



सत्यमेव जयते

ZOOLOGICAL SURVEY OF INDIA

Ministry of Environment, Forest and Climate Change
Government of India

STANDARD OPERATING PROCEDURE

DISPOSAL OF SURPLUS
AND OBSOLETE ITEMS





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FOREWORD

The Zoological Survey of India has brought out a Standard Operating Procedure (SOP) for the disposal of surplus and obsolete items. This SOP has been prepared to serve as guidelines and procedures for identifying and handling scrap and e-waste, as well as their proper disposal. The document outlines the policies and procedures to be adhered to by the Zoological Survey of India for the identification, handling, and disposal of scrap and e-waste.

The SOP for the disposal of scrap and e-waste at the Zoological Survey of India is guided by a set of clear and strategic objectives. This policy is aimed at achieving the department's goals and offers numerous benefits, including efficient space utilization, adoption of new technology, revenue generation, streamlined operations, safety, and regulatory compliance. These benefits are not just goals but tangible outcomes that will have a positive impact on our operations and the environment. The SOP is designed to establish an effective and consistent system for identifying all items, materials, and assets that are no longer required by the organization and for their transparent and systematic disposal in compliance with applicable statutory regulations.

This publication of the Standard Operating Procedure is a commendable effort in this direction. I am confident that this SOP will be extremely useful for disposing of obsolete items, enhancing transparency and predictability in procedures, and contributing to an improved ease of doing business.

Dr. Dhriti Banerjee

Director
Zoological Survey of India

PREFACE

Disposing of surplus and obsolete items is one of the department's essential activities. The Government of India has launched a Special Campaign to monitor and dispose of obsolete items in a timely manner. Timely disposal can save space and minimize inventory carrying costs. Delayed disposal of scrap/e-waste was a perpetual problem. There is a need to put into place a structured system to monitor the management of obsolete items so that the effort is sustained. ZSI has brought out the Standard Operating Procedure for the disposal of Surplus and obsolete items to streamline the disposal process. This SOP will be very useful when disposing of obsolete items at ZSI HQ and the Regional Centre of Zoological Survey of India.

Laws governing the management of electronic waste have been implemented in India. The Ministry of Environment, Forest and Climate Change has notified the E-Waste (Management and Handling) Rules, 2016 and Hazardous and Other Wastes (Management and Transboundary Movement) Rules, 2016 to provide a legal framework for the scientific management of e-Waste and Hazardous items. Each manufacturer, producer, consumer, bulk consumer, refurbisher, dismantler, and recycler must adhere to the applicable regulations.

This SOP is designed to provide an effective and uniform system for identifying idle assets and materials that are no longer useful to the organization. It outlines transparent and systematic modes of disposal, ensuring compliance with applicable statutory regulations. By recovering maximum salvage value, the SOP helps optimize our limited storage area and maintain adequate space, underscoring the importance of efficient asset management. In accordance with the relevant guidelines outlined in the General Financial Rules, 2017 and Manual for purchase of Goods 2017, the Standard Operating Procedure (SOP) for disposing of surplus and obsolete items has been developed.

I would like to commend all the officials involved in framing this SOP and also take this opportunity to thank the MoECC for the support and guidance in bringing out this manual. I want to acknowledge the efforts of MSTC, Kolkata officers to prepare this SOP. I thank Shri Surya Kant, General Manager (CC/CP/OL) of MSTC Kolkata, for motivating and drafting this SOP. I would also like to thank Shri Vikas Kumar Jaiswal, DGM (CC/CP) of MSTC, for providing useful information and dedicated efforts while drafting this SOP.

Umesh Kumar Singh



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Abbreviations and Acronyms

BER	Beyond Economical Repair
BSTC	Buyer Specific Terms and Conditions
BSV	Balance Sale Value
CPCB	Central Pollution Control Board
CPSE	Central Public Sector Enterprise
CVC	Central Vigilance Commission
eASP	E-Auction Service Provider
e-Auction	Electronic Auction
EIVs	End of Life Vehicles
EMD	Earnest Money Deposit
e-Waste	Electronic Waste
GCS	General Conditions of Sale
GFR	General Financial Rules, 2017
GTC	General Terms and Conditions
ISO	International Organization for Standardization
KYC	Know Your Customer
MoEFCC	Ministry of Environment Forest and Climate Change
MSTC	Metal Scrap Trade Corporation
NEFT	National Electronic Funds Transfer
NIT	Notice Inviting Tender
PSU	Public Sector Undertaking
RTGS	Real Time Gross Settlement
SBD	Standard Bidding Document
SD	Security Deposit
SOP	Standard Operating Procedure
STA	Subject to Approval
STC	Special Terms and Conditions
TCS	Tax Collected at Source
UoM	Unit of Measurement
ZSI	Zoological Survey of India

Standard Operating Procedure for Disposal of Surplus and Obsolete Items

1. Introduction

Disposal of surplus and obsolete equipment is one of the important inventory functions. Besides trimming inventory levels and minimizing inventory carrying costs, timely disposal can also recover significant portion of the capital invested on the inventory. It also releases much needed storage space for storing active inventory. In order to have proper control on the inventory and assets, it is essential that an effective system should be in place to identify all those assets and materials which have been condemned, obsolete and surplus to the requirement. Accordingly, it is imperative that systematic actions should be initiated for disposal of condemned and obsolete materials so as to recover maximum salvage value from such assets and materials which would otherwise have been lost. This is also required to make best use of the limited storage area available. These accumulates, in every organisation, a large quantity of material which is neither usable for the purpose for which it was originally procured nor of any other operational value. Such material is generally called "scrap" and should be distinguished from other stores and component parts which can be utilised after repair or renovation.

2. Scope

The Standard Operating Procedure describes the guidelines and procedures to be followed by HQ and Regional Centre of Zoological Survey of India towards identification, handling and disposal of scrap and e-wastes. The SOP can also be used by the similar type of other organization of Government of India.

3. Objectives

The objectives of this Standard Operating Procedure (SOP) is to streamline the procedure for disposal of scrap and educate each other on the issue of disposal of items so that inventory carrying cost may reduce.

The Standard Operating Procedure (SOP) of the Zoological Survey of India for disposal of surplus and obsolete items is guided by a set of clear and strategic objectives. This policy has been established to achieve the following goals.

- (a) Efficient Space Utilization:** One of the primary objectives of the SOP is to optimize the utilization of available space. Disposing obsolete materials and creates space for new equipment and technologies, optimizing the utilization of available resources.
- (b) Adoption of New Technology:** The SOP serves as a catalyst for the adoption of new and innovative technologies. By systematically phasing out outdated equipment and materials, the organization can pave the way for the integration of state-of-the-art technologies that align with industry advancements. This objective ensures that Zoological Survey of India remains at the forefront of technological progress, enhancing operational efficiency, reliability, and safety.
- (c) Revenue Generation:** Another key objective of the SOP is to generate revenue through the systematic disposal of materials and equipment. Condemned items have reached to the end of useful life or are no longer required by the organization, these items can be disposed and the revenue generated from these disposals can be deposited into Government of India's account.
- (d) Streamlined Operations and Safety:** Effective scrap management leads to streamlined operations and improved safety within ZSI's facilities. Obsolete or unused materials can pose safety risks, and their removal reduces such hazards. Additionally, a well-organized

and clutter-free workspace promotes operational efficiency and contributes to a safer working environment for employees.

- (e) **Regulatory Compliance:** The Standard Operating Procedure for disposal of surplus and obsolete items aims to ensure compliance with relevant regulations and standards governing waste management and disposal. The SOP is driven by a comprehensive set of objectives designed to enhance space utilization, foster technological innovation, generate revenue, uphold environmental responsibility, streamline operations, and ensure compliance.

4. Definitions

Unless otherwise stated, the following terms means as defined hereunder:

- (a) **Scrap:** Scrap refers to any item which is no longer required by an organization, however it still has some value in terms of its material content. Scrap arises due to breakdown of assembly to its basic materials, cut pieces or remains of material arising during manufacturing, surplus stores, obsolete equipment, beyond economic repair items (BER), Salvage, Condemned or End-of-Life Vehicles (ELVs), debris arising out of demolition works, e-waste, Hazardous waste etc.
- (b) **Surplus Stores:** Surplus stores are those which cannot be utilized against present or anticipated future requirements these include inactive stores and obsolete equipment or expired items.
- (c) **Obsolete Equipment:** The obsolete Equipment are those which are no longer required by the organization. Obsolete items are ones that are no longer needed by the organization. Obsolete equipment is mostly the result of technological inefficiency in carrying out its requirements and intended role, as well as a lack of justification for its continued usage in the organization. Its required role has vanished, and it serves no purpose in any other role. It has clearly been replaced by better equipment.
- (d) **Salvage:** Salvage refers to equipment that has been deemed beyond economic repair and unfit for continuing use in the organization.
- (e) **Ferrous / Non-ferrous Scrap:** Scrap refers to ferrous waste that can be remelted into iron and steel goods. Metal waste other than Ferrous waste such as Aluminium, copper, brass, tin etc are referred as non-ferrous waste.
- (f) **Obsolescent Equipment:** An Equipment or Store will be declared obsolescent when no further provisions of that item will be made because:
- (i) technological change / advancement for better quality and performance,
 - (ii) modification in the system,
 - (iii) non-availability in the market, due to change of product design, or
 - (iv) expiry of life cycle.
- (g) **Unserviceable items:** Items which are not in working condition, outlived its normal span of life and Beyond Economical Repair.
- (h) **E-Waste:** e-waste means waste of electrical and electronic equipment either whole or in part which are intended to be discarded. E-Waste can be disposed as per the E-Waste (Management and Handling) Rules, 2016.
- (i) **Hazardous Waste:** Hazardous waste means any waste which by reason of its characteristics is reactive, toxic, inflammable or corrosive and causes danger or is likely to cause danger to health or environment, whether alone or in contact with other wastes

or substances. [Ref:Hazardous and Other Wastes (Management and Transboundary Movement) Rules, 2016.]

- (j) **Lot:** A Lot is described as a list of material in which the quantity of scrap items, unit of measurement(UoM) and its location is mentioned for auction purposes. Lots are formed as per the convenience of seller as per the quantity, UoM, geographic location, nature of scrap, ease of transportation & Lifting period etc.

5. Classification and Categorisation

It is very important to categorise the scrapped items under different trade groups based on the use to which the scrap purchaser can put it for commercial use. These items can be categories as Scrap Wooden, Metallic, E-Waste etc. Computer, Printer, Scanner, Key Board, Photocopier, Air Conditioner, Electric & Electronic items etc comes under the preview of e-Waste. Properly grouped and sorted scrap is likely to attract better value and help in keeping historical data of prices and facilitates fixing of reserve prices.

6. Legal Aspects of Disposal

Sale of hazardous waste items would be governed by the following procedures in addition to guidelines/notifications issued by the Central Pollution Control Board (CPCB)/Ministry of Environment, Forest and Climate Change (MoEFCC) from time to time:

- (a) Sale of old batteries/lead acid batteries will be governed by the Batteries (Management & Handling) Rules, 2001 or as amended from time to time;
- (b) Sale of other categories of hazardous waste items will be governed by the Hazardous and Other Wastes (Management and Transboundary Movement) Rules, 2016 or as amended from time to time;

- (c) Sale of e-waste shall be governed by E-Waste (Management) Rules, 2016 or as amended from time to time. List of e-waste of electrical and electronic equipment as per schedule 1 of the e-waste (management and handling) rules 2016 are annexed as Annexure-1.

7. Contractual Legal Aspects of Auction Sale of Scrap

A catalogue is created for each auction, detailing the schedule of lots, along with the General and Special Terms and Conditions of Sale (GTC and STC). In contractual terms, the publication of an auction catalogue for scrap sales serves a similar role to that of a Notice Inviting Tender (NIT) or Standard Bidding Document (SBD) in procurement tenders, forming the basis for bids by purchasers. In e-auctions, the General Terms and Conditions of Sale and the Special Terms and Conditions of Sale are accessible on the website, along with within the lot description. For tenders or physical auctions, these details are provided in printed catalogues. In the auction process, bidders outbid the existing highest bid. The highest bid over and above the reserve price becomes the winning bid. Upon conclusion, a bid sheet is automatically generated by the system. The successful bidder has to submit an earnest money deposit (EMD) for the winning lot. On receipt of the EMD, a Sale Order is issued which is digitally signed. On receipt of the Full/Balance amount from the successful bidder digitally signed Delivery Order is issued.

8. Legal Status of E-Auction

The e-Auction Service Provider (eASP) acts as the agent of the seller through a standing contract between the two parties. The eASP is responsible for registering buyers and allowing them to participate in auctions hosted on its portal. Buyers are registered after their KYC verification and acceptance of the uniform General Terms and Conditions (GTC) and Buyer Specific Terms and Conditions (BSTC). For each sale, the

eASP earns a commission from the seller as agreed upon in the contract. After the auction, the eASP collects payment from the successful buyer, deducts its commission, and then forwards the remaining amount to the seller.

The e-auction sale is governed by the GTC, BSTC, and Special Terms & Conditions (STC). In case of any conflict between these conditions, the provisions outlined in the STC will take precedence. Typically, successful buyers make all payments to the eASP, which subsequently transfers the funds to the seller. However, if the seller prefers, they may collect the payment directly from the buyer. In such cases, the seller must instruct the buyer to deposit the eASP's commission and inform the eASP of the payment details. This enables the eASP to issue the Sale Order or Delivery Order as required.

9. Action by User Section

The Officer in Charge of the Section is responsible for ensuring that any item being considered as scrap or obsolete has completed its expected useful life and is no longer required in the department. A Beyond Economical Repair certificate to this effect shall be obtained from the OEM or its authorized service center or agency/company in case of machinery or plant. When returning an item, the User Section must provide the date of purchase or receipt of the equipment/item. Additionally, the User Section must indicate whether the equipment has any hazardous characteristics when submitting it for disposal. If the item is free of hazards, it must be clearly mentioned that it can be disposed of in the normal manner. The Officer in Charge must also maintain records of any e-waste generated in the section and ensure its proper return for disposal when no longer needed. The form for returning items to the Stores Section for disposal is provided in Annexure-III.

10. Action by Regional Centre

Officer in Charge (O/C) / of the Regional Centre is to ensure that item to be considered as scrap / obsolete has completed its expected useful life period and no longer required to be used in the department. Regional Centre has to ensure the compliance of E- Waste (Management and Handling) Rules, 2016 and Hazardous and Other Wastes (Management and Transboundary Movement) Rules, 2016 before disposal.

11. Points to be Observed While Identification of Scrap & Waste

While making identification of scrap and waste, the following points to be observed:

- (a) Whether the item to be considered as scrap / waste has completed its expected useful life;
- (b) Whether the item considered to be as scrap / waste has become Obsolete / redundant;
- (c) Whether the spares of assembly / sub-assembly are not available in the market;
- (d) Whether the item has a limited shelf life and exists in surplus quantities;
- (e) Whether items considered to be scrap / waste have become unserviceable or Beyond Economic Repairs;

12. Stages of Disposal

The steps in disposal are as follows:

- (a) Identification of disposable items – surplus, obsolete, unserviceable or scrap
- (b) Categorization of item– Scrap, Wooden, Metallic, E-Waste etc. Computer, Printer, Scanner, Key Board, Photocopier, Air Conditioner, Electric & Electronic items etc comes under the category of e-Waste.

- (c) Constitution of Auction Committee
- (d) Formulation of Lot and Inspection
- (e) Deciding mode of disposal
- (f) Fixation of Reserve Price
- (g) Approval of the Competent Authority
- (h) Evaluation of the offers
- (i) Removal of the disposed items
- (j) Accounting Entries

13. Constitution of Auction Committee

The competent authority may at his discretion, constitute an Auction Committee to declare item as surplus or obsolete or unserviceable. Committee will inspect the materials proposed to be declared as Surplus, Obsolete and Unserviceable by the user section and decide whether the stores are surplus or obsolete or unserviceable as the case may be. Committee will decide the mode of disposal. Committee will fix the reserve price for disposal of items and also arrange to ensure the lifted items are as per the disposal list. Format for Reserve Price is annexed as Annexure-V.

14. Declaration of Surplus / Obsolete / Beyond Economical Repair

An Item/ may be declared Surplus / Obsolete / Beyond Economical Repair if the same is of no use to the Department. The reason for declaring the item surplus or obsolete or unserviceable should be recorded by the authority competent to purchase the item. A report of stores for disposal shall be prepared in Form GFR-10 annexed as Annexure-II.

15. Fixation of Reserve Price

Scrap recommended for disposal should be segregated from other materials into an identifiable lot. It should be marked as such with a board, indicating the lot number and brief description. Valuable scrap such as

non-ferrous metals should be secured in lockable room. Lots of surplus stores will be formulated and will be kept separately. Item declared as condemned be counting and measuring in number as well as weight. Photographs of lot to be taken and will be kept in the file for record purpose. The Reserve Price will be fixed by the Auction Committee. Competent Authority to declare and dispose off Scrap Material may be laid down in the SoPP, based on the 'Book Value' or 5% (five percent) of the Original/ Market Value of new goods, if Book value is either not available or has become negligible. The committee will assess the physical condition of stores and recommend reserve price taking into consideration among other things criteria's as below:

- (a) Condition of stores
- (b) Year of manufacture
- (c) Book value of stores where applicable
- (d) Utility of stores

The Reserve Price is to be kept in sealed condition in Tender Box and handed over to Auction Committee for accepting the highest bids at the time of auction / tender.

16. Determining Reserve Price

In any mode of disposal, material should not be sold at rates per lot but bids should be registered by rate per unit (number and weight) so that a complete check on the quantity delivered can be exercised, at any time. The Auction Committee may determine the reserve price with the approval of Competent Authority. In case of large value disposals a Reserve Price Committee may be appointed to recommend the reserve price. The use of external costing experts, price databases, price indices and data sharing may be done in the same manner as relating to the reasonableness for procurement prices. Large newspapers and economic dailies have dedicated sections dealing with rates in the scrap market. The reserve price should be recorded on a page numbered

in advance of the date of disposal. This envelope should be sealed immediately after the reserve prices of all lots are recorded and kept in safe custody. The sealed register should be opened just before the e-auction creation/tender opening. Some methods for determining reserve prices are:

- (a) Book value with depreciation. In case the Book value is not available or has become insignificant, the reserve price may be based on 5% of the Original or Market cost of the new item;
- (b) Last sale price moderated by quantity, quality, location, market condition, price trend of various metals, and so on;
- (c) Prevailing market price ascertained through a market survey; and
- (d) Costing analysis based on costs of various elements of the item (discounted for melting losses) labour charges and transportation cost, etc.
- (e) In cases where the reserve price cannot be fixed as per the laid down procedure an Insurance Regulatory and Development Authority (IRDA) approved valuer may be engaged for valuation of such material and the Reserve Price Committee will take into account the valuation given by the valuer while recommending the reserve price.

17. Modes of Disposal

The auction committee will recommend the mode of disposal and competent authority will approve keeping in view the necessity to avoid accumulation of such goods, consequent blockage of space and also deterioration in value of goods to be disposed of. The usual modes of disposal of scrap are:

- (a) Small value scrap such as waste paper or industrial sweepings, and so on, up to a value of Rs. 5,000 (Rupees Five thousand) in each case may be sold

directly to the local scrap dealers on a summary quotation basis; and

- (b) Dispose through the e-auction portal. e-Auction should be the preferred mode for such disposals, using the e-Auction platforms of MSTC. If situation warrants to resort to off-line tender, reason for the same shall be recorded in writing.

18. Conditions of Disposal Applicable to all Modes of Disposal

(a) 'As-Is-Where-Is' basis:

Notwithstanding anything contained in the e-auction or advertisement issued on the description and particulars of material for sale, the sale is on 'as-is-where-is' basis only and the principle of caveat emptor (let the buyer be aware) will apply. As is where is means that the description/quality/quantity indicated are approximate and the seller does not give any assurance or guarantee that the material will strictly adhere to the advertisement or e-auction. All items shall be taken delivery of from the site by the successful bidders, with its faults and errors in description, if any. Neither can the sale be invalidated nor the bidder make any claim/compensation, whatsoever, on account of any defect in description or deficiency in the quantity and quality. No plea of misunderstanding or ignorance of conditions put forth subsequent to a confirmation of sale shall be accepted.

- (b) **Inspection by Bidders:** In view of the 'as-is-where-is' condition, bidders are advised to quote rates only after inspection of items at the site. The bidder or his authorized representative may inspect the materials as per the inspection schedule mentioned in the auction details, between 11 am to 4 pm (excluding lunch hours) on any working day at the location specified against each lot with the prior permission from the contact person, as given in the

auction details. The detailed description of all lots, including the list of spare parts, if any, is available at the site.

(c) Right to Reject all Bids: The seller reserves the right to accept/reject and cancel any bid, amend the quantity under any lot or withdraw any lot at any stage before or after acceptance of bid/issue of acceptance letter/sale order/delivery order/deposit of the full sale value by the bidder, without assigning any reason thereof and the value of such material, if paid for, shall be refundable. The seller shall not be responsible for damage/loss to bidders on account of such withdrawal at any stage from the sale.

(d) Earnest Money Deposit (EMD): Earnest Money Deposit (EMD) is payable within seven calendar days from the date of closing of the e-auction (excluding the date of closing) by the successful bidder. EMD is equivalent to 25 per cent of material value of the accepted lots in the forms of a RTGS/NEFT/Online Payment in favour of the authority mentioned in the auction catalogue. On receipt of the EMD by eASP, an acceptance letter/sale order will be issued for sold lots. In case of failure to pay the EMD in time, the login of the party will be deactivated in addition to other actions as deemed fit and the offer will stand withdrawn.

(e) Payment of Balance Sale Value (BSV): In case of sold/accepted lots, the balance payment has to be made within 15 (fifteen) calendar days from the date of the acceptance letter/sale order (excluding the date of issue of the acceptance letter/sale order), by way of a RTGS/NEFT/Online Payment as per the following manner:

(i) Commission percentage as per STC/ GTC/ BSTC to be paid in favour of eASP, by way of RTGS/ NEFT/Online Payment;

(ii) The balance amount (after deducting the EMD and amount payable to eASP) plus applicable GST/duties, income tax and other charges if any must be paid in favour of authority mentioned in auction catalogue;

(iii) In case of delay, a late payment charge @ one per cent per week or part thereof on the sale value (excluding statutory charges) will be charged up to two weeks only and thereafter the EMD will stand forfeited without any notice; and

(iv) Tax Collected at Source (TCS) at the applicable percentage (presently @ one per cent) of the gross value (material value + excise duty + VAT + any other applicable taxes/duties/cess, etc.) may be deducted by the purchaser and a TDS certificate may be given. A surcharge of 10% (ten percent) on TCS and a further Education cess of 3% (three percent) is leviable on the TCS+ Surcharge. The statutory charges may vary from time to time as per Notifications issued by the statutory authority.

19. Disposal through tender

Disposal through tender could take place through the e-procurement portal or normal tendering. In the bidding documents, General Conditions of Sale (GCS, in place of GCC in procurement tenders) may be laid out. The broad steps to be adopted for this purpose are:

- (a) Preparation of bidding documents;
- (b) Invitation of tender for the surplus goods to be sold;
- (c) Opening of bids;
- (d) Analysis and evaluation of bids received;
- (e) Selection of the highest responsive bidder;

- (f) Collection of sale value from the selected bidder;
- (g) Issue of sale release order to the selected bidder;
- (h) Release of the sold surplus goods to the selected bidder; and
- (i) Return of bid security to the unsuccessful bidders.
- (j) Any special conditions of contract for each lot may also be given.
- (e) The bid of the highest acceptable responsive bidder should be accepted and an acceptance/sale order be issued.
- (f) In case the selected bidder does not show interest in depositing the balance sale value or in lifting the goods, the bid security should be forfeited and other actions initiated including resale of the goods in question at the risk and cost of the defaulter;
- (g) If the tenderer's offer is not accepted, the tenderer's EMD shall be refunded to him. No interest shall be payable on such refunds. The EMD deposited by the successful tenderer shall remain with the disposing Department till payment of the SD money has been made. It may be adjusted as part of the total SD money at the discretion of disposing Department;

20. Important Aspects to be Kept in View While Disposing the Goods Through Tender

- (a) The basic principle for sale of such goods through an advertised tender is ensuring transparency, competition, fairness and elimination of discretion. Wide publicity should be ensured of the sale plan and the goods to be sold;
- (b) All required terms and conditions of sale are to be incorporated in the bidding document comprehensively in plain and simple language. The applicability of taxes, as relevant, should be clearly stated in the document. The bidding document should also indicate the location and present condition of the goods to be sold so that the bidders can inspect the goods before bidding;
- (c) Bidders should be asked to furnish bid security (EMD) along with their bids. The amount of bid security should ordinarily be as per GFR 2017. The exact bid security amount should be indicated in the bidding document. The EMD shall be forfeited if the tenderer unilaterally withdraws, amends, impairs or derogates from his offer in any respect within the period of validity of his offer;
- (d) Late bids, that is, bids received after the specified date and time of receipt should not to be considered;
- (h) The offer should be examined by the competent level of Tender Committee and Auction Committee recommendations should be accepted by the Competent Authority;
- (i) The acceptance letter/sale order would be issued to the successful bidder(s) notifying the amounts and schedule of submission of SD and Balance Sale Value (BSV);
- (j) Successful tenderers, herein after referred to as purchasers, shall have to submit a SD @ 25 (twenty-five) per cent of the total sale value of the contract within seven calendar days of the issue of the acceptance letter/sale order (excluding the date of issue). The SD shall be deposited in the form of bank draft/pay order, drawn on any of the commercial bank in favour of officer concerned as mentioned in the NIT;
- (k) BSV: The successful bidder in an e-auction or tender sale may be allowed 15 (fifteen) calendar days (including the date of acceptance letter/sale order) for payment of BSV.

- (l) Delivery Order: Delivery Order is an essential document required to be produced to take delivery of the material from the custodian and therefore after depositing BSV, the Delivery Order should be issued and the delivery should be made to purchaser or his agent on the strength of the Delivery Order and after verifying cashier's receipt.

21. Disposal Through E-Auction

The basic principles to be followed here are similar to those applicable for disposal through the tender so as to ensure transparency, competition, fairness and elimination of discretion. The auction plan including details of the goods to be auctioned and their location, applicable terms and conditions of the sale, and so on, should be given wide publicity in the same manner as is done in case of the tender.

22. Reasons for Disposing Items Through MSTC

Lots comprising hazardous waste, batteries, etc. shall be disposed keeping in view the extend guidelines of Ministry of Environment Forest and Climate Change (MoEFCC). Prospective bidders of such lots of hazardous waste/scrap batteries/e-waste should have registration. MSTC Limited, a Mini Ratna Category-I CPSE, under the administrative control of Ministry of Steel, Government of India, has emerged as the leading e-commerce service provider in the country. With more than 20 years of experience, it has developed the most diversified e-commerce portfolio. MSTC has ensured transparency, fairness and equal opportunity in online bidding processes through various types of e-commerce modules. It has more than 2,50,000 registered buyers and has conducted more than 4,25,000 events of different types. The large buyer base enhances the competition leading to fair price discovery and thereby maximizes Government revenues and stakeholders satisfaction. Difficulties are generally being faced in conducting

auctions for disposal of scrap condemned obsolete items in the Regional Centre as well as HQ under usual procedure, or using e-procurement portal. During the year 2015, Zoological Survey of India has approached MSTC towards outsourcing of the service of conducting auction and ancillary services through engagement of MSTC Limited, a Govt. of India Enterprise (Mini Ratna Category-I PSU of GoI with ISO 9001: 2015 accreditation), having proven track record in facilitating better disposal and obtaining higher rates for such scrap materials lying unused. Disposal through MSTC will compliance the General financial Rules 2017 and CVC guidelines on e-Auction.

23. Disposal Through MSTC

Disposal of surplus stores shall be carried out by e-Auction through MSTC. Department will process scrap/surplus/obsolete/auction reports of declared condemned items directly with office of MSTC, located in the states.

The e-auction will be held at the schedule date and time online and can be seen by Department with the help of userid, PASSWORD.

It is mandatory for the Principal to post the Reserve Price of all the lots on the website (through own password) at least two working days before the starting date of e-Auction., otherwise the e-Auction will not be activated for those lots for which reserve Price has not been posted. Highest Bidder prices will be compared with the Reserve Price. If offered prices are above the Reserve Price, system will automatically approve the process. If offered prices are below the Reserve Price, but within the Subject to Approval (STA) it may be referred to competent authority for accepting or rejecting the bids, if approved the lots is declared as accepted otherwise the lots is declared as rejected. The rejected lots can be send to the e-ASP for re-auction after reviewing the Reserve Price. On closing of e-Auction, Automatic Sale intimation letter will be issued to the H1 Bidders by email.

Once the bidding begins, the highest bid (H1 bid) at any given time will be displayed on the screen without revealing the name of the H1 bidder. After the e-auction closes, the H1 bidder must submit the Earnest Money Deposit (EMD) or security deposit within seven days from the issuance of Sale Intimation Letter. Upon receiving the EMD, the remaining balance must be paid within 15 calendar days from the issuance date of the acceptance letter or sale order (excluding the issuance date itself). M/s MSTC will then issue a delivery order to the successful bidder, after which the department will release the items to the buyer in the presence of the Auction Committee.

24. Delivery Order

The e-Auction Service Provider (eASP) issues a digitally signed Delivery Order to the successful buyer with a copy to the Seller, authorizing the buyer to lift the material and also authorising the Seller/ Stores Department to release the materials after receiving the requisite material value. The purchaser must present this delivery order to the seller to proceed with the material collection. The delivery order remains valid for 60 days from the date of the e-auction and should include the following details:

- i) Name of the Buyer
- ii) Lot Number and Description of the Material
- iii) Quantity to be Delivered
- iv) Date of the e-Auction
- v) Validity Period of the Delivery Order

This ensures a smooth and authorized transfer of goods from the seller to the buyer.

The delivery of the stores will be given to the highest bidder or his authorized representative only after the full payment is received. On production of the receipt, the Auction Committee will physically hand over the item(s) sold to the party and issue the

Gate Pass enabling the purchaser to take out the items sold. The details of the items sold to him should be available with the out gate pass in order to facilitate security check etc

25. Witnessing Delivery & Issuance of Gate Pass

All materials will be collected by the auctioneer in the presence of auction committee. Auction Committee will supervise the auction items and give recommendation for issuance of Gate Pass. Also security personnel is to be present and witness the lifting of materials. A Printed Gate Pass book (non-returnable) will be maintained and prepared in 03 copies. Copies of Gate pass will be in different color for identification. Original copy of Gate Pass (first copy) will be handed over to carrier, Duplicate copy of Gate Pass (second copy) will be issued to Security Gate and Triplicate copy of Gate pass will be retained in the book. Format for Gate Pass is annexed as Annexure VI.

26. Conclusion of Delivery

The seller's responsibility ends after the consignment has been loaded and handed over to the representative of the purchasers. The seller will be no party to any dispute that may arise after the loading has been completed.

27. Accounting Entries

Immediately after issuance of Gate Pass, these items will be marked in red ink in Central Register as disposed vide delivery order No / E-Auction No and suitable entries are to be made in the Disposal Register. Disposal Register is to be maintained as per Annexure-IV.

28. Overriding Clauses

Any amendment in the applicable statutory laws / rules related to E-waste (Management) Rules 2016, Batteries (Management and Handling) Rules, 2001, Hazardous Waste (Management and Handling) Rules etc and any applicable

circulars, guidelines, notifications published from Ministry of Environment Forest and Climate Change (MoEFCC) time to time & other government/statutory authorities shall strictly be complied with from the date of commencement of such amendment/publication and provision of this Standard Operating Procedure on that effect shall be deemed as amended from the date of coming into effect of such amendment/publication.

29. Removal of Difficulties

The provisions contained in this SOP are in conformity with other Government of India manuals like the General Financial Rules 2017, Manual for Procurement of Goods 2017, as also other instructions issued by the Government of India and the Central Vigilance Commission from time to time. If any instance of variance between the provisions of this SOP and other Government of India Manuals comes to notice, the matter should be immediately

referred to the Zoological Survey of India HQ Kolkata for clarification. Where any instance of variance between the provisions of this SOP and other Government of India Manuals comes to notice or a doubt arises as to the interpretation of any provision of this SOP, the matter should be referred through proper channel to the Zoological survey of India HQ Kolkata.

30. Conclusion

The disposal of surplus and obsolete stores is an important activity and needs the utmost care and professional competence. It is emphasized that great care and cause must be exercised at all times when initiating and executing the disposal of condemned stores.

Process Flow Chart



Annexures _____

Annexure-I

LIST OF E-WASTE ELECTRICAL AND ELECTRONIC EQUIPMENT AS PER SCHEDULE I OF THE
E- WASTE (MANAGEMENT AND HANDLING) RULES, 2016

Sl. No.	Categories of electrical & electronic Equipment	Electronic equipment code
1	Information technology and telecommunication equipment:	
	Centralized data Processing: Mainframes, Mini Computers	ITEW1
	Personal Computing: Personal Computers (Central Processing Unit with Input and output Devices)	ITEW2
	Personal Computing: Laptop Computers (Central Processing Unit with Input and output Devices)	ITEW3
	Personal Computing: Notebook Computers	ITEW4
	Personal Computing: Notepad Computers	ITEW5
	Printers including Cartridges	ITEW6
	Copying Equipment	ITEW7
	Electrical & electronic typewriters	ITEW8
	Used terminals & systems	ITEW9
	Facsimile	ITEW10
	Telex	ITEW11
	Telephones	ITEW12
	Pay telephones	ITEW13
	Cordless telephones	ITEW14
	Cellular telephones	ITEW15
	Answering systems	ITEW16
2	Consumer electrical and electronics:	
	Television Set (including Sets based on (Liquid Crystal Display & Light Emitting Diode Technology)	CEEW1
	Refrigerator	CEEW2
	Washing machine	CEEW3
	Air Conditioners excluding centralized air conditioning plant	CEEW4
	Florescent and other Mercury containing lamps	CEEW5

Annexure-II

FORM GFR 10

(As per Rule 217(iii) of GFR 2017)

[illegible]

FORM FOR RETURNING THE ITEMS TO STORES FOR DISPOSAL

Date:

Type of Scrap: Hazardous/Non-hazardous / e-waste / General Scrap

Sl No.	Description	Quantity		Issue voucher No. & Date	Condition of the store
		No.	Weight		

1. Certified that the item referred above is not in working condition but no longer used by me/ my section. The item may be declared as condemned.
2. Certified that the item referred above has become outdated technically and is not useful within the laboratory. The replacement parts are also not available for its repair and so the same may be declared as obsolete.
3. Certified that the item mentioned above has lived a normal life of _____ years and become unserviceable due to normal wear & tear. The item is beyond economic repair and thus may be declared as unserviceable.
4. Certified that the item mentioned above has no hazardous and can be disposed in the normal manner.

Signature of Indentor / Officer-in-Charge

Remarks by Head of Office

Signature of Head of Office

FORMAT FOR RESERVE PRICE OF SURPLUS, OBSOLETE AND UNSERVICEABLE STORES FOR DISPOSAL

[illegible]



Annexure-VI

GOVERNMENT OF INDIA
Zoological Survey of India
M-Block, New Alipore,
Kolkata-700 053

Gate Pass No:

Date:

NON-RETURNABLE GATE PASS

Name:.....Organisation/firm:.....Vehicle
No:.....Purpose:.....has been permitted to take the following items on
(date):.....

[illegible]

Checked by:

Sign of issuing officer

Security Clearance Checked by:

Disposal:

Original to Carrier

Duplicate to Security Gate

Triplicate: File copy

[illegible]

[illegible]



ZOOLOGICAL SURVEY OF INDIA

Ministry of Environment, Forest and Climate Change

Government of India