

कार्यालय नोट / OFFICE NOTE

द्वारा प्रस्तुत / SUBMITTED BY	को प्रस्तुत / SUBMITTED TO
प्रौद्योगिकी प्रबंधन अनुभाग / Technology Management Section अंचल कार्यालय : मदुरै / CIRCLE OFFICE : MADURAI	सहायक महाप्रबंधक / ASSISTANT GENERAL MANAGER अंचल कार्यालय : मदुरै / CIRCLE OFFICE : MADURAI

REF: MDR-31/TMSEC-367/DISPOSAL/2023

दिनांक / DATE: 04-03-2023

Sub: DISPOSAL OF E-WASTE FROM BRANCHES/OFFICES WITH E-WASTE VENDORS

PURPOSE:

To seek permission and to float RFP (Request for Proposal) for Disposal of E-Waste (old/obsolete Computers, Printers, Scanners, Networking devices etc.,) items available in our branches at Madurai Circle Office Branches.

BACKGROUND:

Vide the following references, our Head office has permitted to replace and dispose of the computer inventory items beyond 5 years old:

1. IT PROCUREMENT POLICY 2022-23 V NO. 4.0 DT 04/05/2022
2. CIRCULAR NO 431/2017 Dt. 31.08.2017
3. Special Communication No. IC/472/2022 Dt. 01.08.2022
4. Ref No.GAW/FB/LTR/181/2023 Dt 01.03.2023

We have collected the details of E-Waste hardware items identified for disposal and kept idle in the branches under our Madurai Circle Office Branches as per the communication and annexure format received from our Procurement Group.

The list of items identified for disposal is enclosed in Annexure I.

Vide circular no 73/2021 dated 10/02/2021, our Head office has released guidelines regarding disposal of old hardware items. Important points given in the circular is attached in Annexure II.

As per the above guidelines, all the E Waste disposals should be preceded by floating a Request for Proposal (RFP) to the empanelled vendors. Empanelled vendors list is provided in the circular IC/472/2022 dated 01.08.2021.

The terms and conditions of RFP are narrated here below.

Eligibility Criteria

1. The vendor should be one of the empanelled vendors for disposal of E-Waste with Canara Bank.
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 RFP. The copy of the certificate should be submitted along with the bid.
3. The Empanelled vendors quoting for this RFP should agree to the condition to "remove the storage media viz., Hard disk, Tapes, DATs, etc. and the same has to be degaussed in front of the Concerned Bank officials before lifting the E-Waste from the Various locations of the Bank".
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.
5. Terms and conditions of RFP process is explained in Annexure II

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**Terms and conditions:**

S.No	Items	Details
3	Earnest money Deposit	Rs. 10,000/-
4	Cost of Tender Document	Rs.1,180/- (Including 18%GST)
5	Response time for submitting RFP	One week
6	Time allowed to remit the total amount	Within 10 working days of intimation of being H1 Bidder
7	Time allowed for lifting the items	Within two weeks after issuance of order.

**Delegated powers for disposal of old items**

Delegated Powers for disposal of old items as per Circular No 544/2021 Dated 09.08.2021

Authority	Age of the item	Book value of the item
AGM/DM / TOE in circle	More than 5 years old	Rs.5000

Total book value of all of the items marked for disposal is below Rs. 5000/- as on today, and confirms that there is no write-off / Sacrifice Amount for the above Disposal. Old Computer hardware items identified for disposal with HO inventory number is enclosed in Annexure III.

**RECOMMENDATIONS:**

In view of the above, we may be permitted to dispose of the above computer hardware items by floating RFP in our Bank's website to our empanelled vendors to respond in one week.

//विचारार्थ एवं आदेशार्थ प्रस्तुत//  
SUBMITTED FOR CONSIDERATION AND ORDERS//

*[Signature]*  
अधिकारी/OFFICER

*[Signature]*  
अनुभाग प्रभारी/SECTION INCHARGE

// सहायक महा प्रबंधक के आदेश // ORDERS OF ASSISTANT GENERAL MANAGER//

Permitted to dispose the  
enclosed as per rule.  
31-23

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**ANNEXURE -II**

- In-Principle Permission from the competent authority at CO is to be obtained to issue a RFP amongst the empanelled vendors for disposal of these items.
- A Limited RFP is to be floated and the same has to be hosted in our Bank's website. The softcopy of the limited RFP can also be sent through email to all the empanelled vendors.
- The RFP should contain item wise details of the various items identified for disposal and the locations where these items can be inspected by the bidders.
- The RFP document should specify compulsory submission of valid certificate from Central/State Pollution Control Board/Govt.Authority, authorizing the empanelled vendor to undertake E-Waste disposal.
- The RFP document should specify quoting for total items identified for disposal and should not allow bidding for limited items or part items.
- The items can also be inspected by the empanelled vendor representatives before the due date of the bid at the respective locations.
- On the due date and time of Bid submission, the bids received are to be opened in the presence of bidders as per normal tender opening procedure.
- The bid has to be evaluated with regard to availability of EMD, Valid Certificate from Pollution Control Board/Govt. Authorities and compliance to the various terms and conditions of the RFP etc.
- After evaluation of commercial bid, the ranking of the bidders should be prepared and placed before the Purchase Committee of CO/HO for declaring H1 (Highest Quoting) Vendor. The ranking is to be put in the notice board.
- The successful Vendor (H1 bidder) is to be intimated and advised to remit the entire amount quoted in the bid by way of Demand Draft favouring Canara Bank payable at respective Circle Offices within 10 Working days from the date of intimation.
- On obtaining the DD and after realization of the DD proceeds, an office note is to be placed before the competent authority as per the delegation of powers specified in the LDGM No 3/2017 dated 01.04.2017 seeking permission to dispose the old hardware items and to write off the loss (if any) and to hand over the E-Waste to the subject Vendor.
- On obtaining the permission from the competent authority, a firm order to be placed on the successful vendor authorizing them to collect the identified items from our Branches/Offices giving the necessary details like location of the old items, timelines for lifting the old hardware etc.
- The EMD submitted by the unsuccessful bidders to be returned obtaining due permission.
- The Successful Vendor has to lift the identified E-Waste from our Branches/Offices by producing the order copy within the period specified in the order.
- All expenses pertaining to collecting, transporting for disposal (as per govt. guidelines), is to be borne by the successful bidder.
- The Vendor has to remove the storage media viz., Hard disk, Tapes, DATs, etc., and the same has to be degaussed in front of the Bank officials before collecting the e-waste from the Bank.

- After ensuring collection of all the identified e-waste from our various locations specified in the RFP by the Vendor, the amount collected has to be remitted to Furniture & Bills Section (F&B Section), GA Wing, HO by way of IBA along with a copy of the office note permitted by competent authority to dispose the old items.
- The EMD submitted by Successful bidder is to be released obtaining due permission.
- F&B Section has to be intimated to delete the inventory of the disposed items by appropriating the IBA amount.
- The GST Collected from the Vendor has to be remitted to Govt Authorities as per the extant guidelines on GST.
- All the documents related to RFP for disposal of E-Waste has to be preserved as per extant procedure.

