



**OFFICE OF THE ADDITIONAL DIRECTOR GENERAL OF SYSTEMS & DATA  
MANAGEMENT**

प्रणाली एवं आंकड़ा प्रबंधन के अपर महानिदेशक का कार्यालय  
**GST & CENTRAL EXCISE, GST BHAVAN,**  
जीएसटी और केंद्रीय उत्पाद शुल्क, जीएसटी भवन

**NO. 26/1, MAHATHMA GANDHI ROAD, NUNGAMBAKKAM, CHENNAI -34**  
26/1 महात्मा गाँधी रोड, नुगंबक्कम, चेन्नई-34

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C.No.II(39)/2/2019-SYSTEMS(S)-Pt.II

**Date :26.11.2024**

**TENDER NOTICE**

**Sub: Disposal of e-Waste - Old/obsolete computer hardware and peripherals**

Sealed tenders are invited from Dismantler/Recycler of e-waste registered with Central Pollution Control Board or State Pollution Control Committee for disposal of old/obsolete/unserviceable computer hardware (Monitors, Keyboards, Mouse, etc.) on “**AS IS WHERE IS BASIS**”. There is no fee for tender documents. Important dates of tender related activities are as under: -

Sl. No.	Description of items	Details
01	Available items can be inspected at	Office of the Additional Director General, 5 <sup>th</sup> Floor, Directorate of Systems and Data Management, 26/1, Mahatma Gandhi Road, Nungambakkam, Chennai – 600034.
02	Cost of Tender Document	Free
03	Period & Time of Inspection	<b>From 02.12.2024 to 04.12.2024</b> <b>Timings: 14:00 Hrs. to 17.00 Hrs.</b>
04	Submission of Tender	<b>On or before 06.12.2024 upto 16.00 Hrs</b> Office of the Additional Director General at 5 <sup>th</sup> Floor, Directorate of Systems and Data Management, 26/1, Mahatma Gandhi Road, Nungambakkam, Chennai – 600034
05	Opening of Tender	<b>09.12.2024 at 15.00 Hrs at</b> Office of the Additional Director General 5 <sup>th</sup> Floor, Directorate of Systems and Data Management, 26/1, Mahatma Gandhi Road, Nungambakkam, Chennai – 600034.

The Tender should be complete in all respects, and in a sealed envelope. Such sealed tender should be addressed to **The Additional Director**, Administration, 5<sup>th</sup> Floor, Directorate of Systems and Data Management, 26/1, Mahatma Gandhi Road, Nungambakkam, Chennai – 600034 on or before **06.12.2024 upto 16:00 hrs.**

The quotations may be given under the company letterhead, signed by the authorized signatory along with Annexures- I to V.

DGS Chennai reserves the right to reject any or all quotations without assigning any reason.

Encl: Annexures I to V.

**Note:** In the event of any of the above-mentioned dates being declared as a holiday for the office, the tenders/bid will be received/opened on the next working day at the appointed time.

  
- 28/11/24  
ADDITIONAL DIRECTOR (Admin)

Copy to:

- 1) Notice Board.

**ANNEXURE- I**

**Eligibility Criteria for Disposal of e-waste - old/obsolete Computer Hardware &Peripherals**

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

(Name of the person)

Signature of Authorized Signatory  
(With Stamp)

**ANNEXURE- II**

**Tender for Disposal of E-waste - old/obsolete Computer Hardware 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 Organization etc. or prosecuted by any court of law.

Dated:

**(Name of the person)**

**Signature of Authorized Signatory  
(With Stamp)**

**ANNEXURE - III**

**Financial Bid for Disposal of E-waste - old Computer Hardware and Peripherals**

Name of the Bidder/Firm :

Address of the Bidder/Firm:

Telephone No. :

Email ID:

Description of Item	Total Quoted Amount (In Rs.)	Remarks
e-waste items mentioned at Annexure — IV lying at 5 <sup>th</sup> Floor, Office of the Additional Director General, DG System, Nungambakkam, Chennai-34.		

The total price should be inclusive of all Misc. charges like transportation, labour or any other expenses etc.

I/We declared that I/my representative have/has inspected the obsolete items as per the list attached (**Annexure - IV**) with tender and am/are interested to purchase 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 also declared that firm is registered with Central Pollution Control Board or State Pollution Control Board as authorized recycler/re-processor/dismantler and having environmentally sound management facilities for collection, disposal/recycling of e-Waste.

Dated:

(Name of the person)

**Signature of Authorized Signatory  
(With stamp)**

**ANNEXURE-IV**

<b>e-Waste Materials for the year 2024-25 (DGS - Chennai)</b>		
<b>Sl. No.</b>	<b>Description of Goods</b>	<b>Quantity (in Nos.)</b>
1	Keyboard	10
2	Mouse	7
3	Headset	2
4	Monitor	2
5	Mother board	3
6	SMPS	2
7	Phone	4
8	Fan	2

<b>Obsolete/Broken/Damaged items of DGS, Chennai for the year 2024-25</b>		
<b>Sl. No.</b>	<b>Description of Goods</b>	<b>Quantity (in Nos.)</b>
1	Chairs	6

**ANNEXURE-V**

**Tender for Disposal of e-waste old Computer Hardware and Peripherals**

**UNDERTAKING FOR DISPOSAL OF e-WASTE**

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 of as per Rule 12 of Chapter IV of e-Waste (Management and Handling) Rules, 2011.

Dated:

(Name of the person)

Signature of Authorised Signatory  
(With Stamp)