THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA (ICAI)

TENDER FOR DISPOSAL OF E-WASTE LYING AT ICAI’S OFFICES AT
DELHI & NOIDA

Name of Applicant: ____________________________
Address: ____________________________________

Last Date and Time for Submission : 30/07/2020
                                       upto 3.00 pm

Total No. of Pages : 1 to 20
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Technical & Commercial Conditions

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NOTICE INVITING TENDER
(PRESS)

ICAI invites sealed tenders in prescribed format from e-waste management dealers for disposal of various e-waste lying at its offices in Delhi and Noida. The last date for submission is 30/07/2020 upto 3.00 pm. The detailed terms & conditions and tender form may be downloaded from the ICAI's website i.e. www.icai.org.

Deputy Secretary (Admin.)
THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA (ICAI)
‘ICAI Bhawan’, Indraprastha Marg, New Delhi - 110002
NOTICE INVITING TENDER
(Website)
NOTICE INVITING TENDERS FOR DISPOAL OF E-WASTE LYING AT
ICAI’S OFFICES AT DELHI & NOIDA

ICAI invites tenders for end-to-end services (collection, transportation, dismantling, degaussing recycling and / or final disposal) for disposal of e-waste from registered bidders and abiding the criteria as per Government of India (GOI) guidelines currently in force and having established facilities required for e-waste.

<table>
<thead>
<tr>
<th>1. Name of the Tender</th>
<th>Disposal of e-waste material lying at ICAI offices at Delhi and Noida.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Availability of Tender Document and its cost</td>
<td>The detailed terms &amp; conditions and tender form may be downloaded from the ICAI’s website i.e. <a href="http://www.icai.org">www.icai.org</a>. Cost of Tender Form - Rs. 1,180/- (non-refundable) including GST in the form of demand draft only favoring ‘Secretary, The Institute of Chartered Accountants of India’, payable at New Delhi.</td>
</tr>
<tr>
<td>3. Last date for submission of tenders</td>
<td>30/07/2020 up to 3.00 P.M. Bids may be dropped in the Box placed at the Ground floor of the Annexe building of the ICAI at ICAI Bhawan, I.P. Marg, New Delhi. Alternatively, Tenderers may send the bids through Speed Post or courier so as to reach before the last date of submission. The ICAI will not be responsible for any postal delay in receipt of bids.</td>
</tr>
<tr>
<td>4. Earnest Money Deposit</td>
<td>Demand Draft for Rs. 50,000/- (Rupees Fifty Thousand only) (refundable) drawn in favour of ‘Secretary, The Institute of Chartered Accountants of India’, payable at New Delhi.</td>
</tr>
<tr>
<td>5. Date of opening the Technical Bid (Cover-1)</td>
<td>The Technical bids shall be opened at 3.30 pm on the last date of submission or on any other date &amp; time as per discretion of ICAI. The Date shall be communicated through the website <a href="http://www.icai.org">www.icai.org</a> under the link of this tender. Bidders may be present at the time of the opening of the bid. However, ICAI may open the bids even if no bidder is present on the date and time set for the same. In the event, the specified date of bid opening is declared as a holiday for ICAI, the bid shall be opened on the next...</td>
</tr>
</tbody>
</table>
working day at the specified time and location.

6. **Date of opening of Financial bid (Cover – 2)**
   After evaluating the Technical bids on ICAI Parameters, the Financial bids of successful bidders shall be opened on same day or any other date in the discretion of ICAI. Bidders may be present at the time of the opening of the bid. However, ICAI may open the bids even if no bidder is present on the date and time set for the same. In the event, the specified date of bid opening is declared as a holiday for ICAI, the bid shall be opened on the next working day at the specified time and location.

7. **Validity of Tender**
   Tender shall be valid for 90 Days for acceptance from the date of opening of Financial Bid.

8. **Amount in words**
   Bidder shall write amount in numbers and in words. In case of any discrepancy, amount in words shall be considered as final and binding on both parties.

**Note:-**

1. ICAI reserves all rights at any time to reject any bid at any stage and/or time fully or partly the whole process and/or for particular bidder and also reserves all rights at any time to add, alter, modify, change, edit & delete any condition at any stage and/or time or vary all or any of these terms and conditions or replace fully or partly for whole process and/or for particular bidder or vary all or any of these terms and conditions or replace without assigning any reasons whatsoever. Decision of ICAI shall be final and binding on all the participating bidders.

2. ICAI reserves the right to reject any or all bids and the entire tender process without assigning any reason whatsoever.

3. Canvassing in any form is strictly prohibited and the bid submitted by a bidder who resorts to canvassing is liable to be rejected.

4. ICAI or its representatives shall not entertain any bidder during the period of the selection of e-waste management dealer.

5. ICAI reserves the right to verify the particulars furnished by the bidder, independently.

6. In case of change/amendment in any of the condition(s) of the Tender, ICAI may issue corrigendum by notifying the same at [www.icai.org](http://www.icai.org).

7. ICAI reserves the right to award the work to one or more number of bidders at its discretion.
SECTION - I

ELIGIBILITY CRITERIA

The bidder shall meet the following eligibility criteria:

1. The bidder shall have its registered office, preferably in Delhi/NCR and in case of firm / company having registered office in any other State/Union Territory; **it must have its branch office in Delhi/NCR.**

2. The bidder shall have at least 5 (five) years relevant experience as a registered e-waste management dealer as on 31st March 2020.

3. Bidder must be registered as a Recycler/Dismantler of E-waste with Central Pollution Control 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 bidders other than so registered will be summarily rejected.

4. The bidder should have a minimum installed capacity of at least 25 MTA across all their registered recycling/dismantling units in India.

5. The bidder should have transportation / collection facilities or tie-ups for Delhi and Noida to their recycling / dismantling units as per e-waste disposal norms.

6. The bidder should have necessary in-house infrastructure both for on-site / off-site data deactivation/degaussing/storage media destruction. The deactivation / degaussing / storage media destruction facilities should also be made available on site, if so required by the Institute.

7. The bidder should be competent to provide a Certificate to the effect that after deactivation/ degaussing of the data and/or destruction of storage media, the data cannot be retrieved by using any procedure.

8. Bidder should have certifications like ISO 9001, Environmental Management Systems (ISO 14001) and Occupational Health & Safety Advisory Services (ISO 18001) etc.

9. The bidder shall have average turnover of at least Rs. 50 lakhs during the last three financial years ending on 31st March 2019. Copies of the P&L Account and Balance Sheet duly certified by Chartered Accountant must be enclosed with the application.

10. The Bidder should not have been blacklisted in past 5 years by Govt./BFSI/PSU Govt. Dept. /Regulator/statutory body. Bidder must provide a self-declaration for the same.
Section-II

SCOPE OF WORK

The scope of work includes end-to-end services (collection, transportation, dismantling, degaussing, recycling and / or final disposal) for management of e-waste from registered bidders and abiding the criteria as per GOI guidelines currently in force and having established facilities required for e-waste.

The Bidder is advised to visit and ensure the count/volume of e-waste disposal items proposed by the ICAI on “As is Where is Basis”. Segregation/selection of items will not be permitted. The highest value quoted bidder will get order confirmation letter and has to collect all e-waste materials within seven days after depositing the full payment.

The locations where the e-waste material is lying is as under:

1. The Institute of Chartered Accountants of India
   ICAI Bhawan
   IP Marg, New Delhi – 110 002
2. The Institute of Chartered Accountants of India
   A-29, Sector – 62,
   Noida – 201 301
3. The Institute of Chartered Accountants of India
   ICAI Bhawan
   52-54, Institutional Area
   Vishwas Nagar, Shahdara
   Delhi – 110 032
4. The Institute of Chartered Accountants of India
   C-1, Sector -1,
   Noida – 201 301

The detailed list of e-waste items for disposal is mentioned at Annexure A.
SECTION – III
INSTRUCTIONS TO THE TENDERERS

1. INSPECTION OF THE DISPOSABLE E-WASTE ITEMS
The disposable e-waste items may be inspected by the bidder or any authorized representatives to satisfy themselves about quality, quantity, usefulness etc. of the items they are bidding for on any working day between 10.00 am to 3.00 pm. at the locations, mentioned at Section II, where the e-waste material is lying, only on production of valid ID Proof/authorization by the firm under prior intimation to Deputy Secretary (Admin.) (011-30110421). No claim thereafter shall be entertained.

2. DATE, TIME & PLACE OF SUBMISSION:
a. The sealed bids are to be submitted on the business letterhead of the bidder duly stamped and signed and dated on each page. Details/supporting documents wherever applicable, if attached with the bid should be duly authenticated by the bidder. No over writings shall be accepted unless authenticated with full signature of the bidder.

b. The sealed envelope duly superscribed “Tender for disposal of e-waste items lying at ICAI offices at Delhi and Noida” should be addressed to Deputy Secretary (Admin.) and sent at the address given below either by registered post / speed post / or by dropping in the box placed near Security Control Room at Ground Floor of the Annexe Building of the Institute’s Head office. The sealed Bids should reach us on or before 30/07/2020 by 3.00 P.M.

The Deputy Secretary (Admin.)
The Institute of Chartered Accountants of India
ICAI Bhawan, I.P. Marg,
New Delhi – 110002.

c. The Technical and Financial bid should be kept in two separate sealed envelopes clearly mentioned thereon as -

“Part –I: Technical Bid

“Part – II: Financial Bid
Both the sealed envelopes to be put into another envelope and it should be super scribed as “Tender for disposal of e-waste items lying at ICAI offices at Delhi and Noida” lying at ICAI offices at Delhi and Noida”

i) PART-I TECHNICAL PART (BID)
This part shall contain duly filled in technical bid as given at Section – V along with complete documents and DDs of prescribed amount for EMD and for cost of tender form. Techno-commercial bid disclosing prices shall be summarily rejected. The envelope shall have following information clearly written on the
outside of the envelope, failing which ICAI will assume no responsibility for the misplacement or premature opening of the bid:

“Part –I: Technical Bid”

ii) PART-II FINANCIAL BID

The envelope containing financial bid shall have the following information clearly written on outside of the envelope, failing which ICAI will assume no responsibility for the misplacement or premature opening of the bid:

“Part – II: “Financial Bid”

d. Financial Bid shall contain only the rates duly filled in and signed by the bidder.

e. No stipulation, deviation, terms & conditions, presumption, basis etc. shall be stipulated in financial bid. ICAI shall not take cognizance of any such statement and may at their discretion reject such bids.

f. Bids received after the stipulated date and time shall not be entertained. The ICAI shall not be liable for any postal delays whatsoever and bids received after the stipulated time/date are liable to be rejected summarily without giving any reason.

g. In case of incomplete submissions, ICAI shall be under no obligation to give the bidder an opportunity to make good such deficiencies and ICAI may at its discretion treat such bids as incomplete and not consider for further evaluation.

3. Each page of the tender shall be signed by the person or persons submitting the bid in token of his/their having acquainted himself/themselves with the Conditions of Contract, eligibility conditions etc. as laid down. Corrections should be made by writing again instead of shaping or over-writing. Any bid with any of the documents not so signed shall be rejected.

4. Bids are liable to be rejected, if the instructions contained herein are not correctly followed.

DOCUMENTS TO BE ATTACHED

The duly filled in tender form shall be accompanied by the below mentioned documents:

1. D.D. of prescribed amount for Earnest Money Deposit as specified herein.

2. D.D. of the prescribed amount towards Cost of tender form.

3. Technical bid with all the details and documents relating to eligibility conditions (as per the eligibility conditions given at Section – I).

4. General Information about the bidder as per Section – V.

5. Annexure A – D.

6. Financial bid.

7. Complete tender document duly signed at each page.

Any other relevant document, bidder desires to submit.
SECTION – IV
GENERAL CONDITIONS OF CONTRACT (GCC)

1. **EARNEST MONEY/SECURITY DEPOSIT**
   i. The bidder must submit an Earnest Money (EMD) of Rs. 50,000/- (Rupees Fifty Thousand Only), in the form of Demand Draft drawn in favour of “The Secretary, Institute Of Chartered Accountants of India”, payable at New Delhi. **EMD is to be submitted by all bidders including those who are registered under MSME.**
   ii. In case of unsuccessful bidder, Earnest Money Deposit shall be returned within reasonable time after finalization of the tender process. No interest shall be payable on the EMD.
   iii. In case of successful bidder, the Earnest Money shall be converted into security deposit for due and faithful performance of the contract(s)/work order(s) assigned. No interest on either EMD/Security Deposit shall be payable by the ICAI. EMD/ security deposit shall be returned within 15 days after the e-waste material is removed as per terms & conditions laid down and Certificate as **Annexure D** duly filled in and signed and sealed by the authorised signatory of the successful bidder is received by ICAI.
   iv. **Security Deposit/Performance Security is liable to be forfeited in case of failure of successful bidder to perform the work assigned within the stipulated period or on breach of terms and conditions of the contract.**
   v. If the bidder, after submission, revokes his/its bid or modifies the terms and conditions thereof during its validity except where the ICAI has given opportunity to do so, the earnest money deposit submitted by bidder shall, in such case, be forfeited.

2. **OFFER VALIDITY**

   Tender shall be valid for 90 Days for acceptance from the date of opening of Financial Bid.

3. **AWARDING OF WORK**

   The work shall be awarded to the bidder quoting the highest rates for disposal of e-waste items on “as is where is” basis and whose bid has been determined to be substantially responsive and accepted by ICAI. The Letter of award is required to be acknowledged by the awardee on the duplicate copy, duly stamped and signed by the authorized signatory.

4. **PAYMENT**

   The successful Bidder shall pay the entire quoted amount in the form of Bank Draft/Pay Order drawn in favour of Secretary, the Institute of Chartered Accountants of India” payable at New Delhi within Five working days after receipt of the Letter of Intent, failing which the contract will be cancelled and the EMD/ security deposit shall be forfeited.

5. **TIME LIMIT FOR LIFTING THE ITEMS**
5.1 The successful bidder shall be required to lift all the items at his/its own cost from the disposal site to his premises within seven days after depositing the full amount. On failure to do so, the ICAI shall have the right to forfeit entire amount of the bidder including EMD/ security deposit and the said bidder(s) will have no right to claim the said articles. ICAI will have full right to dispose of the articles in any other manner deemed fit as decided by the competent authority. Segregation/Dismantling of material is not allowed in the premises of the ICAI.

5.2 The cost of lifting and transportation of the disposable hardware items from ICAI premises are at the responsibility of the bidder/s and will be borne by themselves.

5.3 No items, once disposed of to the successful bidder, shall be taken back by ICAI on any condition whatsoever.

5.4 No extension of time limit will be granted for payment of the full amount of the quotation and or removal of articles from ICAI premises.

6. **SUB–LETTING/ASSIGNMENT**

The e-waste management dealer shall not assign the work to any other person/entity in whole or in part, to perform its obligation under the Contract, without the ICAI’s prior written consent.

7. **INDEMNITY**

The successful Bidder shall, at all times, indemnify the ICAI and shall keep it indemnified against all actions, suits and proceedings and any costs, charges, expenses, loss or damages incurred, caused to/ sustained by ICAI by reason of any default or breach or lapse or negligence or non-observance of any rules, regulations, laws, bye-laws etc. or non-performance or any non payment by / on behalf of the successful Bidder.

8. **JURISDICTION**

Any dispute between the parties arising out/or in connection with the contract shall be subject to the exclusive jurisdiction of the Courts at Delhi only.

9. **STATUTORY COMPLIANCE**

The successful Bidder shall be responsible for complying with all the applicable laws/bye laws/regulations in force from time to time and shall bear all statutory liabilities with respect to the workers/personnel engaged by it for performance of the Contract. The successful Bidder shall also obtain all necessary permissions/ certificates/ NOCs for execution of the work on behalf of ICAI from the statutory/Government bodies.
10. **SUBMISSION OF UNDERTAKING FOR DISPOSAL OF E-WASTE**

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

11. The selected Bidder has to remove the computer and its various components, such as CPU, keyboard, mouse, monitor, Hard disk, DATS, Tapes etc., and the same has to be degaussed in front of the Institute officials onsite before collecting the e-waste. It would be the responsibility of the bidder for safe transit of the e-waste from Institute’s location to bidder location. In case of any untoward incident happened during transition of e-waste, the bidder shall be held sole responsible for the loss/consequences.
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name of the Organization/Firm/Supplier/Owner</td>
</tr>
<tr>
<td>2.</td>
<td>Year of Establishment</td>
</tr>
<tr>
<td>3.</td>
<td>Status of the Organization (Whether Proprietary/Partnership, Pvt. Ltd./Public Limited etc.)</td>
</tr>
<tr>
<td></td>
<td>Attach supporting documents for the same</td>
</tr>
<tr>
<td>4.</td>
<td>Complete address:</td>
</tr>
<tr>
<td></td>
<td>Telephone numbers:</td>
</tr>
<tr>
<td></td>
<td>Mobile No.</td>
</tr>
<tr>
<td></td>
<td>e-mail:</td>
</tr>
<tr>
<td>5.</td>
<td>PAN No.: (Attach copy of the same)</td>
</tr>
<tr>
<td>6.</td>
<td>TIN No: (attach copy of the same)</td>
</tr>
<tr>
<td>7.</td>
<td>GST No: (attach copy of the same)</td>
</tr>
<tr>
<td>8.</td>
<td>Turnover for the last three years:</td>
</tr>
<tr>
<td></td>
<td>2018 – 19</td>
</tr>
<tr>
<td></td>
<td>2017 – 18</td>
</tr>
<tr>
<td></td>
<td>2016 – 17</td>
</tr>
<tr>
<td>9.</td>
<td>Registration with CPCB/ State Pollution Control Board/ or similar organisation</td>
</tr>
<tr>
<td></td>
<td>(attach supporting documents)</td>
</tr>
<tr>
<td>10.</td>
<td>Installation capacity of recycling/dismantling units</td>
</tr>
<tr>
<td>9.</td>
<td>Whether copy of e-waste authorisation certificate provided</td>
</tr>
<tr>
<td>11.</td>
<td>Name of the major clients/organizations where such type of work were performed by the e-waste dealer (attach at least one copy of the latest Work Order from each of them) (Use additional sheets, if required):</td>
</tr>
<tr>
<td>12.</td>
<td>If already doing business with ICAI, give details</td>
</tr>
<tr>
<td>(a)</td>
<td>Items:</td>
</tr>
<tr>
<td>(b)</td>
<td>Since when:</td>
</tr>
<tr>
<td>13.</td>
<td>Have your firm been ever blacklisted? If so, please give details.</td>
</tr>
</tbody>
</table>

Declaration:
I/we do hereby declare that the entries made in the application are true to the best of my /our knowledge and belief. I/we do also confirm that I/we have read and understood the terms and conditions including General Conditions of Contract mentioned in this document and agree to abide by the same in all respects.

I/we also undertake to communicate promptly to ICAI all the subsequent changes in conditions affecting the accuracy of the details given above. Further I/we undertake that in case the facts/information furnished, as above is/has been found false, the ICAI may in its absolute discretion reject/cancel any assignment, if any, awarded/agreed to be awarded to me/us and in such case I/we shall not be entitled to claim any damages/ whatsoever in regard to that assignment.

Signature of Bidder

Place: Name:
Date: Designation:
The Bidders can quote in combination of “Carbon Credit/ Green Certificate” and ‘scrap value’ in certain percentage. The Institute will prefer e-waste disposal preferably be 80% on “Carbon Credit/ Green Certificate” and 20% on the ‘scrap value’. The e-waste identified by the Institute for disposal is attached at Annexure A. Depending on the quote, the collection of e-waste will be awarded to the highest bidder. The e-Waste should be disposed off in accordance with the procedure laid down by the GOI guidelines currently in force. On final disposal, the vendor would be required to provide a Certificate to this effect (Annexure D) to the Institute within 30 days after receipt of the e-Waste.

Financial Bid for disposal of e-waste items lying at ICAI offices at Delhi and Noida

Name of the Bidder/Firm:-

Address of the Bidder/Firm:-

Telephone No.:-

E-mail ID:-

<table>
<thead>
<tr>
<th>Description of Item</th>
<th>Total Quoted Amount (in Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-Waste goods mentioned in Annexure-A</td>
<td></td>
</tr>
</tbody>
</table>

Date: -
Signatory

Signature of Authorised

With stamp
Name of the Person
Annexure A

List of Old/ Obsolete/ Discarded computer hardware and peripherals for disposal

Separate link provided

Exams-C-1-and-Sec62-e-Waste-List

ITO e-Waste-List

Sector62-Noida e-Waste-list

Vishwas Nagar e-Waste-List
UNDEARTAKING FOR DISPOSAL OF E-WASTE

I/We ______________________________ do hereby solemnly affirm and declare that E-Waste items of old/obsolete/discarded Computers and peripherals etc. will be stored/processed/disposed/off as per E-Waste (Management and Handling) Rules, 2016 and 2018(amended) and in accordance with the procedure laid down by the GOI guidelines currently in force.

Date: ____________________________
Signature of Authorised Signatory
With stamp

Place: ____________________________
Name of the Person
COVERING LETTER (ON THE BIDDER’S LETTER HEAD)

To,                                      Date:

____________________________
____________________________
____________________________

Dear Sir,

Sub: **BID FOR DISPOSAL OF E-WASTE ITEMS LYING AT ICAI’S OFFICES AT DELHI & NOIDA**

Having examined the Tender Document, I/we, M/s___________, offer my/our proposal for the subject works and are in full conformity with the said Tender Document. We have read the provisions of Tender Document and confirm that these are acceptable to me/us. I/We further declare that additional conditions, variations, deviations, if any, found in my/our bid, it shall not be given effect to.

I/We agree to abide by the terms and conditions of this Bid, including this letter, the Technical and Financial Bid and all attachments and it shall remain binding upon me/us and may be accepted by you at any time before the expiry of the validity period.

I/We enclose herewith the following demand drafts:

1. Earnest Money of **Rs. ______________ (Rupees ______________ only)**
   vide Demand Draft Number............ dated.................... drawn on................................. Bank..........................Branch.

2. Cost of Tender Form of **Rs. ______________/- (Rupees ______________ only)**
   vide Demand Draft Number ................. dated................. drawn on................................. Bank..........................Branch.

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

I/We understand that in the event of non-compliance of the terms and conditions of the tender my/our bid will be cancelled and EMD shall be forfeited.

I hereby declare that my /our 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.

I/We hereby declare that all the information and statements made in this bid are true and any misleading/false information contained in it may lead to our disqualification.

We understand that you reserve the right to accept or reject any bid.

Date: -

Signature of Authorised

With stamp

Name of the Person

Note: This will be enclosed in original along with both Technical & Financial Bid.
CERTIFICATE OF DISPOSAL OF E-WASTE

I/We _________________________________ do hereby certify and declare that E-Waste items of old/obsolete/discarded Computers and peripherals etc purchased from ICAI vide Letter of Award No. __________ dated __________ as per attached list have been stored/processed/disposed/off as per E-Waste (Management and Handling) Rules, 2016 and 2018(amended) and in accordance with the procedure laid down by the GOI guidelines currently in force.

Date: ____________________  
Signature of Authorised Signatory  
With stamp

Place: ____________________  
Name of the Person