



SRI GURU NANAK DEV KHALSA COLLEGE

(UNIVERSITY OF DELHI)

NAAC Accredited A

DEV NAGAR, NEW DELHI-110 005

Ref. No.: SGNDK/ADMIN/26/10452

Dated: 27/01/2026

NOTICE

Notice inviting Quotation for Execution of Memorandum of Understanding (MoU) for Disposal of E Waste

Scaled quotations are invited from authorized dismantlers for disposal of e-waste items of Sri Guru Nanak Dev Khalsa College, University of Delhi, in accordance with the procedure and guidelines mentioned in E-waste (Management) rules, 2022. The vendors who wish to bid for the e-waste must submit their copies of authorization/registration certificates obtained from the Delhi Pollution Control Committee (DPCC), Govt of NCT of Delhi. All quotations should be submitted in a sealed envelope clearly superscribed as:

“Invitation for Quotation for Execution of Memorandum of Understanding (MoU) for Disposal of E-Waste”

Schedule and important information

1.	Name of work	Disposal of E Waste and Execution of Memorandum of Understanding (MoU)
2.	Bid Submission start date	28/01/2026 10:00 AM onwards
3.	Bid submission last date and time	12/02/2026 by 4:00 PM
4.	Onsite physical inspection of E-waste	29/01/2026 to 10/02/2026 Between 11:00 AM – 3:00 PM
6.	Contact number and email, for any queries	9868084899 (Mr. Abhinav Sharma, S.O. Administration) Email: principal@sgndkc.du.ac.in

The list of items to be disposed as e-waste is available in the office of the Section officer (Administration). The last date for receiving the sealed quotations in the office of Section officer (Admin) is **12th February 2026 till 4:00 PM.**

Meena Singh
27/1/26
Dr. Meena Singh
Convenor
Scrap and E-waste Committee

B Singh
Dr. Baljeet Singh
(Oftg. Principal)

General Terms and Conditions

1. Compliance with Statutory Provisions

The bidder shall ensure environmentally sound collection, transportation, recycling, dismantling, and disposal of e-waste strictly in accordance with the provisions of the E-Waste (Management) Rules, 2022 and the E-Waste (Management) Amendment Rules, 2024, as notified by the Ministry of Environment, Forest and Climate Change (MoEFCC) and implemented by the Central Pollution Control Board (CPCB) / concerned State Pollution Control Board.

2. Authorization and Eligibility

The bidder must be a CPCB/SPCB authorized recycler/dismantler/collection agency for e-waste. Self-attested copies of valid authorization and registration certificates shall be enclosed with the quotation. The authorization must remain valid throughout the contract period.

3. Scope of Work and Cost

The scope of work includes lifting, loading, unloading, transportation, manpower, tools, and equipment required for removal of e-waste from the college premises. All such arrangements shall be made by the bidder at their own cost, and no additional payment shall be claimed from the college.

4. Restrictions at College Premises

No dismantling, segregation, or processing of e-waste shall be carried out at the college premises without prior written approval of the competent authority of the college.

5. Safety, Damage, and Liability

The bidder shall be solely responsible for the safety of its personnel and for any loss, damage, or injury caused to persons or property of the college during execution of the work. Any penalty or compensation, as determined by the college, shall be recoverable from the bidder.

6. Post-Removal Responsibility

In the event of any statutory penalty, notice, or legal liability imposed on the college due to non-compliance of e-waste rules after removal of e-waste from the campus, the entire responsibility shall lie exclusively with the bidder.

7. Sub-letting

Sub-letting or transfer of the contract, in whole or in part, is strictly prohibited.

8. Submission of Quotation

- Each bidder shall submit **only one quotation**.
- The quotation shall be submitted in **English only**.
- The Financial bid document has to be submitted in an item-wise manner. A proforma for the same can be obtained from the S.O. Administration.

- The amount shall be typed or written clearly in **blue/black ink** and Financial bid should be duly signed and stamped by the authorized signatory.
- Overwriting is not permitted. Any correction must be authenticated by signature.
- Non-compliance with the above may render the quotation liable to rejection.

9. Documents to be submitted in the quotation

- a) Copy of authorization/registration certificates obtained from the Delhi Pollution Control Committee (DPCC), Govt of NCT of Delhi.
- b) Valid PAN and GST certificates
- c) Proof of office address
- d) Financial bid (Item wise)

10. Award of contract

The contract shall be awarded to the highest bidder based on the total quoted amount for all items listed in the Financial Bid. Item-wise comparison will not be considered. However, please note that rates have to be mentioned for each item in the Financial bid separately.

11. Validity of quoted Rates

The rates quoted shall remain **firm and fixed** for the entire duration of the contract/Memorandum of Understanding (MoU). No escalation on any account shall be admissible.

12. Right to Accept or Reject

The college reserves the right to accept or reject any or all quotations, wholly or partly, without assigning any reason thereof.

13. Cancellation of NIQ

The college reserves the right to cancel, modify, or withdraw the NIQ process at any stage without assigning any reason and without incurring any liability.

14. Execution and Duration of MoU

A Memorandum of Understanding (MoU) shall be executed with the selected bidder for a period of **two (02) years**, extendable by a further period of **two (02) years** subject to satisfactory performance and mutual consent.

15. Signing of MoU

The successful bidder shall execute the MoU within **twenty (20) days** from the date of issue of the Letter of Award/Purchase Order, failing which the award may be cancelled without further notice.

16. Compliance with Applicable Laws

The bidder shall comply with all applicable environmental, labour, safety, and statutory laws, rules, and regulations in force during the currency of the contract. If any penalty is imposed on the college due to non-compliance after the e-waste has been taken out from the college

campus, the entire liability shall rest with the bidder. The college will also cancel the MoU, in such cases.

17. Documentation and Certification

The bidder shall provide necessary documentary evidence such as e-waste collection receipts, recycling/dismantling certificates, and final disposal records as prescribed under the E-Waste Rules or as required by the college from time to time.

18. Dispute Resolution and Arbitration

Any dispute or difference arising out of or in connection with this contract shall be resolved amicably. In case of failure, the dispute shall be referred to arbitration under the provisions of the **Arbitration and Conciliation Act, 1996**, as amended.

The venue and jurisdiction of arbitration shall be **New Delhi**, and the language of proceedings shall be **English**. The arbitral award shall be final and binding on both parties.



Dr. Baljeet Singh
(Oftg. Principal)

Proforma for Financial Bid

S. No	Particulars of Item	Quantity	Rate	Amount
1.	Air conditioner (split)	3		
2.	Air conditioner (window)	13		
3.	AC compressor	5		
4.	Battery (without number)	12		
5.	Camera (closed circuit)	51		
6.	Ceiling fan	53		
7.	Cooler	1		
8.	CPU	141		
9.	Exhaust fan	13		
10.	Generator	1		
11.	Hot case	3		
12.	Hand dryer machine	1		
13.	Halogen lights	19		
14.	Invertor	5		
15.	Monitors	155		
16.	Printers	11		
17.	Refrigerator	1		
18.	Sanitizer machine	2		
19.	Speaker	7		
20.	Stabilizer	8		
21.	Tube light fitting sets(old)	160		
22.	Tube light fitting (LED)	42		
23.	Water dispenser	7		
24.	Water Purifier (RO)	7		
25.	Wall fan	8		
26.	Weighing machine	1		
27.	Water cooler compressor	1		
28.	Water motor pump	9		
29.	Miscellaneous Items (wires, electrical fittings etc)			
Total amount quoted (for items 1-29)				
(amount in words)				

Name of Company
with official stamp

Signature and Designation
of authorised signatory