



**REQUEST FOR QUOTES [RFQ]
FOR**

“Disposal of Old Computer Hardware items like CPU, Hybrid System Desktop, Server Desktop, Network Switch, Monitor, Scanner, Key Board and other items lying at Branches under Coming Circle Office Jaipur”.

[This RFQ is limited to Vendors Empanelled by Canara Bank for Disposal of E-Waste].

**Issued By:
Canara Bank
Circle Office
Technology Management Section
1, Orbit Mall, Civil Line
Ajmer Road
Jaipur- 302006**

**Phone No:0141-2222986
Email :tmscojpr@canarabank.com**



Details in Brief

Sl. No.	Description	Details
1.	RFQ No. and Date	RFQ 02/2020-21 dated 18.03.2021
2.	Location Address for submission of Bid/s [Address for Communication]	Canara Bank Circle Office Technology Management Section 1, Orbit Mall, Civil Line Ajmer Road Jaipur- 302006
		Phone No:0141-2222986 Email:tmscojpr@canarabank.com
3.	Date of Issue	Date: 18.03.2021
4.	Last Date of Submission of Bids	Date & Time 01/04/2021 03:00 PM
5.	Date and Time of Opening Bid	Date & Time 01/04/2021 03:30 PM
6.	Date and Time opening of Commercial Bid.	Will be intimated at a later date.
7.	Earnest Money Deposit(Refundable)	Rs.10,000/- (including GST)



A. Instructions to Bidders (ISB)

Disposal of Old Computer Hardware items CPU, Hybrid System Desktop, Server Desktop, Network Switch, Monitor, Scanner, Key Board and other items lying at Canara Bank, Circle Office, at Jaipur.

1. Introduction:

Canara Bank, Circle Office , Technology Management Section , Jaipur intends to dispose old Computer Hardware items like CPU, Old Monitor, Dot-matrix Printer, Switches, Key Board, Laserjet printers, Inkjet Printers and other items (identified by Bank), lying at Branches Coaming Under Circle office Canara Bank, Jaipur. For this, sealed price quotations are invited from the Empanelled vendors for participation in the Limited Tender process.

2. Scope of Work:

2.1. Scope includes collecting & purchasing various Hardware items (*identified by the Bank for disposal*) from our office premises on "as is where is basis" for disposal/recycling/reusing in line with Central/State Government guidelines.

3. Eligibility Criteria:

3.1. This RFQ is limited to the following Empanelled vendors for disposal of E-Waste with Canara Bank.

- 3.1.1. M/s AIMS Technologies Pvt. Ltd.
- 3.1.2. M/s AQSA Stamping.
- 3.1.3. M/s Ecolayer E-waste Recyclers.
- 3.1.4. M/s Envirocare Recycling Pvt. Ltd.
- 3.1.5. M/s E-Pragathi.
- 3.1.6. M/s E-waste Recyclers India.
- 3.1.7. M/s Genbruge Solutions Pvt. Ltd.
- 3.1.8. M/s Green Era Recyclers.
- 3.1.9. M/s Green India Recyclers.
- 3.1.10. M/s Green Web Recycling.
- 3.1.11. M/s Khan Traders.
- 3.1.12. M/s Leela Traders.
- 3.1.13. M/s Reteck Envirotech Pvt. Ltd.
- 3.1.14. M/s Sogo Computers Pvt. Ltd.
- 3.1.15. M/s TRITECH Systems.
- 3.1.16. M/s Z ENVIRO Industries Private Limited.

3.2. The Empanelled vendors should hold valid Certificate from State Pollution Control Board/Govt. Authorities for undertaking E-Waste Disposal as on the date of RFQ. **The copy of the certificate should be submitted along with the bid.**

3.3. The Empanelled vendors quoting for this RFQ should agree to the condition to "remove the storage media viz., Harddisk, Tapes, DATs, etc. and the same has to be degaussed in front of the Concerned Bank officials before lifting the E-Waste from the identified locations of the Bank".

3.4. The Empanelled vendors need to submit an undertaking that all the e-waste items, as proposed by Canara Bank for disposal will be disposed off as per e-waste disposal guidelines



of State / Central government authorities.

4. **Terms & Conditions:**

- 4.1. The bid is non-transferable.
- 4.2. Incomplete and unsigned price quotations are liable to be rejected.
- 4.3. EMD amount to be submitted along with the bid. Non submission of the EMD along with bid will not be evaluated further and those bids will be treated as cancelled.
- 4.4. **Price Schedule (Commercial Offer)** is attached with this Tender notice as **Annexure-I**.
- 4.5. The empanelled vendors may visit our office at:

CANARA BANK
Circle Office
Technology Management Section
1, Orbit Mall, Civil Line
Ajmer Road
Jaipur- 302006

To ascertain further details of the various Computer Hardware items identified for disposal on or before 25.03.2021, (Thursday) 03:00 PM and satisfy themselves about the items for which they are bidding.

- 4.6. The Location details from where the E-Waste has to be lifted by the successful vendor are as per **Annexure-II**.
- 4.7. As access to the locations, where resources are stored is restricted; only sample Computer items, Printers and Switches will be kept for display for inspection by vendors.
- 4.8. The empanelled vendors shall bear all the costs associated with the preparation and submission of its bid, and Canara Bank in no case will be responsible or liable for these costs, regardless of conduct or outcome of bidding process.
- 4.9. All expenses pertaining to collecting, transporting for disposal (*as per govt. guidelines*), is to be borne by the successful bidder.
- 4.10. Item shall be sold to the bidder with highest bid price.
- 4.11. The successful bidder has to remit the total amount quoted in the bid by way of Demand Draft favoring Canara Bank and send it to our Office within 7 Working days of intimation of being H1 Bidder.
- 4.12. **The Successful bidder has to lift all the items from disposal site within 2 weeks, after issuance of Order. On failure to do so, Canara Bank, Circle office Technology Management Section, Jaipur shall have the right to forfeit the entire EMD remitted and Bank may dispose the items through H2/H3 Bidders.**
- 4.13. **The Successful bidder to comply and ensure with the Tender Clause on degaussing of data as referred in Clause (3.3) above.**
- 4.14. The Bank reserves the right to accept or reject any price quotation or cancel the disposal process and reject all quotations at any time, without thereby incurring any liability to the affected empanelled bidder or bidders or any obligation to inform the affected empanelled bidder or bidders of the ground for the Bank's action. The empanelled vendors may on their own interest contact the Bank on the status of the tender after opening of the bids.
- 4.15. Once the Hardware items are handed over to the successful bidder, the same shall not be taken back by the Bank.
- 4.16. All the required documents to transport the E-Waste from Banks various locations to bidder's location (complying with the Govt. Guidelines), will be arranged from the bidder's side. Bank will only give the required declaration.
- 4.17. Any bid received by the Bank after the last date for submission of bid prescribed by the



bank will be rejected and/or returned unopened to the Empanelled bidder, which the bidder has to collect from the Bank.

5. Submission of Bids:

- 5.1. The bid should be submitted in sealed cover addressed to the Bank at the following address within the date and time specified in the (Bid details in Brief) above.

The Manager
Canara Bank,
Circle Office
Technology Management Section
1, Orbit Mall, Civil Line
Ajmer Road
Jaipur- 302006
Contact Person/s: Mr. Mukesh Kumar Meena
Phone No 0141-2222986

6. Bid System Offer:

- 6.1. The response to the RFQ will be submitted by way of two stage bidding process comprising of Technical & Commercial Bid as detailed below:

- 6.1.1. **Technical Criteria:** Indicating their compliance to Technical Compliance and submission of valid Central / State Govt. Pollution Control Board certificate along with the EMD by way of DD. GST particulars of the Company should also be submitted.
- 6.1.2. **Commercial Bid:** furnishing all relevant information as required as per Bill of Material as per Annexure-I.
- 6.1.3. Both the sealed and covered Bids should be put in a closed envelope and should be superscribed as "Offer to Disposal of Old Computer Hardware items CPU, Hybrid System Desktop, Server Desktop, Network Switch, Monitor, Scanner, Key Board and other items lying at Canara Bank Circle office Technology Management Section, Jaipur," on the top of the envelope.
- 6.1.4. The envelope shall bear the RFQ No., RFQ Details, name & complete postal address of the bidder and the authority to whom the Bid is submitted.
- 6.1.5. The envelope/s should be properly sealed and submitted.
- 6.1.6. All documents must be duly signed by the authorized signatory of the bidder. No overwriting, erasers are permitted.

7. Amendment to Bidding Document:

- 7.1. At any time prior to deadline for submission of Bids, the Bank, for any reason, whether, at its own initiative, may modify the bidding document, by amendment.
- 7.2. In order to allow reasonable time to prospective bidders to take the amendment into account in preparing their bids, the Bank, at its discretion, may extend the due date for submission of bid for a reasonable period as decided by the Bank for the submission of Bids.

8. Earnest Money Deposit (EMD):



8.1. The bidder shall furnish Earnest Money Deposit (EMD) of Rs.10,000/-(Rupees Ten Thousand Only) by way of Demand Draft drawn on any scheduled bank in favour of Canara Bank, payable at Bengaluru and should be kept along with the Bid. The EMD of the un-successful Bidders will be returned upon the H1 Bidder accepting the order.

8.2. The EMD may be forfeited:

8.2.1. If the bidder withdraws or amends the bid during the period of bid validity specified in this document.

8.2.2. If the selected bidder fails to accept the order within 7 days in accordance with the terms of the RFQ.

9. Bid Validity Period:

The Offer submitted and the prices quoted therein shall be valid for 60 days from the date of opening of Commercial Bid. Bid valid for any shorter period shall be rejected by the Bank.

10. Price Composition:

10.1. The price quoted should be only in Indian Rupees.

10.2. The bidder has to give price of all the items separately, as mentioned in Bill of Material as per Annexure-I.

10.3. The bidders should alone bear the expenses like transportation, loading/unloading charges etc.

10.4. The bidder has to quote applicable GST as mentioned in the Bill of Material.

11. Opening of Bids:

11.1. Techno-Commercial offer will be opened in our office as per date/time mentioned in the Bid details in Brief.

11.2. The representative of the bidder can be present for the opening of the Bid. No separate intimation will be given in this regard to the bidders for deputing their representative. The bid will be opened in the presence of Bidder's representative and Bank Officials.

11.3. Non-attendance at the bid opening will not be a cause for disqualification of a bidder.

12. Evaluation Criteria:

12.1. The Bids which are qualified in Eligibility/Technical Criteria would be considered for Commercial Evaluation.

12.2. For Commercial evaluation, Total Bid Price i.e. Total Cost of all the units will be the basis of comparison amongst the eligible bidders to rank them, in order to determine the Highest Evaluated Bid.

12.3. After completing the above process, the Bank will declare H1, H2, and H3.... Bidder in order to determine the Highest evaluated Bid (H1) and will award the contract to the H1 Bidder. In case of failure or refusal to execute the order, Canara Bank, AP&M Group, DIT Wing, HO (Annex) shall have the right to dispose the items to H2/H3 bidder on matching the H1 (Highest) prices.


Divisional Manager *Ravi Jain*
(TDE)



Annexure-I

Bill of Material

Price Schedule for Hardware items to be disposed

To,

The Manager
Canara Bank
Circle Office
Technology Management Section
Jaipur

We declare that we have ascertained the details of the old computer hardware items identified by your Bank, and are interested to purchase the same on "As is where Basis is". Our offer for the items is as below:

Sl. No.	Item Description	Qty.	Total Cost Exclusive of Tax	Tax for Column A		Total Cost Inclusive of Tax
			A	B % of tax	C= Tax Amt.	D=A+C
1	CPU	101				
2	Monitor	101				
3	Keyboard & Mouse	101				
4	DMP	5				
5	Laptop	12				
6	LaserJet Printer	22				
7	Passbook printer	23				
10	Scanner	8				
Total Cost						



Note:

- ✓ The total Amount cost (exclusive of taxes) will be taken for arrival of H1 Vendor.
- ✓ The total cost is inclusive of all miscellaneous charges like transportation, labour, all taxes and any other expenses related to lifting the e-waste from the identified location.
- ✓ We have gone through all the terms and conditions in the tender document and agree with the same. We understand that in event of non-compliance of the terms and conditions of the tender, our tender can be cancelled at any time of the tender process.
- ✓ The bidder has to quote for each line item.
- ✓ We understand that the Bank is not bound to accept the tender either in part or in full and that the Bank has right to reject the offer in full or in part without assigning any reasons whatsoever.
- ✓ Our PAN No is _____.
- ✓ Our GST No is _____.

Place:

Date: _____

Seal & Signature of Authorized signatory of the Bidder



Annexure-II

Details of the Bank Location (Branches/Office) from where the E-Waste is to be lifted by the successful vendor.

Sl. No.	Details of Canara Bank Branch/Office where the E-Waste is to be lifted.	Contact Person Details
1	<p>The Manager Canara Bank, Circle Office Technology Management Setion 1, Orbit Mall, Civil Line Ajmer Road Jaipur- 302006</p> <p>. (Complete details will be shared with the Successful Bidder)</p>	<p>Contact Person/s: Mr. Barjinder deep Singh 7726008959 Mr. Hitesh Prajapat 9785409405 Mr. Mukesh Kumar Meena Phone No 0141-2222986</p>

Kindly note that the Successful Bidder has to lift the E-Waste from these locations only.

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