



United India Insurance Company Limited
Regional Office, Arif Chamber – 1,
Kapoorthala Complex, Aliganj, Lucknow – 226 020.
Phone: 0522-4240981/4241147

Quotation No: UIIC/LRO/IT/02/COMPUTER(SCRAP)/2019/08/Revised

**QUOTATION FOR DISPOSAL OF OLD & OBSOLETE Desktops, CPU,
PRINTERS, (except UPSs & Laptops) ETC.**

Only through

**Recyclers/ Re-Processors registered under Central Pollution Control
Board, Govt. of India or authorized by State Pollution Control Board,
Uttar Pradesh for Electronic waste**

Date of Issue	:	09.09.2019
Last Date & Time for Submission of Quotation	:	23.09.2019 (15:00 Hrs.)
Date & Time of Opening of Technical Bid	:	25.09.2019 (15:30 Hrs.)
Date & Time of Opening of Financial Bid	:	27.09.2019 (15:30 Hrs.)



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QUOTATION DOCUMENT

Sub: Sealed quotation invited from registered Recyclers/Re-Processors under Central Pollution Control Board, Govt. of India for Electronic waste for disposal of old & obsolete Desktops, CPU, Printers, (except UPSs, Laptops) etc. on "As Is Where Is Basis" available at the Offices under the control of United India Insurance Company (UIIC), Regional Office, Lucknow.

Dear Sir/Madam,

United India Insurance Company Ltd (A Govt. of India Enterprise) invites sealed quotation only from Recyclers/Re-Processors registered under Central Pollution Control Board, Govt. of India for Electronic waste for disposal of old & obsolete Desktops, CPU, Printers, (except UPSs, Laptops) etc. as given in the bid document at annexure-III on "As Is Where Is Basis". All equipments are located at various Offices under the control of UIIC RO- Lucknow (as mentioned in Annexure-V). You are hereby requested to provide us the best rates as are offered to Govt. organization.

Document to be submitted with quotation:

1. Technical Bid containing the following Documents signed by the Authorized Signatory should to be enclosed with the Bid:
 - a. Bid form (As per the format given in Annexure – I)
 - b. Compliance to the Terms and Conditions. (As per the format given in Annexure – II)
 - c. Signed Bid document
2. Financial Bid (As per the format given in Annexure – IV) signed by the authorized signatory

Earnest Money Deposit, other required document along with Technical Bid and Commercial Bid should be sealed in separate envelopes inside a big envelop subscribing the Quotation Number and due date, addressed to **Chief Regional Manager, United India Insurance, Regional Office, Arif Chambers, 2nd Floor, 1, Kapoorthala Bagh Complex, Aliganj, Lucknow, UP – 226020**, the quotation sent to be submitted at the drop box placed at the main reception of UIIC RO Lucknow labeled with the quotation number stated above on or before due date and time. **Please note that UIIC does not own any responsibility if the bid is submitted at any other place and the same has not reached to us at the address and due date & time as mentioned above.** Opening of bids would take place on same day as mentioned above. If any changes in the scheduled dates, same shall be informed to the bidders. Bids received after the due date time and place shall not be considered and would be liable to be rejected without assigning any reason whatsoever. UIIC shall not be responsible for late receipt of the bid submitted from any bidder. The bidders may depute their authorized representatives at the time of opening of the bid.


(Ramesh Aiyar)
Chief Regional Manager

Signature of Bidder with Company Seal



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Annexure-I

BID FORM

(Bidders are requested to furnish the Bid Form in the Format given in this section, filling all the Blank)

To,
Chief Regional Manager,
United India Insurance,
Regional Office,
Arif Chambers, 2nd Floor, 1, Kapoorthala Bagh Complex,
Aliganj, Lucknow, UP - 226020

Dear Sir,

Having examined the Bidding documents, we the undersigned offer to undertake the job of “Disposal of old & obsolete Desktops, CPU, Printers, (except UPSs, Laptops) etc. as given in the quotation document on ‘As Is Where Is Basis’ located at the various Offices under the control of UIIC RO –Lucknow (as mentioned in Annexure V with this tender document)”

We agree to abide by this bid-offer for the current financial year (2019-20) i.e. till 31.03.2020 and the conditions of this offer shall remain effective and binding upon us for acceptance at any time before the expiry of the said period.

We are also submitting Earnest Money as demanded (if any) through Account Payee Demand Draft/Pay order favoring “United India Insurance Company Limited” payable at Lucknow. EMD details are as under

Name of Party.....
Earnest Money Amount (if any) (Rs.)..... Issuing Bank.....DD/PONo.....Date.....

This bid, together with written acceptance thereof by UIIC and Order/Notification of Award of Work, shall constitute a binding contract between us and the UIIC.

We understand that UIIC reserves the right to accept/reject any/all bid(s), without assigning any explanation or reason whatsoever and decision of UIIC management on the subject shall be final and binding on all Bidders.

Dated, this day of2019

Signature

(In capacity of)

Duly authorized to sign this bid for and on behalf of

(Name and Address of the Bidder)

(Affix Official Seal)

Encl.: As above

Signature of Bidder with Company Seal



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Annexure-II

TERMS AND CONDITIONS

SI No.	T&C Description
1.	<p>i. Eligibility / Pre-qualification Criteria</p> <p>a. The firm should be Registered with MoEF/CPCB as Recyclers/Reprocessors having Environmentally Sound Management Facilities E-waste Re-processors. <u>Enclose proof as supporting document</u></p> <p>b. The bidder should be registered firm in India. <u>Enclose proof as supporting document</u></p> <p>c. The bidder should quote for all the items listed in Annexure-III</p> <p>d. Earnest Money Deposit (EMD)</p> <p>i. Bid should accompany an Earnest Money Deposit (EMD) of ₹ 10,000/- (Rupees Ten Thousand Only) in the form of a Demand Draft/Banker's cheque drawn on a Scheduled commercial bank in the favor of 'UNITED INDIA INSURANCE COMPANY LTD' payable at Lucknow. Cheques, Money orders, Cash or Bank Guarantee etc. shall not be accepted as EMD. The bidders are requested to make sure to indicate the bid number, name and address of the bidder on the reverse of EMD draft/ banker's cheque, any failure to comply with the same shall be at the risk of the bidder.</p> <p>ii. EMD will be returned to unsuccessful bidders latest after signing of the contract / acceptance of the work order with the successful Bidder. The EMD of the successful bidder shall be returned/ adjusted on receipt of full/balance payment as required.</p> <p>iii. No interest will be payable by the UIIC on the EMD.</p> <p>iv. The EMD may be forfeited, if a Bidder withdraws his bid during the period of bid validity, specified by the Bidder in the Bid and/or on submission of false documents/ undertaking.</p> <p>ii. The bidder must fulfill the above eligibility criteria/ pre-qualification conditions for evaluation of their bids. Bid of bidders fulfilling the above eligibility/ pre-qualification conditions will only be evaluated further by the duly constituted evaluation committee. Bids of the bidders not fulfilling the eligibility/ pre-qualification conditions given above may be summarily rejected. Undertaking for subsequent submission of any of the above documents will not be entertained under any circumstances.</p> <p>iii. The Bidder must stamp and initial all pages and sign all forms (if any) at the end as a token of acceptance of the Terms and Conditions.</p> <p>iv. UIIC reserves the right to verify/confirm all original documentary evidence submitted by the bidder in support of above mentioned clauses of eligibility criteria, failure to produce the same within the period as and when required and notified in writing by UIIC shall result in summary rejection of the bid and/or termination of the contract with imposition of the contract clauses on the bidder by the UIIC on the award of the contract and/or the contract period extended or otherwise provided that the bidder is the successful bidder and has been awarded the contract as per the terms and conditions laid out in this tender.</p>
2.	<p>Quotation submitted after the due date and time shall be rejected. Your quotation must be clearly legible, duly signed by authorized signatories. Any erasure or alteration must appear specifically in the quotation signed by authorized signatory.</p>

Signature of Bidder with Company Seal

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3.	Items as per annexure –III (located at various Offices under the control of UIIC, RO Lucknow) will be disposed off in one lot to the successful bidder and no part quoting will be entertained.
4.	Quoting firm may visit the concerned UIIC Offices for inspection of Electronic waste, if required during the bidding period in the auction notice/quotation format and satisfy themselves of the items they are bidding for. No disputes regarding the form, nature or quality of equipment's shall be entertained.
5.	Only single bid should be quoted for all the items available at various Offices under the control of UIIC RO Lucknow. No separate bids should be given.
6.	<p><u>The Tender shall be awarded to highest quoted (H1) bidder Offering highest aggregate rate of items to be disposed off. In case of a tie in the quoted price following method will be followed: -</u></p> <p>H1 will be selected on the basis of highest price quoted particular item wise as per the below sequence of hardware:- 1) Server 2) CPU 3) Monitor(CRT) 4) Printer 5) Monitor (TFT/LCD)</p> <p>If the highest quoted bidder (H1) denies to execute the work and then second highest quoted bidder (H2) will be asked match the price quoted by highest quoted bidder (H1). If the bidder accepts the offer, then the work will be awarded to the bidder and if not the offer will be extended to the subsequent bidders till any bidder accepts to the offer.</p>
7.	<p>Earnest Money</p> <p>a) Bidders are required to deposit the Earnest Money of the specified rates or amount as specified on the quotation documents in form of account payee demand draft /pay order. No other mode of payment is acceptable.</p> <p>b) The EMD shall be refundable to un-successful parties after placing order to successful bidder.</p> <p>c) No interest shall be payable on Earnest Money by UIIC</p> <p>d) The Earnest Money Deposit (EMD) of the successful bidder shall be adjusted or refunded in bill out forth after completion of whole work.</p>
8.	Items once disposed off to the successful bidder shall not be taken back by UIIC under any condition whatsoever.
9.	<p><u>Schedules of Activity:</u></p> <p>a) <u>Vendor has to deposit the due amount of items to the respective Offices strictly from where the items shall be picked up by the vendor before picking up the items.</u></p> <p>b) The successful bidder shall be required to lift all the items from disposal sites (Offices under the control of UIIC RO Lucknow) to his premises within 2 Weeks at his own cost. On failure to do so, UIIC shall have the right to forfeit the entire EMD amount of the bidder. In this case UIIC will dispose the items to alternate bidder.</p> <p>c) EMD of the Successful bidder shall be returned back to him after successful completion of the job and a confirmation of the same from all our concerned Offices.</p>
10.	The materials will be allowed to be lifted between 10.00 AM and 5.00 PM on working days only from the offices as per our award letter. No picking, choosing or sorting will be allowed in the premises for the disposal lots.
11.	The labour, transport and other arrangements will have to be made by the bidder at their risk, cost and responsibility.

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12.	Any loss or damage if occurred to the office property during the course of removing the items will be made good at the cost of concerned purchaser.
13.	The commercial bid should be quoted both in figures & words. Any overwriting or erasing in the figure shall not be considered for acceptance of the rates offered by tenderer.
14.	Each page of the quotation document should be signed by the bidder(s) and Incomplete & Unsigned quotations may liable to be rejected.
15.	Prices stated in the Bid-Offers submitted by bidder are in accordance with Terms & Conditions in the bidding document. <u>Inclusive of all taxes.</u>
16.	<p>Settlements of Dispute All disputes or differences of any kind whatsoever that may arise between the UIIC and the bidder in connection with or arising out of the contract or subject matter thereof or the execution of works, whether during the progress of works or after their completion, whether before or after determination of contract shall be settled as under: -</p> <p>Conciliation All such disputes or differences shall in the first place be referred by the bidder to the UIIC in writing for resolving the same through mutual consultations, discussions, negotiations, deliberation etc. associating representatives from both the sides and concerted efforts shall be made for reaching amicable settlement of disputes or differences by Conciliation.</p> <p>Arbitration</p> <ul style="list-style-type: none"> • It is a term of this contract that Arbitration of disputes shall not be commenced unless an attempt has first been made by the parties to settle such disputes through mutual settlement. • If the Bidder is not satisfied with the settlement by the UIIC on any matter in question, disputes or differences, the Contractor / Bidder may refer the disputes to the Chief Regional Manager of the UIIC, RO Lucknow in writing to nominate an Arbitrator to resolve such disputes or differences through Arbitration provided that the demand for Arbitration shall specify the matters, which are in question or subject of the disputes or differences as also the amount of claim, item wise. Only such dispute(s) or difference(s) in respect of which the demand has been made, together with counter claims of the UIIC shall be referred to Arbitrator as the case may be and other matters shall not be included in the reference. • All disputes shall be resolved by Arbitration conducted under the Arbitration and Conciliation Act, 1996 by sole Arbitral Tribunal to be appointed by Chief Regional Manager, UIIC, RO Lucknow. • The Arbitration proceedings shall be governed by the provisions of the (Indian) Arbitration and Conciliation Act 1996 or any statutory modification or re-enactment thereof and the rules made there under and for the time being in force shall apply to the Arbitration proceedings under this Clause. • The language of proceedings, documents or communications shall be English and the award shall be made in English in writing.

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- The venue of Arbitration proceedings shall be Lucknow and parties would share the cost of arbitration proceedings including fees of the Arbitrators.
- The fees and other charges of Arbitrators shall be as per the standard schedule of fees fixed by UIIC and shall be shared equally between the UIIC and the Bidder.

Settlement through Court

It is a term of this contract that the Bidder shall not approach any Court of Law for settlement of any disputes or differences unless an attempt has first been made by the parties to settle such disputes or differences through Arbitration.

Jurisdiction of Courts

The courts of Lucknow will have exclusive jurisdiction to try and entertain suits between the parties under the Contract.

17.	UIIC's Right: The UIIC reserves the right to reject any quotations or accept any quotation or part thereof without assigning any reason whatsoever.
18.	Notwithstanding the above, UIIC shall reserve exclusive discretion to accept or reject any bid offer without assigning any reason. The dispute(s) regarding not awarding of work/contract to any particular party shall not be Arbitrable in terms of Clause "Settlements of Dispute" stated above.
19.	The Contractor/ purchaser shall indemnify UIIC against all the losses, destruction or damages to any property or injury caused or death of any person caused by the negligent act or omission of the Contractor / their Employees agent or sub-contractors.
20.	The award of work shall not be assigned, transferred or sub-delegated to other Contractors except with the written approval of UIIC.
21.	The successful bidder has to provide UIIC with all necessary documentation / forms/ passbook entries etc. as per the prevailing Govt. of India/ NCT acts, rules, guidelines, notifications etc. on executing the work order.
22.	Chief Regional Manager, UIIC, RO - Lucknow shall be the In-charge for the work and his decisions shall be final and binding regarding any matters related to the terms of this quotation /contract.
23.	For the inspection of obsolete IT equipments the bidders may contact the respective Office Incharge(s) of the Office whose details (i.e. address and contacts) shall be provided to them on demand.

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Annexure-III

Tentative List of Obsolete Electronic Waste [i.e Desktops, CPU, Printers, Scanners, (except UPSs, Laptops) etc.] on 'As is where basis' as available at various Offices under the control of UIIC RO -Lucknow for disposal as per Govt. Directives

Table 1

Sl. No.	Item Description	Tentative Quantity*
1	CPU	325
2	Server	28
3	Monitors (LCD/TFT)	63
4	Monitors (CRT)	280
5	Keyboard	90
6	Mouse	30
7	Printers (including MFPs) (DMP + Laserjet)	300

**Revised quantity, if any, with other details would be provided to the finalized bidder, by respective Offices (as listed in Annexure-5) while picking up the hardwares from the Office.*



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Annexure-IV

COMMERCIAL OFFER (IN INDIAN RUPEES)

For

Disposal of Obsolete CPU, Printers, Scanners, (except UPSs, Laptops) etc. as per Govt. directives

Name & Address of Firm _____

(In Capital Letters) _____

Telephone/Mobile No _____

Details of EMD (if any) Bank Draft / Pay Order No. : _____

Amount: _____

I / We Quote:

I/We have inspected the Computer Hardware systems (Electronic Waste) located at various Offices under the control of United India Insurance Company Ltd., Regional Office, Lucknow and am /are interested take order for disposal of Electronic Waste as per the Govt. directives. My / Our Rate of offer for the items is given below.

Table 2

Sl. No.	Item Description	Rate of Offer per unit (in ₹)
1	CPU	
2	Server	
3	Monitors (LCD/TFT)	
4	Monitors (CRT)	
5	Keyboard	
6	Mouse	
7	Printers DMP (including MFPs)	
8	Printers LaserJet (including MFPs)	
GRAND TOTAL		

My / Our Rate of Offer for entire items as in annexure – III is at the Aggregated rate of Rs. _____
(Inclusive of all taxes, duties, Levis, transportation etc. (If any) i.e. (In Words Rupees
_____ only) (Inclusive of all taxes, duties, Levis etc. (If any)
summed per unit of item wise, as tabulated above (in Table 2).

Contd...

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Annexure-IV

I / We have gone through the terms & conditions given in the quotation documents & agree with the same. I / We understand that in the event of non-compliance of terms & conditions of the quotation my / our EMD may be forfeited by United India Insurance Company Ltd.

Signature of Firm

Name & Designation:

Place:

Date:

Company Seal

**To,
Chief Regional Manager,
United India Insurance,
Regional Office,
Arif Chambers, 2nd Floor, 1,
Kapoorthala Bagh Complex,
Lucknow, UP – 226020.**



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Annexure-V

Tentative List of UIIC Office across Uttar Pradesh under the control of UIIC RO Lucknow.

Note: - The list is likely to be revised further as per update received from our various (other) Offices, which shall be conveyed to the finalized vendor.

Sr. No.	Office Code	Office Name
1	80101	BO 1 Lucknow
2	80102	BO 4 Lucknow
3	80200	DO 2 Lucknow
4	80201	BO Hardoi
5	80202	BO Raebareili
6	80204	BO Alambagh
7	80205	BO Barabanki
8	80300	DO Allahabad
9	80301	BO 1 Allahabad
10	80303	BO 2 Allahabad
11	80304	BO Naini
12	80382	MO Shankargarh
13	80400	DO Agra
14	80405	BO MAINPURI
15	80500	DO Bareilly
16	80501	BO 1 Bareilly
17	80502	BO 2 Bareilly
18	80600	DO 2 Kanpur
19	80601	BO Farrukhabad
20	80604	BO FATEHPUR
21	80681	MO Etawah
22	80682	MO Kannauj
23	80800	DO 1 Kanpur
24	80801	BO 1 Kanpur
25	80802	BO 2 Kanpur
26	81000	DO 1 Varanasi
27	81003	BO Renukoot
28	81004	BO Varanasi

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29	81008	BO Rihand Nagar
30	81081	MO Shakti Nagar
31	81082	MO Mughal Sarai
32	81100	DO Gorakhpur
33	81101	BO Deoria
34	81102	BO Basti
35	81103	BO Azamgarh
36	81104	BO 1 Gorakhpur
37	81105	BO 2 Gorakhpur
38	82100	DO Gonda
39	82102	BO Bahraich
40	82103	BO Faizabad
41	82200	DO Jhansi
42	82202	BO Banda
43	82300	DO 3 Lucknow
44	82302	BO Lakhimpur
45	82303	BO 5 Lucknow
46	82305	BO Sitapur
47	82381	MO Telibagh
48	82400	DO 4 Lucknow
49	82401	BO 6 Lucknow
50	82403	BO Jagdishpur/ Sultanpur
51	82500	DO 3 Kanpur
52	82501	BO 4 Kanpur
53	82600	DO Shahjahanpur
54	82602	BO Pilibhit
55	82603	BO Badaun
56	82700	DO 2 Varanasi
57	82701	BO Bhadohi
58	82702	BO Ghazipur
59	82703	BO Jaunpur
60	82704	BO Mirzapur
61	82900	DO Mathura

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62	82901	BO Firozabad
63	83000	DO Aligarh
64	83001	BO Etah
65	83081	MO Hathras