Company		
2.	Address of the Firm/Agency/Company <b>(Enclose copy of the address proof)</b>		
3.	Contact details of the Firm/Agency/Company	Telephone/Mobile No.	
		FAX No.	
		E-mail ID	
4.	Name of Proprietor/Partners/Directors of the Firm/Agency/Company		
5.	Other Details <b>(Enclose copy)</b>	PAN No.	
		GST Registration No.	
		Registration Certificate No. issued by Centre/ State Pollution Control Board.	

**Signature of Authorised Signatory**  
**With stamp**

**Name of the Person**

**ANNEXURE-II****Tender for disposal of E-waste – old, discarded, obsolete Computers and Peripherals****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 Organisation etc. or prosecuted by any court of Law.

Dated:

**Signature of Authorised Signatory  
With stamp**

**Name of the Person**

**ANNEXURE-III****Financial Bid for Tender for disposal of E-waste – old, discarded, obsolete Computers and  
Peripherals**

Name of the Bidder/Firm :-

Address of the Bidder/Firm:-

Telephone No.:-

E-mail ID:-

Description of Item	Total Quoted Amount (in ` )	Remarks
<b>E-Waste goods mentioned in Annexure-IV</b>		

I/We declare that I/My representative have inspected the obsolete items as per the list attached (Annexure-IV) with tender and am/are interested the same on “AS IS WHERE IS BASIS”.

I/We have gone through the terms and conditions given in the tender document and agree with the same. I/We understand that in the event of non-compliance of the terms and conditions of the tender my/our bid will be cancelled.

I hereby declare that firm is registered with Central Pollution Control Board or State Pollution Control Board as authorised recycler/re-processor/dismantler and having environmentally sound management facilities for collection, disposal/recycling of E-waste.

Date:-

**Signature of Authorised Signatory  
With stamp**

**Name of the Person**

**ANNEXURE-IV****LIST OF OLD/OBSOLETE/DISCARDED COMPUTER HARDWARE AND PERIPHERALS FOR  
DISPOSAL**

<b>Sl.No.</b>	<b>Description of Items</b>	<b>Quantity</b>
1	CPU	03
2	All-In-One Desktop	05
3	Printer (Laserjet/Inkjet/Deskjet/MFP)	12
4	UPS (500 VA/600 VA/1000VA)	08

**ANNEXURE-V****Tender for disposal of E-waste – old, discarded, obsolete Computers and Peripherals****UNDERTAKING FOR DISPOSAL OF E-WASTE**

I/We\_\_\_\_\_do hereby solemnly affirm and declare that E-Waste items out old/obsolete/discarded subject Computers and peripherals etc will be stored/processed/disposed/off as per E-Waste (Management and Handling) Rules, 2016 and 2018(amended).

Dated:-

**Signature of Authorised Signatory  
With stamp**

**Name of the Person**