



Details in Brief

Sl. No.	Description	Details
1.	RFP No. and Date	RFP 04/2021-22 dtd 10/02/2022
2.	Location Address for submission of Bid/s [Address for Communication]	The Senior Manager Canara Bank, T M Section, Circle Office Thiruvananthapuram Tel - 0471 2471222/ 2471495 Email: tmscotvm@canarabank.com
3.	Date of Issue	Date: 10/02/2022
4.	Last Date of Submission of Queries for Pre Bid Meeting	The Pre Bid Queries on the RFP may be sent through email <u>or</u> in writing at the address specified above, on or before 17/02/2022 3:00pm.
5.	Date of Pre Bid Meeting	17/02/2022 3:00 pm
6.	Last Date of Submission of Bids	19/02/2022 3:00 pm
7.	Date and Time of Opening Bid	19/02/2022 4:00 pm
8.	Date and Time opening of Commercial Bid.	19/02/2022 4:00 pm
9.	Cost of Application Money	Rs. 1180/- (including GST)
10.	Earnest Money Deposit(Refundable)	Rs. 30000/- (including GST)
This document can be downloaded from Bank's website http://canarabank.com/english/announcements/tenders		



A. Instructions to Bidders (ISB)

Disposal of Old/Obsolete Computer Hardware, Peripherals / ATMs more than 5 years old lying at various Branches under Canara Bank Thiruvananthapuram Circle.

1. Introduction:

Canara Bank, Thiruvananthapuram Circle, intends to dispose Passbook Update Kiosk Machines (identified by Bank), lying at different branches of Thiruvananthapuram Circle. For this, sealed price quotations are invited from the Empanelled vendors for participation in the Tender process.

2. Scope of Work:

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

3. Eligibility Criteria:

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

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 RFP. The copy of the certificate should be submitted along with the bid.

3.3. The Empanelled vendors quoting for this RFP 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 Various 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. Successful bidder has to confirm that he will comply with all the legal requirements connected with disposal of e-waste.

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 and application money remitted will be forfeited.

4.4. **Price Schedule (Commercial Offer)** is attached with this Tender notice as **Annexure-IV**.

4.5. The empanelled vendors may inspect the items on or before **17/02/2022 03:00 PM** and satisfy themselves about the items for which they are bidding for. The Locations details where the E-Waste can be inspected are as per **Annexure-V**. Items are to be taken from the various branch/office premises and locations as referred in **Annexure-V** by the successful Vendor.

4.6. 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.

4.7. All expenses pertaining to collecting, transporting for disposal (*as per govt. guidelines*), is to be borne by the successful bidder.

4.8. Item shall be sold to the bidder with highest bid price.



4.9. 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 15 Working days of intimation of being H1 Bidder. On failure to do so, Canara Bank, T M Section, Circle Office Thiruvananthapuram shall have the right to forfeit the entire EMD remitted and Bank may dispose the items through H2/H3 Bidders.

4.10. The Successful bidder has to lift all the items from disposal site within 2-3 weeks, after issuance of Order. On failure to do so, Canara Bank, T M Section, Circle Office Thiruvananthapuram shall have the right to forfeit the entire EMD remitted and Bank may dispose the items through H2/H3 Bidders.

4.11. The Successful bidder to comply and ensure with the Tender Clause on degaussing of data as referred in Clause (3.3) above.

4.12. 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.

4.13. Once the Hardware items are handed over to the successful bidder, the same shall not be taken back by the Bank.

4.14. 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.

4.15. 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 Senior Manager
Canara Bank,
T M Section,
Circle Office
Thiruvananthapuram
Contact Person/s: Mrs. Shini S H
Phone No : 0471 - 2471222 / 2471495

6. Bid System Offer:

6.1. The response to the RFP 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.

6.1.2. **Commercial Bid:** furnishing all relevant information as required as per Bill of Material as per Annexure-IV.

6.1.3. Both the sealed and covered Bids should be put in a closed envelope and should be superscribed as **Disposal of Old/Obsolete Computer Hardware, Peripherals / ATMs more than**



5 years old lying at various Branches under Canara Bank Thiruvananthapuram Circle on the top of the envelope.

6.1.4. The envelope shall bear the RFP No., RFP Details, name & complete postal address of the bidder and 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, erasures 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 or in response to a clarification requested by prospective empanelled bidder, may modify the bidding document, by amendment.

7.2. Notification of amendments will be made available on the Bank's website (i.e. <http://www.canarabank.com/english/announcements/tenders>) and will be binding on all bidders and no separate communication will be issued in this regard.

7.3. 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.30000/- (Rupees Thirty Thousand Only) by way of Demand Draft drawn on any scheduled bank in favour of Canara Bank, payable at Thiruvananthapuram and should be kept along with the Bid. The EMD of the unsuccessful 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 RFP.

9. Bid Validity Period:

The Offer submitted and the prices quoted therein shall be valid for 30 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-IV.

10.3. Final amount will be derived based on the actual no of items.

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

10.5. 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, 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, TM Section, Circle Office Thiruvananthapuram shall have the right to dispose the items to H2/H3 bidder on matching the H1 (Highest) prices.



Technology Overseeing Executive

Annexure-IV

Bill of Material

Price Schedule for Hardware items to be disposed

To,

The Senior Manager
Canara Bank
T M Section
Circle Office
Thiruvananthapuram

We declare that we have inspected the hardware items and are interested to purchase the same on "As is where is Basis". Our offer for the items is as below:

Sl. No.	Item Description	Qty	Unit Price (Rs.)	Total Cost (Rs.)	Applicable GST	Total Cost with GST
1	Desktop	1200				
2	Laser Printer	130				
3	Passbook Printer	170				
4	Dot Matrix Printer	30				
5	Scanner	80				
6	All In One PC	10				
7	ATM	18				
8	Router	50				
9	Network Switch	15				
Total Bid Price						

Note:

- ✓ The item price is inclusive of all misc. charges like transportation, labour, all taxes or any other expenses. 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.
- ✓ The Unit Cost should be given in full INR (i.e. without decimal places).
- ✓ In case of discrepancy between unit price and Total price, the unit price shall prevail.
- ✓ 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.

Place:

Date: _____

Seal & Signature of Authorized signatory of the Bidder



Annexure-V

**Details of the Bank Locations (Branches/Offices) where the Old / Obsolete
Computer Hardware items are available for Inspection.**

Sl No	DPCode	BranchName	Address	District
1	6949	Alappuzha Regional Office	BSNL CTO BUILDING,1ST FLOOR,NEAR IRON BRIDGE,ALAPPUZHA - 688011	Alappuzha
2	806	Ernakulam South	JAIN BLDGS, NETTIPADAM ROAD, ERNAKULAM - 682016	Ernakulam
3	7964	Kannur North Regional Office	NEELANKOL COMPLEX 3RD FLOOR,P M ROAD TALAP KANNUR - 670002	Kannur
4	14208	Thalassery II	P.B.NO.1,NARANGAPURAM, KANNUR-670101	Kannur
5	14232	Chokli	OLD P.O.BLDG,8/496, MILL RD, TELLICHERRY TQ,KANNUR-670672	Kannur
6	3156	Mattannur	BUILDING NO 7/677 K, THALASSERY ROAD,MATTANUR KANNUR - 670702	Kannur
7	6947	Kasargod RO	E-SYDicate BANK BUILDING, 2ND FLOOR,OPP. KSRTC STAND, BANK ROAD, KASARGOD - 671121	Kasargod
8	815	Anandavalleswaram	PAI'S BUILDING,MC NO.26/847, ANANDAVALEESWARAM, KOLLAM - 691013	Kollam
9	7966	Kottayam Regional Office	2ND FLOOR,PAYYIL KOHINOOR ARCADE, SANKRANTHI, MC ROAD, PERUMBAIKAD PO,KOTTAYAM - 686028	Kottayam
10	7967	Kozhikode Regional Office	18/395, TALI SAMOOHAM ROAD,CHALAPPURAM,KOZHICODE - 673002	Kozhikode
11	6495	Manapullikkavu	#16/296(17), KUNNATHURMEDU-KALMANDAPAM ROAD, KUNNATHURMEDU POST, MANAPULLIKKAVU,PALAKKAD-678013	Palakkad
12	7962	Thiruvananthapuram I RO	1ST FLOOR CHALAI BRANCH,POWER HOUSE ROAD CHALAI,THIRUVANANTHAPURAM-695036	Thiruvananthapuram
13	14008	Vellana	3-2988 NO.6-1-8 ARYANAD RD, VELLANAD,THIRUVANANTHAPURAM-695543	Thiruvananthapuram
14	7300	Thiruvananthapuram CO	Canara Bank Circle Office,T M Section,5th Floor, Spencer Junction Palayam,Thiruvananthapuram	Thiruvananthapuram
15	709	Cherpu Branch	OPP. CNN BOYS SCHOOL,P.B.NO.1,CHERPU THRISSUR - 680561	Thrissur
16	137	Kalpetta	MARUDEVI COMPLEX,MAIN ROAD, GUDALAI,KALPETTA,WAYANAD-673121	Wayanad
17	7968	Malappuram Regional office	VARNAM ARCADE,BYPASS JUNCTION,BYPASS ROAD, MACHINGAL, MUNDUPARAMPA PO,MALAPPURAM - 676509	Malappuram
18	6948	Ernakulam II Regional Office	METRO STATION COMPLEX,3RD FLOOR METRO BUILDING ,M G ROAD,ERNAKULAM-PIN 682035	Ernakulam
19	3266	Ambalappuzha (ATM)	EAST OF NH 47, OPP. MEDICAL COLLEGE HEALTH UNIT, AMBALAPUZHA,ALAPPUZHA - 688561	Alappuzha



20	14323	Kothamangalam II (ATM)	624/D, THEKKEKUNNEL BLDG, NEAR KSRTC BUS STATION,KOTHAMANGALAM,ERNAKULAM – 686691	Ernakulam
21	730	Payangadi (ATM)	BUS STAND, PO PAYANGADI,RS PAYANGADI, KANNUR - 670358	Kannur
22	14250	Nellikutty (ATM)	VIA CHEMBERI,NELLIKKUTTY,KANNUR-670632	Kannur
23	1139	Kannur South Bazaar (ATM)	UMBAL TOWERS, OPP.GOV'T TRNG COLEGE, KANNUR TALASSERY ROAD,KANNUR -670002	Kannur
24	19600	Mahe II (ATM)	MAIN ROAD, MAHE – 673310	Mahe
25	14801	Adoor II (ATM)	GROUND FLOOR , ADOOR TOWERS , CENTRAL JUNCTION , PATHANAMTHITTA-691523	Pathanamthitta
26	14514	Ayoor II (ATM)	OYOOR ROAD, Kollam-691533	Kollam
27	14510	Karunagappally II (ATM)	VALLIYATH PLAZA,OPP. KSRTC BUS STATION KARUNAGAPPALLY,KOLLAM - 690518	Kollam
28	14802	Konni II (ATM)	KP II/104-E, P.C.BUILDINGS (1ST FLOOR) PUNALUR - PATHANAMTHITTA ROAD NEAR BUS STAND,KONNI,PATHANAMTHITTA-689691	Pathanamthitta
29	14409	Payyoli II (ATM)	12/A1-11, MAIN ROAD,NEAR BUS STAND,PAYYOLI, KOZHICODE-673522	Kozhikode
30	14417	Perambra II (ATM)	645 A, FIRST FLOOR,RAINBOW COMPLEX, MAIN ROAD, KOZHICODE-673525	Kozhikode
31	14419	Nadapuram II (ATM)	NP 10698 NEAR KALLACHI PETROL STATION NADAPURAMKUTTIADI ROAD, VADAKARA TALUK Kozhikode673506	Kozhikode
32	14410	Ramanattukara II (ATM)	1 ST FLOOR, KAYPEES PLAZA, AIRPORT ROAD, RAMANATTUKARA,KOZHICODE-673633	Kozhikode
33	14554	Kunnamkulam II (ATM)	P V I S PLAZA, CALICUT ROAD, KUNNAMKULAM,THRISSUR-680503	Thrissur
34	14561	Valappad II (ATM)	FIRST FLOOR KANDATHIL COMPLEX VALAPPAD -680567	Thrissur
35	14557	Kodungallur II (ATM)	XXII/1466 A MANAPPATT BUILDING VADAKKE NADA -680664	Thrissur

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

