

**GOVERNMENT OF INDIA
NORTH EASTERN COUNCIL SECRETARIAT
NONGRIM HILLS: SHILLONG - 793003**

NO. NEC/NAZ/10/2022

Dated: 10th October, 2025

NOTICE INVITING TENDER

The North Eastern Council Secretariat, Government of India, Nongrim Hills, Shillong invites sealed bids/quotations from registered and authorised agencies dealing with e-Waste (as per the E-waste Rules, 2016, as amended from time to time), for the disposal of e-Waste lying at the North Eastern Council Secretariat, Nongrim Hills, Shillong- 793003 on **“AS IS WHERE IS BASIS”**.

1. Description : Tender for disposal of e-waste items listed in Annexure-I on an **“AS IS WHERE IS BASIS”** at the North Eastern Council Secretariat, Nongrim Hills, Shillong - 793003
2. Earnest Money Deposit: Rs. 6,500/- (Rupees Six thousand five hundred only) has to be submitted as Earnest Money Deposit.
3. Last Date and Time for submission: 14th November, 2025 at 12:00 hrs.
4. Date and time for opening of bids/quotations: 14th November, 2025 at 15:00 hrs.

(L.S. Gangte)
Director (Admn.)

Disclaimer

While the document has been prepared in good faith, no representation or warranty, express or implied, is or will be made, and no responsibility or liability will be accepted by the North Eastern Council Secretariat or any of its employees, in relation to the accuracy or completeness of this document and any liability thereof expressly disclaimed. This document is not an offer by the North Eastern Council Secretariat, but an invitation for bidders' responses. No contractual obligation on behalf of the North Eastern Council Secretariat, whatsoever, shall arise from the offer process unless and until a formal offer is issued by the North Eastern Council Secretariat.

Contents

1. DEFINATIONS:	4
2. SCOPE OF WORK:	4
3. ELIGIBILITY CRITERIA:	4
4. EARNEST MONEY DEPOSIT (EMD):.....	5
5. SUBMISSION OF BIDS:.....	5
6. CONTENTS OF THE SEALED ENVELOPE:.....	5-6
7. GENERAL TERMS AND CONDITIONS:.....	6-7
8. ANNEXURE - I - LIST OF E-WASTE ITEMS	8
9. ANNEXURE - II -APPLICATION BID FORM	9-10

TENDER DOCUMENT

Ref. No. NEC/NAZ/10/2022

Dated: October, 2025

1. DEFINATIONS:

Boldface type is used to identify defined terms.

- a) The **NEC** means North Eastern Council Secretariat, Government of India, Shillong.
- b) The **Bidder** means the person/vendor/firm who is interested to submit the bids/quotations.
- c) **Party** means either the NEC or the Bidder, as the context requires.
- d) The **Offer/Bid/Quotation/Tender** is the completed bidding documents submitted by the bidder to the North Eastern Council Secretariat.
- e) The **Letter of Acceptance** means the formal acceptance by the NEC of the Bid.
- F) **Days** are calendar days, months are calendar months.

2. SCOPE OF WORK:

The North Eastern Council intends to dispose e-waste items as listed in Annexure-I on "**AS IS WHERE IS BASIS**" lying in the NEC Secretariat, Nongrim Hills, Shillong as per the Central Pollution Control Board / State Pollution Control Board guidelines for disposing of such items.

3. ELIGIBILITY CRITERIA:

Sl. No.	Eligibility Criteria	Proof of Documents required / must be submitted / enclosed
a)	Must be authorised and registered as per E-waste Management Rules, 2016 (as amended from time to time), as a Dismantler / Recycler / Refurbisher / Producer Responsibility Organisation of e- Waste with Central Pollution Control Board, Ministry of Environment and Forests, Government of India or with the State Pollution Control Board, etc.	Self-attested copy of valid Registration Certificate with Central Pollution Control Board, Ministry of Environment and Forests, Government of India or with the State Pollution Control Board
b)	Must not be blacklisted during the last 4(four) years as on the date of submission of bid by the State / Central Government, Government Organisations, Government Undertakings, Public Sector Undertaking	The Bidder must submit a notarised affidavit on non-judicial stamp paper of Rs. 50/- (Rupees fifty) declaring the same.
C)	Bidder should indicate GSTIN No. and PAN No.	Self-attested copy of GST registration and PAN to be enclosed
d)	Where required, the Bidder shall have to furnish a valid Trading License from the Khasi Hills Autonomous District Council concerned of Meghalaya while submitting their tender.	Self attested copy of valid Trading License from the Khasi Hills Autonomous District Council concerned of Meghalaya for Non-Tribal bidders. Tribal belonging to any of the Schedule Tribes pertaining to Meghalaya will be required to submit a self attested copy of their Schedule Tribe Certificate.

4. EARNEST MONEY DEPOSIT (EMD)

- i. Earnest Money deposit would be Rs. 6,500/- (Rupees Six thousand five hundred) only in the form of crossed Demand Draft/Pay Order/Banker's Cheque from any commercial bank in favour of "DDO, NEC" payable at Shillong.
- ii. The Earnest Money deposit is refundable without interest for unsuccessful bidders only on completion of the entire process.
- iii. For the successful bidder who intends to take physical possession of the e-waste items, the Earnest Money deposited shall be adjusted with the balance amount to be paid by him / her accordingly.
- iv. The Earnest Money deposit of the successful bidder will be forfeited if the e-waste items quoted are not taken physical possession of by the successful bidder as provided in 7 (h) & (i) herein.
- v. No interest will be paid by this Office on the Earnest Money Deposit.

5. SUBMISSION OF BIDS:

Interested parties should submit their application bid form as per format enclosed as Annexure-II on or before 14th November, 2025 at 12:00 hrs. along with necessary documents in a sealed envelope superscribed with the words "BIDS FOR E-WASTE. TO BE OPENED ON 14th November, 2025 "by THE ADDRESSEE ONLY" addressed to " Director (Admn.), NEC, Shillong" and drop personally in the tender box kept at Room No. 303, NEC Secretariat, Nongrim Hills, Shillong.

Any application received after the last date and time of submission will be rejected.

6. CONTENTS OF THE SEALED ENVELOPE:

The sealed envelope should contain the following:-

- i. Application bid form (Annexure-II)
- ii. Self attested copy of valid registration certificate for being authorised and registered as a Dismantler / Recycler / Refurbisher / Producer Responsibility Organisation of e-waste as per E-waste Management Rules, 2016 (as amended from time to time), with Central Pollution Control Board, Ministry of Environment and Forests, Government of India or with the State Pollution Control Board, etc.
- iii. The Bidder must submit a notarised affidavit on non-judicial stamp paper of Rs. 50/- (Rupees fifty) declaring that the bidder was not blacklisted during the last four (4) years as on the date of submission of bid by State/Central Government, Government Organisations, Government Undertakings, Public Sector Undertaking.
- iv. Self attested copy of PAN Card.
- v. Self attested copy of GST registration.
- vi. In case of non-tribal bidder, a self attested copy of valid Trading License from the Khasi Hills Autonomous District Council concerned of Meghalaya. Tribal belonging to any of the Schedule Tribes pertaining to Meghalaya, will be required to submit a self attested copy of their Scheduled Tribe Certificate.
- vii. Crossed Demand Draft / Pay Order / Banker's Cheque for Earnest Money Deposit.

In case of any of the documents are not submitted by the bidder, the NEC at its discretion may reject his/her bid/quotation.

7. GENERAL TERMS AND CONDITIONS:

- a) The application bid form (Annexure-II) shall be signed by person/persons on behalf of the bidder having necessary authorisation/Power of Attorney to do so.
- b) If the space in the form (Annexure-II) is insufficient for furnishing full details, such information may be continued on separate sheets of paper, stating therein the part of the form and serial number. Separate sheets shall be used for each part and a proper reference with page number must be indicated in the main form of application.
- c) Clarifications, if any required, may be obtained from the office of Director(A), NEC, Shillong during Office hours before 13th November, 2025.
- d) The NEC Secretariat is at liberty to reject or accept any or all offers without assigning any reason thereof. The decision of NEC in this regard shall be final and binding. The NEC may also cancel this Notice Inviting Tender fully or partially without assigning any reason thereof and no liability, financial or otherwise, will be borne by the NEC in this regard.
- e) The inspection of the goods can be carried out by the prospective bidders or their representatives in the NEC, Nongrim Hills, Shillong – 793003 in all working days of NEC between 11:AM to 4:00 PM up to 13th November, 2025.
- f) Any taxes as levied and applicable shall be paid by the successful bidder.
- g) The e-waste items proposed will be sold **“AS IS WHERE IS BASIS”** and will be deemed to have been on the understanding that the bidder has satisfied fully himself/herself/themselves in regard to the conditions, quality, etc., of the same.
- h) The successful bidder will be required to make full payment of bid by way of crossed Demand Draft/Pay Order/Banker’s Cheque from any Commercial Bank in favour of “D.D.O., NEC”, payable at Shillong, within 7(seven) days after issue of letter of acceptance by the North Eastern Council Secretariat on failure to do so, the Office shall have the right to forfeit the entire Earnest Money deposit amount of the bidder and dispose the items to an alternate bidder as decided by, Secretary, NEC and will be final.
- i) The successful bidder shall be required to lift all the items to his/her premises within 7(seven) days after the payment of the quoted amount (EMD amount will be adjusted with the quoted value for the successful bidder). On failure to do so, the Office shall have the right to forfeit the entire Earnest Money Deposit amount of the bidder and dispose the items to an alternate bidder as decided by Secretary, NEC and will be final.
- j) The Successful Bidder will have to make their own arrangement at their own cost for loading and transportation of the materials/items to their respective destination.

There will be whole responsibility of the Successful Bidder for any damage / mishap of labors / workers engaged during the loading of materials within the NEC Office Complex.

- k) No damage shall be caused to the property of the NEC Office Complex in the premises while removing the e-waste items. Any loss/damage to the property of the NEC or injury or personal accident suffered by any person due to negligence or action of the Successful Bidder or his authorised worker/supervisor, will be borne Successful Bidder.
- l) The Successful bidder should follow the procedure under various Laws / Acts / rules in force from time to time in connection with disposal of e-waste.
- m) No bid shall be accepted after the due date and time. If the due date happens to be a holiday, the bid shall be opened on the next working day at the same time notified as above.
- n) Bids/quotations will be opened on 14th November, 2025 at 15:00 hrs. If the opening date happens to be a holiday, the bid shall be opened on the next working day at the same time at NEC Video Conference Hall, Nongrim Hills, Shillong-793003.
- o) The rate quoted should be inclusive of all taxes, miscellaneous charges like transportation, labour or any other expenses, etc.
- p) The bids shall be examined by the NEC. If more than one bidder has submitted offers, the bid comparison shall be made as per the quoted rate. The rate quoted by the bidder which is found to be the highest shall be selected by this Office provided that such rate is, in the opinion of the Office, reasonable. In case of a tie, the winning bid may be decided by draw of lots or at the discretion of the Office.
- q) In case only one bidder quotes without competition from other bidders, the Office may at its discretion select that particular bidder provided that the quoted rate is, in the opinion of the Office, reasonable.
- r) In the event of any question, dispute or difference is arising between the Office and the bidder relating to any matter arising out of or connected with this tender, the decision of Secretary, NEC shall be final and binding on both the parties.
- s) Legal jurisdiction for any disputes, if arise, is subject to exclusive jurisdiction of competent courts in Shillong (Meghalaya) only.
- t) Bidder should specially take note of all addendum/corrigendum related to this auction which will be published at the NEC websites (www.necouncil.gov.in) and no separate intimation for the same will be issued by the Office. Any such addendum/corrigendum shall be deemed to be incorporated into this document.
- u) Conditional bids/quotations shall not be considered.

ANNEXURE - I**List of E-Waste Materials: Television, Computers, Monitor, Keyboard, Mouse, Printers, Scanner, Xerox Machine, Stabilizer, and UPS items.**

Sl. No.	Items	Model	Total Qty.
1	Television	Sony Bravia BX35	1
2	CPU	HCL Celeron, HCLi3, Acer i3, Acer i5, HP Pro One All-In-One, Lenovo	16
3	Monitor	Acer, HCL, IBM, Lenovo, BenQ, LG	17
4	Keyboard	Acer, Compaq, Rapoo, HCL	18
5	Mouse	HP, Logitech, HCL, Acer	7
6	Printer	HP Ink tank Wireless 415, HP Officejet 7612, Brother DCP-2520D, HP Laserjet 1200 series, HP Deskjet 5820, HP Laserjet 1536dnf MFP, HP Laserjet 1213MFP, Canon LBP 2900B, HP Laserjet Pro 400 M401dn, HP Laserjet Pro M403dn, HP Laserjet 1020,	13
7	Scanner	HP Scanjet G4010	1
8	Xerox Machine	Canon Image Runner iR C5235, Toshiba E-Studio 351C, Toshiba E-Studio 2820C, HP Laserjet 9040 Dn.	5
9	Stabilizer	Elent	1
10	UPS	Better Power 1KVA, Bare 600VA	3

To,

**Director (Admn.)
North Eastern Council Secretariat
Nongrim Hills, Shillong - 793003**

Sir,

In response to your advertisement dated 2025 in your websites www. necouncil.gov.in etc. I/we, the bidder(s) for the disposal of e-waste, would like to submit my / our offer as follows:-

1.	Name and address of the Bidder	
2.	Contact Telephone No / Mobile No. and E-mail ID	
3.	Self - attested copy of valid Registration Certificate with Central pollution Control Board, Ministry of Environment and Forests, Government of India or with the State Pollution Control Board enclosed (Yes/No)?	
4	Notarised affidavit on non-judicial stamp paper of Rs.50/- (Rupees Fifty) declaring that the bidder was not blacklisted during the last four (4) years as on the date of submission of bid by State/Central Government, Government organisations, Government undertakings, Public Sector enterprises, Scheduled Banks / Commercial Banks / Regional Rural Banks / Cooperative Banks, etc. Enclosed (Yes/No)?	
5.	Self attested copy of the first page of the Bank Account Passbook / Cancelled Cheque enclosed (yes / No)?	
6.	PAN No. (Self attested copy enclosed yes / No.)	
7.	Goods and Services Tax Registration No. (Self attested copy enclosed Yes/No?)	
8.	In case of non-Tribal Bidder, a self attested copy of valid Trading License from the Khasi Hills Autonomous District Council concerned of Meghalaya. Tribal belonging to any of the Schedule Tribes pertaining to Meghalaya, will be required to submit a self attested copy of their Scheduled Tribe Certificate.	
9	EMD Details: No. Date	
10	Rate quoted: (In case of difference of amount in figures and words, the one in words will be treated as the quoted rate)	Rs. _____ (in figures)
11	Rates should be inclusive of all taxes, miscellaneous charges like transportation, labour or any other expenses.	Rs. _____ _____ (in words)

DECLARATION:

1. All the information furnished by me / us here above is correct to the best of my / our knowledge and belief. I/we understand that if any false information is submitted and detected at a later date, the offer shall be cancelled at the discretion of the Office.
2. I/We agree to all the terms and conditions for the NIT of e-waste items vide reference No. NEC/NAZ/10/2022 dated 2025 offered by the Office.
3. I/We agree that the Office is at liberty to reject or accept any all offers without assigning any reason thereof. The Office is also at liberty to cancel the process without assigning any reason whatsoever. The decision of the Office in this regard shall be final and binding.
4. I/We fully understand that this application has been submitted without giving rise to any obligation whatsoever on the part of your Office.
5. I/We agree to comply with all the statutory provisions as laid down under various Laws/Acts/Rules in force and in case of any violation of such statutory provisions applicable by the me/us, there will be no liability on the Office.

Date:

Signature of the bidder with seal

Place: