

IFCI Factors Limited

7th Floor, IFCI Tower, 61, Nehru Place
New Delhi – 110019

Ref: IFL/HO/IT/Sale of IT Scrap/2026-27/01

Date: 19.10.2026

INVITATION FOR PROPOSALS

Sub: Disposal of e-waste – defunct / obsolete / unserviceable Laptops, Desktops, Servers, computer hardware, network devices and peripherals

IFCI Factors Limited (IFL) intends to dispose of e-waste – defunct / obsolete / unserviceable IT assets (laptops, desktops, monitors, printers, scanners, UPS, UPS batteries, servers, network devices, firewall, iPads, fax machines, biometric device, hard disks and other hardware) totalling **178 items**, as per details given in **Annexure I(a)**. Disposal has been approved by the Competent Authority in line with IFL's Board-approved IT Asset Management Policy.

Proposals are invited from Recyclers / Dismantlers / Refurbishers of e-waste registered with the Central Pollution Control Board (CPCB) or the State Pollution Control Board / Pollution Control Committee, located in Delhi & NCR. Interested parties can drop their bids in the drop box kept at IFL, 7th Floor, IFCI Tower, 61 Nehru Place, New Delhi – 110019, latest by **26.10.2026 up to 2:00 PM**.

Key Events & Dates

S. No.	Description	Timeline / Details
(i)	Name of Work	Sale of E-waste (IT Scrap Items) on "As is Where is, Whatever there is" basis, as one lot
(ii)	Tender Notice No.	IFL/HO/IT/Sale of IT Scrap/2026-27/01
(iii)	Tender Fee	Nil
(iv)	Bid Security / EMD	Rs. 1,000/- by Demand Draft / Pay Order / NEFT in favour of "IFCI Factors Limited", payable at New Delhi
(v)	Last date of Bid clarifications	23/10/2026 up to 5:30 PM, by email
(vi)	Date of Inspection of IT Scrap Material	On any working day from 19.10.2026 to 23/10/2026 between 11:00 AM and 5:00 PM (except Saturday / Sunday / holidays) at: (a) IFL Head Office, 7th Floor, IFCI Tower, 61 Nehru Place, New Delhi – 110019; and (b) IFL Storage, Paschim Vihar, IFCI Colony, New Delhi
(vii)	Last Date of Submission of Quotation and EMD	26.10.2026 up to 2:00 PM.
(viii)	Opening of Technical Bids	26.10.2026 up to 3:30 PM. at IFL, 7th Floor, IFCI Tower, 61 Nehru Place, New Delhi – 110019
(ix)	Opening of Financial Bids	Date to be intimated to technically qualified bidders
(x)	Address for Submission of Quotations	IFCI Factors Limited, 7th Floor, IFCI Tower, 61 Nehru Place, New Delhi – 110019 Tel: 011-4173200 Email: naveenkumar@ifcifactors.com / prafullasharma@ifcifactors.com

S. No.	Description	Timeline / Details
(xi)	Time allotted for payment and removal of scrap items from IFL premises	Payment within 3 working days of Letter of Award; lifting within 5 working days of realisation of payment

Note: Notice for amendment, if any, shall be hosted on IFL website www.ifcifactors.com. Bidders are advised to check the website before submitting their bids.

1. ELIGIBILITY CRITERIA

Bidders must fulfil the following eligibility criteria:

- (a) Must be registered as a Recycler / Dismantler / Refurbisher of e-waste under the E-Waste (Management) Rules, 2022 (as amended) with the Central Pollution Control Board (CPCB EPR portal), Ministry of Environment, Forest and Climate Change, Government of India, or with the State Pollution Control Board / Pollution Control Committee in case of Union Territories, with valid Consent to Operate. Bids received from firms other than those so registered will be summarily rejected.
- (b) Must be registered under the Battery Waste Management Rules, 2022 for recycling / refurbishment of batteries, OR must have a valid tie-up with a recycler so registered, for disposal of UPS batteries.
- (c) Must not be blacklisted by any Department of the Government of India or of any State, or by any PSU / Autonomous Organisation / Bank / Financial Institution. An undertaking regarding non-blacklisting and no conflict of interest must be furnished in the format given in Annexure II(a). Bids without the undertaking will not be considered.
- (d) Should be registered under GST with the respective Departments of Government of India / State Governments.
- (e) Should have a PAN issued by the Income Tax Authorities.
- (f) Bidder must submit EMD of Rs. 1,000/- by way of Demand Draft / Pay Order drawn on any Nationalised / Scheduled Bank, or by NEFT / RTGS to IFL account [details], in favour of "IFCI Factors Limited", payable at New Delhi, on or before 16.10.2026 up to 3:00 PM. No interest or any other expenses whatsoever regarding EMD will be payable by IFL.
- (g) Must have inspected the material through an authorised representative, as per Clause 2.

2. INSPECTION OF ITEMS

- 2.1 The goods are offered purely on "AS IS WHERE IS, WHATEVER THERE IS" basis. Pick and choose method of collection is strictly prohibited.
- 2.2 The bidder should thoroughly satisfy themselves about the nature, condition, quantity and quality of the material at the time of inspection. Quantities given in Annexure I(a) are indicative.
- 2.3 The scrap items are sold on LOT basis. The entire material lying at both locations will have to be lifted by the purchaser to clear the entire lot at a time.
- 2.4 The IT scrap items shall be kept open for inspection on the dates given in Key Events & Dates, between 10:00 AM and 5:00 PM (except Saturday / Sunday / holidays), at IFL Head Office, IFCI Tower, Nehru Place and IFL Storage, Paschim Vihar. Bidders should inform the contact officer by email at least one working day in advance.
- 2.5 The person inspecting the items should record their firm's name, his name and his position in the Inspection Register. The person should produce an authorisation letter on the firm's letterhead and an identity proof (Aadhaar / PAN card / driving licence / passport) before inspection.

- 2.6 Inspection is visual only. Equipment will not be powered on, opened or dismantled. Inspection is mandatory; bids from firms that have not inspected the material will be rejected.

3. BID VALIDITY PERIOD

Bids should remain valid for acceptance for a period of 60 (sixty) days from the last date of submission of bids. Bids with a lesser validity period will be summarily rejected.

4. SUBMISSION OF BIDS

- (a) Bids shall be submitted in two sealed envelopes simultaneously, one containing the Technical Proposal (Envelope-1) and the other containing the Price Proposal (Envelope-2), enclosed together in an outer single sealed envelope.
- (b) The bid shall be legible, preferably typed / printed and in English only. All pages of the bid should be serially numbered, signed and stamped by the authorised signatory.
- (c) The Technical Proposal (Envelope-1) shall comprise the following:
 - (i) Details of Eligibility Criteria (filled-in format of Annexure I)
 - (ii) Supporting documents: (a) valid e-waste registration certificate issued by CPCB / SPCB / PCC and Consent to Operate; (b) battery recycling registration or tie-up; (c) copy of PAN card; (d) copy of GST registration; (e) copy of address proof of office and recycling facility
 - (iii) Declaration as per Annexure II and undertaking as per Annexure II(a)
 - (iv) EMD instrument or NEFT / RTGS UTR details
- (d) The Financial Proposal (Envelope-2) shall be quoted only in the proforma given at Annexure III. Any indication of price in Envelope-1 will lead to rejection of the bid.
- (e) The outer sealed envelope shall be superscribed on top as "Proposal for E-waste – Ref. IFL/HO/IT/Sale of IT Scrap/2026-27/01 – Do not open before 16.10.2026, 16:30 PM]".

The proposals should be complete in all respects and, in a sealed envelope addressed to **IFCI Factors Limited, IFCI Tower, No. 61, Nehru Place, 7th Floor, New Delhi – 110019**, should be submitted on or before **16.10.2026 up to 3:00 PM**. Bids sent by email or fax will not be accepted. IFL is not responsible for any postal delay.

All envelopes shall also indicate the name, address and phone number of the bidder, enabling the bid to be returned, if required.

5. EVALUATION CRITERIA

- (a) First, the technical proposals will be opened and the eligibility criteria along with supporting documents shall be verified by the Disposal Committee of IFL. In case of any missing information, including supporting documents, the proposal will be rejected straight away. IFL may, at its sole discretion, seek clarification on documents already submitted.
- (b) The financial bids of only those bidders shall be opened and evaluated who fulfil the eligibility criteria, including having furnished all supporting documents.
- (c) The bidder shall be selected on the basis of the highest quoted price (H-1), excluding GST, amongst the technically qualified bidders.
- (d) IFL has fixed a confidential reserve price. If the H-1 price is below the reserve price, IFL may negotiate with the H-1 bidder, re-invite bids or cancel the process.
- (e) If two or more bidders quote the same H-1 price, they will be asked to submit sealed revised offers. If still tied, award will be decided by draw of lots in their presence.

6. PAYMENT

- (a) The successful bidder will have to pay the entire quoted / offered amount, along with applicable GST and TCS, in the form of Bank Draft / Pay Order / NEFT / RTGS in favour of "IFCI Factors Limited" payable at New Delhi, within 3 (three) working days after receipt of the Letter of Award, failing which the contract may be cancelled and the EMD forfeited.
- (b) IFL will raise a tax invoice for the sale. GST and TCS will be charged as applicable under the prevailing law.
- (c) Security Deposit: the EMD of the successful bidder, shall be retained by IFL as Security Deposit. It will be refunded without interest only after receipt of all certificates mentioned in Clause 8 and Clause 10. EMD of unsuccessful bidders will be refunded within 15 working days of award.

7. LIFTING OF ITEMS

- (a) The successful bidder shall be required to lift all items, and not selectively, from both designated places to their registered facility on "AS IS WHERE IS" basis within 5 (five) working days after realisation of the full amount.
- (b) In case the successful bidder deposits the full amount within the stipulated period but fails to lift the articles in the scheduled time, IFL shall not take responsibility for safe custody of the articles. Ground rent of Rs. 500/- per day may be charged for up to 7 days, after which the contract may be cancelled and the amount paid forfeited.
- (c) No damage shall be caused to the existing property of this Office or the building premises while removing the materials from the site. Any loss / damage to the property of this Office or any other offices in the premises, or injury or personal accident suffered by any person due to negligence or action of the successful bidder or its authorised worker / supervisor, will be borne by the successful bidder, and IFL shall be indemnified.
- (d) Goods / material will be removed under the supervision of designated person(s) of IFL, against a serial-number-wise handover list signed by both parties and a gate pass. Materials will have to be removed within the time stipulated in the acceptance letter. No extension of time will be given.
- (e) All charges, i.e., loading, unloading, packing, labour and transportation, incurred in the course of lifting items from the designated places shall be borne by the successful bidder. Transportation shall be done as per the E-Waste (Management) Rules, 2022.

8. SUBMISSION OF UNDERTAKING FOR DISPOSAL OF E-WASTE

The successful bidder shall submit an undertaking (Annexure IV) before lifting the material from the premises that the e-waste items out of defunct / obsolete / unserviceable computer hardware etc. will be stored / processed / disposed of as per the E-Waste (Management) Rules, 2022 and the Battery Waste Management Rules, 2022 (as amended). Within 30 days of lifting, the bidder shall submit to IFL the e-waste recycling / disposal certificate, the battery recycling certificate, weighbridge / weight records and, when filed, proof of the annual return on the CPCB EPR portal covering this material.

9. DATA SECURITY AND DESTRUCTION OF STORAGE MEDIA

- (a) IFL will remove or physically destroy hard disks / SSDs, reset devices, and wipe configurations and biometric data before handover, as per its IT Asset Management Policy.
- (b) The successful bidder shall treat all material as containing data until destroyed, and shall physically destroy (shred / crush / degauss) any residual storage media or data-bearing component found in the lot. No item shall be resold, refurbished or reused with storage media intact.

- (c) The bidder shall not access, copy, recover or disclose any data found on any device. Any such act will lead to forfeiture of the Security Deposit, blacklisting and legal action, including under the Information Technology Act, 2000 and the Digital Personal Data Protection Act, 2023.
- (d) The bidder shall submit a Certificate of Data Destruction (Annexure V), listing serial numbers, within 30 days of lifting. IFL may depute an officer to witness destruction at the bidder's facility.

10. OTHER TERMS AND CONDITIONS

- (a) In the event of failure of the successful bidder to pay or lift the items in the stipulated time frame, the EMD / amount paid shall be forfeited and legal action may also be initiated. Further, the bidder will be blacklisted for further business with IFL, and the contract will be awarded to the next highest bidder to lift the item(s) at the H-1 rate.
- (b) Failure to submit the certificates under Clause 8 and Clause 9 within 30 days of lifting will lead to forfeiture of the Security Deposit and may lead to blacklisting for [2] years.
- (c) The bidder must submit its rate strictly as per the financial bid proforma (Annexure III). Any conditional offer will be rejected. Any overwriting of / on the amount quoted will render the bid invalid. The rate quoted shall be final.
- (d) GST, TCS and any other tax / duty, if applicable, shall be borne by the bidder in addition to the quoted price.
- (e) Each page of the bid document should be signed by the bidder(s). Incomplete and unsigned bids are liable to be rejected.
- (f) Canvassing in any form will lead to disqualification of the bidder.
- (g) IFL reserves the right to accept or reject any or all bids, or cancel the process at any stage, without assigning or communicating any reason thereof.
- (h) In the event of the office remaining closed on the date of opening of the bids for any unforeseen reason, the quotations shall be received and opened on the next working day at the same time.
- (i) This RFQ shall be governed by the laws of India. Disputes, if any, shall be subject to the exclusive jurisdiction of courts at New Delhi.

Note: Notice for amendment, if any, shall be hosted on IFL website www.ifcifactors.com

Pre-Qualification Criteria

Sl. No.	Eligibility Criteria	Document Required
1	Company must be registered with appropriate authorities for all applicable statutory duties / taxes	– Company profile / factsheet showing office address, recycling plant address and contact person details (PAN, email, mobile) – Copy of PAN – Copy of GST registration certificate – Copy of MSME / NSIC registration related to e-waste activities (desirable) – Copy of ISO 14001 / ISO 27001 certification (desirable)
2	Registration for e-waste recycling / dismantling	– Valid registration under the E-Waste (Management) Rules, 2022 on CPCB EPR portal / SPCB / PCC – Valid Consent to Operate (Air & Water Acts) for the recycling facility – Registration validity date
3	Battery recycling	– Registration under the Battery Waste Management Rules, 2022, or tie-up agreement with a registered battery recycler along with its registration
4	Undertaking (on company letterhead)	– Inspection of IT scrap carried out at IFL Head Office, IFCI Tower and IFL Storage, Paschim Vihar – Company will not store the e-waste beyond the period permitted under the Rules – Annual return (e-filing) on CPCB EPR portal will be filed within the stipulated timeline and proof shared with IFL – Company shall comply with all statutory rules, acts and guidelines issued by the Central / State Government or appropriate authority regarding e-waste and data security
5	EMD details	– Amount, instrument / UTR no., bank name, issue date, payable at New Delhi
6	Contact details along with company name	– On company letterhead: company and contact person details, along with PAN of the authorised representative
7	Other	– All other compliances, as applicable

List of Items for Disposal**Defunct / Obsolete Computer Hardware and Peripherals (E-waste)**

Sl. No.	Description	Quantity (Nos.)	Location	Status
1	Laptop	67	[HO / PV]	Not Working
2	Desktop	23	[HO / PV]	Not Working
3	Printer	22	[HO / PV]	Not Working
4	UPS	19	[HO / PV]	Not Working
5	Monitor	16	[HO / PV]	Not Working
6	Network Device	7	[HO / PV]	Not Working
7	Scanner	5	[HO / PV]	Not Working
8	Hardware – Devices	4	[HO / PV]	Not Working
9	UPS Batteries	3	[HO / PV]	Not Working
10	Hard Disk	3	[HO / PV]	Not Working
11	Server	2	[HO / PV]	Not Working
12	iPad	2	[HO / PV]	Not Working
13	Fax Machine	2	[HO / PV]	Not Working
14	Firewall	1	[HO / PV]	Not Working
15	Biometric Device	1	[HO / PV]	Not Working
16	Memory	1	[HO / PV]	Not Working

HO = IFL Head Office, 7th Floor, IFCI Tower, 61 Nehru Place, New Delhi – 110019; PV = IFL Storage, Paschim Vihar, IFCI Colony, New Delhi.

Storage media (hard disks / SSDs) will be removed or destroyed by IFL before handover. Quantities are indicative; the lot is sold on "As is Where is, whatever there is" basis.

DECLARATION

(Company Letter Head)

I / We have fully understood the above Terms & Conditions of the Tender, which are returned herewith duly signed by me / us as a token of having accepted the same, and I / We have made our offer keeping in view these Terms & Conditions.

1. Inspection of IT scrap items was done by our representative on _____ (date) at _____ (location).
2. I / We will not raise any issue after lifting the IT scrap items.
3. I / We will lift the items only after payment and acceptance by IFL.
4. I / We will provide all certificates to IFL pertaining to e-waste and battery norms, and the Certificate of Data Destruction, within 30 days of lifting.
5. I / We will not access, copy, recover or disclose any data from any device, and will physically destroy all residual storage media.
6. Registration of our company is valid up to _____ (date).
7. We will send the proof of e-filing to IFL after filing the return within the stipulated guidelines or time frame of the Government of India.

We shall comply with all statutory rules, acts and guidelines issued by the Central / State Government or appropriate authority regarding e-waste management and data protection, and ensure compliance with all environmental laws or other applicable laws relating to e-waste management.

We further undertake to indemnify IFL if any notice is received by IFL for any default / action of our team / members, and to respond to the appropriate authority.

Signature of the Buyer

Full Name and Seal

Place & Date:

UNDERTAKING

(On the Letter Head)

I / We _____ do hereby solemnly affirm and declare that:

1. My / Our firm / company / business entity, or any of its partners / directors, is not blacklisted, debarred or suspended by any Government Department / PSU / Autonomous Organisation / Bank / Financial Institution, or prosecuted by any court of law.
2. No partner, director or employee of our firm is related to any officer of IFCI Factors Limited or IFCI Limited, and we have no conflict of interest in this tender.
3. If this undertaking is found false at any stage, IFL may reject our bid or cancel the award, forfeit the EMD / Security Deposit and blacklist us.

Dated:

Signature of Authorised Signatory

(Name of the person)

Seal of the Enterprise / Firm / Agency

SEALED TENDER**COMMERCIAL BID FOR THE SALE OF SCRAP MATERIALS**

(In Firm's / Company's / Buyer's Letter Head)

From (Company / Firm / Buyer Address):

To

Mr. Naveen Kumar, AVP – IT
 IFCI Factors Limited, IFCI Tower,
 61, Nehru Place, 7th Floor
 New Delhi – 110019

With reference to the above Tender Notice (Ref: IFL/HO/IT/Sale of IT Scrap/2026-27/01 dated [_.10.2026]), I / We (Name and Address of the Firm / Bidder) offer our rate / price for the entire lot of 178 items listed in Annexure I(a), on "As is Where is, Whatever there is" basis, as mentioned below:

Price Bid Table

Particulars	(in Figures) Rs.	(in Words) Rupees
Price Offered for the entire lot (excluding GST)		
GST and TCS (as applicable)		
Total Price Offered including taxes		

Note: Evaluation shall be on the Price Offered excluding GST. This offer is unconditional and valid for 60 days from the last date of submission of bids.

Place:

Dated:

Signature of the Bidder with Seal of the Firm / Company

**UNDERTAKING FOR DISPOSAL OF E-WASTE AND OBTAINING COMPLIANCE
CERTIFICATES**

(including proof of Annual Return (e-filing) related to E-waste from bidder)

IFCI Factors Limited,
IFCI Tower, 61 Nehru Place, 7th Floor,
New Delhi – 110019

Re: Sale of IT Scrap (Tender Notice No. IFL/HO/IT/Sale of IT Scrap/2026-27/01)

Please refer to the bidding process related to quotations for E-waste (IT Scrap Items) and the Letter of Award No. _____ dated _____ issued to me / us by IFCI Factors Limited. In pursuance thereof, I / We hereby undertake that:

1. The e-waste items will be transported to, stored at and processed / disposed of only at our registered facility at _____, as per the E-Waste (Management) Rules, 2022 and the Battery Waste Management Rules, 2022 (as amended).
2. UPS batteries will be handed over to registered battery recycler _____ (Registration No. _____).
3. Within 30 days of lifting, we will submit the e-waste recycling / disposal certificate, the battery recycling certificate, weighbridge / weight records and the Certificate of Data Destruction (Annexure V).
4. We will submit proof of the Annual Return (e-filing) on the CPCB EPR portal covering this material, as early as possible after filing.
5. We will indemnify IFL against any notice, penalty or claim arising from our non-compliance.

SIGNED by the above-named

NAME: _____

(Signature by Representative of Bidder)

In the presence of:

1. _____ New Delhi

2. _____ New Delhi

CERTIFICATE OF DATA DESTRUCTION

(On the Letter Head)

This is to certify that the storage media and data-bearing components received from IFCI Factors Limited under Tender Notice No. IFL/HO/IT/Sale of IT Scrap/2026-27/01 and Letter of Award No. _____ dated _____ have been physically destroyed at our facility at _____ on _____, by the method stated below. No data has been accessed, copied, recovered or disclosed.

Sl. No.	Device Type	Make / Model	Device Serial No.	Media Serial No.	Method (Shred / Crush / Degauss)	Date
1						
2						
3						

Destruction carried out by: Name / Designation / Signature

Witnessed by (IFL officer, if deputed): Name / Designation / Signature

Signature and Seal of Authorised Signatory

Date: