

**SUPREME COURT OF INDIA**  
**(ADMN. MATERIALS BRANCH)**  
**TILAK MARG, NEW DELHI - 110001**

F.No.33/E-waste(used toner/cartridges)/2023/SCI(AM)

Dated: 09.05.2023

Last date for submission of Tender : 31.05.2023 upto 3:00 PM at Counter No. 17 (R&I).

Date and time of opening of Tender : 31.05.2023 at 4:00 PM

**NOTICE INVITING TENDER FOR AWARDING OF RATE CONTRACT FOR A PERIOD**  
**OF TWO YEARS FOR COLLECTION OF E-WASTE**  
**(USED TONERS/CARTRIDGES)**

Sealed tenders are invited only from the Authorised Delhi-NCR based recyclers of E-waste (**Approved by Government of India**), as per proforma enclosed herewith as **Annexure 'A'** for awarding of rate contract for collection of E-waste (used toners/cartridges) on “AS IS WHERE IS” and “WHATEVER THERE IS ” **basis for a period of two years.**

Interested parties, if so desire, may contact Branch Officer, Admn. Materials (Maintenance) Branch at Telephone No. 011-23115864 or personally visit the Reception Counter established at Gate No. 01 of Additional Building Complex, Supreme Court of India for any query / clarification, on any working day between 10:30 A.M. and 4:00 P.M. (except Saturdays, Sundays & Holidays) or vide email [boamsupremecourt.sc@nic.in](mailto:boamsupremecourt.sc@nic.in) for any further information before quoting the rates.

**A. TENDER**

1. The tenderer is required to quote its highest rates as per **Annexure-'A'** enclosed herewith. Tenders once submitted shall not be allowed to be withdrawn till finalization of the matter.
2. Two separate sealed envelopes should be used for submitting the tender **(i) Earnest Money for “Rate Contract** for collection of E-waste (used toners/cartridges)” and **(ii) Tender Document for “Rate Contract** for collection of E-waste (used toners/cartridges)” on the cover of the respective envelopes., by post sufficiently early so as to reach the Registry within stipulated date and time, or may be delivered at the Counter No. 17 (R&I).
3. If all envelopes are kept inside a single envelope, it should be specifically written outside the envelope. Every page must be signed and stamped by the authorized official of the quoting firm, failing which it is liable to be rejected.

4. The tenderer shall give an undertaking (as per “**Annexure 'B'**”) that the firm/Partners/Directors/Proprietors have not been blacklisted and their business dealings with Central/State Government/Public Sector units/Autonomous bodies have not been banned/terminated on the account of poor performance.
5. The tenderers are expected to go through all the instructions, terms & conditions and specifications thoroughly, as mentioned in the tender documents. Failing to furnish all information required as per the tender document in any respect will be at the tenderer's risk and may result in rejection of the tender.
6. The tender must be received not later than the date & time specified for submitting the same. In case, the date of submitting the tender will be declared as holiday by the Government of India then next working day of the Registry will be treated as due date of tender.

#### **B. TERMS AND CONDITIONS OF TENDER**

7. The tenderers are required to quote their highest rates (including of all taxes and levies) for collection and lifting of E-waste (used toners/cartridges) from the Registry as per “**Annexure 'A'**” attached herewith and the rates should be valid for a period of two years from the date of awarding the contract.
8. The rates should be valid for a minimum period of 90 days from the date of opening of tenders. The tenderer shall not be entitled during the said period of 90 days to revoke or cancel its tender or to vary the tender or any terms thereof.
9. The tenderers are required to send their rates along with **Demand Draft of Rs. 17,000/- (Rupees seventeen thousand only) as Earnest Money Deposit (EMD)** drawn in favour of "The Registrar (Admn.), Supreme Court of India, New Delhi" as Earnest Money. (Name of the firm, telephone no. and address may be indicated on the reverse side of the Demand Draft).
10. Earnest Money Deposited by the tenderers would be returned by way of RTGS/NEFT or cheque after the contract has been finally awarded to the successful tenderer. A copy of cancelled cheque is required to facilitate refund of EMD amount.
11. The tenderer/Authorised E-waste Recycler shall have to **mandatory submit the Authorization Certificate obtained from the Government of India** in their own name/organisation for collection of E-waste alongwith the Tender documents as mentioned hereinbelow:
  - (i) Copy of the Registration Certificate with Central Pollution Control Board/State Pollution Control Board (CPCB/SPCB). The registration should be valid as on date of tender as well as till the expiry of the contract.

**(ii)** Name & Address of the tenderer(s) who is having the contract with name of contact person and his telephone/mobile number of at least three similar orders in Government/PSU/State Government/Government Autonomous body in India for collecting unserviceable IT equipment/E-waste should be attached with tender documents.

12. The tenderer should submit proof of his/her domicile in Delhi-NCR along with address of the office.
13. Hypothetical or conditional Tenderers shall not be entertained. Tender once submitted shall not be allowed to be withdrawn or altered otherwise appropriate action as may be deemed fit by the Registry will be taken against that Tenderer, including forfeiture of Earnest Money. The tenderer shall be bound by the terms and conditions of the tender. If the tender is withdrawn or altered by the concerned party at any time after it is submitted, appropriate action may be taken.
14. The Registry will deal with the tenderer directly and no middlemen/ agents/commission agents etc. should be asked by the tenderer to represent the cause and they will not be entertained by the Registry. The Tender Form is not transferable and agency shall not be permitted to transfer its rights and obligations to any other person/organization or otherwise.
15. Over-writing/over-typing or erasing of the figures which render it doubtful or ambiguous are not allowed and shall render the tender invalid.
16. The Earnest Money/Security Deposit shall stand forfeited in case of breach of any of the conditions mentioned herein.
17. The Registry, in its discretion, reserves the right to make any change, at any time, in the terms and conditions of the Notice Inviting Tender and accept or reject any or all the tenders, wholly or completely, without assigning any reason thereof at any stage of tendering process.
18. The tenderer shall quote rates both in figures and words with blue/ black ball pen. In case of any discrepancy, the figures mentioned in words will be considered.
19. The tenderer should specifically state whether rates are inclusive of GST (as applicable) and if it is not, it will be deemed that rates are inclusive of GST.
20. All the pages of quotations including the documents submitted therein must be duly signed and stamped failing which the offer shall be liable for rejection.

21. The Registry is not bound to accept the rates submitted by the highest tenderer or any other tenderer nor does it undertake to assign any reasons for its decision in this matter.
22. Bidders shall not be permitted to withdraw their offer or modify the terms and conditions thereof. In case the bidder fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid bid security shall be forfeited.
23. During the subsistence of contract, in case of breach of any conditions or deficiency in service, the Registry shall have a right to terminate the contract and to entrust the work to another contractor. The loss, if any, sustained by the Registry on that account will be recovered from the tenderer.

### **C. TERMS AND CONDITIONS FOR SUCCESSFUL TENDERER**

24. The successful tenderer shall have to deposit **Performance Security Deposit of Rs. 42,000/- (Rupees Forty Two Thousand Only)** by way of Demand Draft/Bank Guarantee drawn in favour of “The Registrar (Admn.), Supreme Court of India, New Delhi” within a week of the receipt of the work order which will be refunded after 60 days from the date of successful completion of contract or payment of the last bill whichever is later.
25. **The rates so quoted should be valid for a period of two years from the date of awarding of contract**, as the collection of E-waste (used toners/cartridges) will be required to be done at different intervals during the Contractual Period as and when required. Rates quoted shall include costs of commuting and no separate travelling charges shall be admissible.
26. Before collection of E-waste (used toners/cartridges) tenderer has to submit full amount in advance by way of Demand Draft drawn in favour of “The Registrar (Admn.), Supreme Court of India, New Delhi” as prescribed in the work order that will be issued at different intervals during the Contractual period, as and when required.
27. The successful tenderer before lifting of E-waste (used toners/cartridges) will have to deposit the entire amount by way of Demand Draft in favour of “The Registrar(Admn.), Supreme Court of India” payable at New Delhi. E-waste (used toners/cartridges) is to be lifted before the appointed Officers or the person(s) nominated by the Registry of the Supreme Court of India. Immediately after lifting the same from the Registry, whenever required, the vendor will have to issue a Certificate indicating E-waste (used toners/cartridges) lifted for its disposal as E-waste, as per prevalent rules of the Government of India.
28. The successful tenderer (authorised recycler of E-waste) will have to keep sufficient plastic drums or any other drums/boxes with lid/cover (on returnable basis after contractual period) in a corner of godown of the Registry at their own cost for safely keeping the E-waste (used

toners/cartridges) until the same are lifted for its disposal without floating of black ink powder of used toners/cartridges in open air or floor during the contractual period.

29. The successful tenderer will have to abide by the terms and conditions as may be fixed from time to time by the Registry. If the work is found unsatisfactory or the lifting of E-waste (used toners/cartridges) is not regular or as per requirement of this Registry, the contract will be terminated by the Registry at any time without assigning any reason thereof. The decision of the Registry in this regard shall be final and binding on the firm.
30. The successful tenderer shall engage his/her own labour for lifting the same only from the place earmarked for the purpose and shall have to bear the cartage for lifting the same. The tenderer will lift the E-waste (used toners/cartridges) himself/herself and not through any agent or by outsourcing it. Rates quoted shall include costs of commuting, packaging, lifting of E-waste (used toners/cartridges) and no separate travelling charges shall be admissible.
31. Validity: Quoted rates must be valid during the contract period. No change in approved rates shall be allowed.

#### **D. PENALTIES**

32. The collection of E-waste (used toners/cartridges) shall be done within two weeks on receipt of the Work Order, otherwise the Security Deposit may be forfeited alongwith any other action as may be deemed appropriate by the Registry.
33. The Registry reserves the right to terminate the contract at any time during the subsistence of contract, in case of breach of any conditions or deficiency in service, and to entrust the work to another dealer/vendor and to recover the loss, if any sustained by the Registry from the tenderer.
34. Irrespective of the fact as to whether or not the Registry gets the lifting of E-waste (used toners/cartridges) from any other outside Agencies, etc., the Registry may impose penalty of 1% per week on total cost subject to a maximum of 10%, for delayed services, if the delay is due to wilful laches or negligence of the tenderer and if it causes financial loss or inconvenience to the Registry

## **E. INVITATION OF TENDER**

Interested parties may send their sealed tenders in **two separate envelopes containing (i)** Earnest Money for “Rate Contract for collection of E-waste (used toners/cartridges)” and **(ii)** Tender Document for “Rate Contract for collection of E-waste (used toners/cartridges)” respectively addressed by name to the undersigned, or may be handed over personally to **Registry’s Reception Counter No. 17 (R&I Counter) on or before 31.05.2023 upto 3.00 P.M.** which will be opened at 04:00 P.M. on the same day by a Committee of Officers constituted for the purpose before the tenderers or their authorized representatives who may wish to remain present. The tenders received after due date and/or time and/or without Earnest Money shall not be entertained. In the first instance, envelopes containing Earnest Money shall be opened. Thereafter, envelopes containing tender documents will be opened.

Sd/-  
(Anil Kumar Sharma)  
Additional Registrar (AM)

**Encls.:** 'Annexures 'A' and 'B'

**ANNEXURE 'A'**

**SUPREME COURT OF INDIA**  
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**(USED TONERS/CARTRIDGES)**

(Proforma to be filled by the Tenderer with reference to Notice Inviting Tender dated 09.05.2023  
for collection of E-waste (used toners/cartridges)

- 1 Name of the Tenderer with Address :
  
- 2 Name of the Contact person with Telephone :  
/Mobile No.  
FAX No.  
E-mail
  
3. PAN No. (copy to be enclosed) :
  
4. GST No. (copy to be enclosed) :
  
5. Highest rates to be quoted for the following  
items of E-waste (used toners/cartridges) :

S.No.	Description of (E-waste) (used toners/cartridges)	Description of printers and photocopier in which used	Rate per unit - Rs. (net) (Inclusive of all taxes and levies)
<b>HP Printers toners/cartridges</b>			
1	HP CE 505 AC	HP Laserjet 2055 DN	
2	HP CC 388 AC	HP Laserjet P1008	

<b>S.No.</b>	<b>Description of (E-waste) (used toners/cartridges)</b>	<b>Description of printers and photocopier in which used</b>	<b>Rate per unit - Rs. (net) (Inclusive of all taxes and levies)</b>
3	HP CB 436 AC	HP Laserjet 1522n (MFD)	
4	HP CE 310A (Black)	HP Laserjet pro CP 1025 / NW	
5	HP CE 311A (Cyan)	HP Laserjet pro CP 1025 / NW	
6	HP CE 312A (Yellow)	HP Laserjet pro CP 1025 / NW	
7	CE 313A (Magenta)	HP Laserjet pro CP 1025 / NW	
8	HP 204A (Black)	HP Color Laser Jet M154NW	
9	HP 204A (Cyan)	HP Color Laser Jet M154 NW	
10	HP 204A (Yellow)	HP Color Laser Jet M154NW	
11	HP 204A (Magenta)	HP Color Laser Jet M154NW	
12	HP 215A (Black)	HP Color LaserJet Pro MFP M183 series	
13	HP 215A (Cyan)	HP Color LaserJet Pro MFP M183 series	
14	HP 215A (Yellow)	HP Color LaserJet Pro MFP M183 series	
15	HP 215A (Magenta)	HP Color LaserJet Pro MFP M183 series	
16	HP 119A (Black)	HP Color Laser MFP 178nw Printer	
17	HP 119A (Cyan)	HP Color Laser MFP 178nw Printer	
18	HP 119A (Yellow)	HP Color Laser MFP 178nw Printer	
19	HP 119A (Magenta)	HP Color Laser MFP 178nw Printer	
20	HP CE255A	HP Laserjet Pro MFP M521DN	
21	HP CF287A	HP Laserjet Enterprise M 506 DN	
22	HP CE278AC	HP Laserjet Printer Pro P 1566	



<b>S.No.</b>	<b>Description of (E-waste) (used toners/cartridges)</b>	<b>Description of printers and photocopier in which used</b>	<b>Rate per unit - Rs. (net) (Inclusive of all taxes and levies)</b>
23	HP 932A (Black)	HP Officejet 7110 Wide Format- Printer (Wireless Printer)	
24	HP 933XL (Cyan)	HP Officejet 7110 Wide Format- Printer (Wireless Printer)	
25	HP 933XL (Yellow)	HP Officejet 7110 Wide Format- Printer (Wireless Printer)	
26	HP 933XL (Magenta)	HP Officejet 7110 Wide Format- Printer (Wireless Printer)	
27	HP CB540A (Black)	HP Colour Printer model CP 1215	
28	HP CB541A (Cyan)	HP Colour Printer model CP 1215	
29	HP CB542A (Yellow)	HP Colour Printer model CP 1215	
30	HP CB543A (Magenta)	HP Colour Printer model CP 1215	
31	HP CF214A	HP Laserjet Enterprise 700M 712DN	
32	HP CF277A	HP LaserJet Pro MFP M429fdw	
<b>RICOH / MINOSHA Printer toners/cartridges</b>			
33	EDP 407243	RICOH Laser Printer SP 310 DN	
34	EDP 407337	RICOH Laser Printer SP 3600 DN	
35	EDP 406517	RICOH MFD SP 3510 SF	
36	SP C430A (Black)	RICOH laser printerSP C431DN	
37	SP C430A (Yellow)	RICOH laser printerSP C431DN	
38	SP C430A (Cyan)	RICOH laser printerSP C431DN	
39	SP C430A (Magenta)	RICOH laser printerSP C431DN	
40	Black Drum Unit SP C430	RICOH laser printerSP C431DN	

S.No.	Description of (E-waste) (used toners/cartridges)	Description of printers and photocopier in which used	Rate per unit - Rs. (net) (Inclusive of all taxes and levies)
41	Color Drum Unit SP C430	RICOH laser printer SP C431DN	
42	Drum for printer SP 3600 DN	RICOH Laser Printer SP 3600 DN	
<b>RICOH / MINOSHA Photocopier toners/cartridges</b>			
43	2320 D	Ricoh Photocopier MP 3053 SP	
44	2501 S	Ricoh Photocopier MP 2001 SP / MP 1813L	
45	2014 HS	Ricoh Photocopier MP 2014	
<b>Xerox Photocopier toners/cartridges</b>			
46	Toner no. 106R03396	Xerox Versalink B7025 MFD (Photocopier-cum- printers)	
47	Drum no. 113R00779	Xerox Versalink B7025 MFD (Photocopier-cum- printers)	

**Note: Quoted rates should be inclusive of all taxes & levies.**

6. Whether all the terms & conditions of the N.I.T :  
are agreeable?
7. Are you Government of India Authorised E-waste Recycler :
8. Whether copy of the Registration Certificate  
with Central Pollution Control Board/  
State Pollution Control Board (CPCB/SPCB) enclosed  
as per Clause 11 (i) :
9. List of Empanelment & Rate Contract with Government/  
PSU/ State Government/Government Autonomous body in India for  
collecting unserviceable IT equipment/E-waste as per  
Clause 11 (ii) (to be attached with the tender documents) :

9. Details of previous experience in the field & infrastructure, if any :

Dated :

Signature with stamp

**ANNEXURE 'B'**

**UNDERTAKING**

I/We undertake that (Firm/Partner/Director/Proprietor)) has not been blacklisted/banned by any Government Department/Public Sector undertaking/Autonomous Body.

Signature of the authorised/  
signatory of the firm/company  
organisation/official Stamp/Seal

Date:

Place: