



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

प्रणाली एवं आंकड़ा प्रबंधन प्रधान निदेशालय के प्रमुख अतिरिक्त 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 गांधी रोड, नुंगंबक्कम, चेन्नई-34

Tel. Ph: 044-28331101

Fax: 044-28331104

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

Date: 22.12.2023

To,

The Assistant / Deputy Commissioner,  
Data Analytic Cell,  
O/o The Principal Chief Commissioner of GST & Central Excise,  
GST Bhavan, No. 26/1, Mahatma Gandhi Road,  
Chennai-600 034.

Sir,

**Sub: Disposal of e-Waste - Old/Obsolete Computer Hardware and Peripherals  
& other damaged/broken items in respect of DGS, Chennai-reg.**

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Kind attention is invited to Special Campaign 3.0 for Disposal of Pending Matters (SCPDM) from 2<sup>nd</sup> October, 2023 to 31<sup>st</sup> October, 2023 wherein it was stated that as in the previous year, the Campaign will focus on overall cleanliness of government offices with special focus on space management and enhancing workplace experience of field offices.


In this regard, this Office has identified certain Old/Obsolete Computer Hardware and Peripherals and other items (wood & steel) which are damaged or broken which have to be disposed off. Hence, it is requested that Tender Notice in respect of DGS, Chennai may be uploaded in your official website since this office does not have official website.

Encl: Tender Notice along with  
Annexure - I to V

Yours Faithfully,



(P. PRAKASH)  
Assistant Director (Admin)

	<b>OFFICE OF THE PRINCIPAL ADDITIONAL DIRECTOR GENERAL OF SYSTEMS &amp; DATA MANAGEMENT</b> प्रणाली एवं आंकड़ा प्रबंधन प्रधान निदेशालय के प्रमुख अतिरिक्त महानिदेशक का कार्यालय <b>GST &amp; CENTRAL EXCISE, GST BHAVAN,</b> जीएसटी और केंद्रीय उत्पाद शुल्क, जीएसटी भवन <b>NO. 26/1, MAHATMA GANDHI ROAD, NUNGAMBAKKAM, CHENNAI -34</b> 26/1 महात्मा गाँधी रोड, नुंगंबक्कम, चेन्नई-34 Tel. Ph: 044-28331101	Fax: 044-28331104
	C.No.II(39)/2/2019-SYSTEMS(S)	

Date : 21.12.2023

### 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, CPU etc.) on **"AS IS WHERE IS BASIS"**. There is no fee for tender document. 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 Pr. 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 26.12.2023 to 28.12.2023</b> <b>Timings: 14:00 Hrs. to 17.00Hrs.</b>
04	Submission of Tender	<b>On or before 29.12.2023 up to 16.00Hrs</b> Office of the Pr. 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>02.01.2024 at 15.00Hrs at</b> Office of the Pr. 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 **29.12.2023 up to 16.00Hrs.**

The quotations may be given under the company letter-head, 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.

  
24/12/23  
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 Authorised 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:

<b>Description of Item</b>	<b>Total Quoted Amount (In Rs.)</b>	<b>Remarks</b>
e-waste items mentioned at Annexure — IV lying at 5 <sup>th</sup> Floor, Office of the Pr. 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 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 2023-24 (DGS, Chennai)</b>		
<b>S.NO</b>	<b>Description of goods</b>	<b>Quantity (in Nos)</b>
1	Monitor	3
2	CPU	4
3	Keyboard	8
4	Mouse	33
5	Printer	4
6	Web Camera	2
7	Phone	5
8	Fan	1
9	Water Filter	1
10	Head Set	3
11	Scanner	1
12	Switch Box	3
13	Speakers	2

<b>Obsolete/Broken/Damaged items of DGS, Chennai for the year 2023-24</b>		
<b>S.NO</b>	<b>Description of goods</b>	<b>Quantity (in Nos)</b>
1	Clock	3
2	Seating Chair	1
3	Moving Chair	1
4	Name Board	1
5	Sprayer	3

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 off 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)**