

കന്നട ബാങ്ക് കേनरा बैंक Canara Bank

ബാങ്ക് ഓഫ് ഇന്ത്യ

भारत बँका का अधिकार

A Government of India Undertaking

സിംഡിക്കേറ്റ് सिंडिकेट Syndicate

**“Disposal of ATMs/ CDMs/ BNAs/ PUMs etc. lying at Branches/ Offices under Canara Bank Thiruvananthapuram Circle.”**

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

**Issued By:  
Canara Bank  
T M Section  
Circle Office  
Trivandrum**

**Address: 5th Floor, Spencer Building,  
MG Road, Trivandrum  
PIN -695001**

**Phone No:0471 2471 222 / 2465207 /8281991598  
Email :tmscotvm@canarabank.com**



**Details in Brief**

Sl. No.	Description	Details
1.	RFP No. and Date	RFP 01/2021-22 dated 24/06/2021
2.	Location Address for submission of Bid/s [Address for Communication]	The Senior Manager Canara Bank, T M Section, Circle Office Trivandrum  Tel - 0471 2471 222/ 2465207 Email: tmscotvm@canarabank.com
3.	Date of Issue	Date: 24/06/2021
4.	Last Date of Submission of Queries for Pre Bid Meeting	The Pre Bid Queries on the RFP may be sent through email or in writing at the address specified above, on or before 28/06/2021 3:00pm.
5.	Date of Pre Bid Meeting	28/06/2021 3:00pm
6.	Last Date of Submission of Bids	30/06/2021 3:00pm
7.	Date and Time of Opening Bid	30/06/2021 4:00 pm
8.	Date and Time opening of Commercial Bid.	30/06/2021 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 <a href="http://canarabank.com/english/announcements/tenders">http://canarabank.com/english/announcements/tenders</a>		



## A. Instructions to Bidders (ISB)

### Disposal of Old/Unusable/Obsolete ATMS/ CDMs/ BNAs/ PUMs lying at various Canara Bank branches in Kerala

#### 1. Introduction:

Canara Bank, Trivandrum Circle, intends to dispose old/unusable/obsolete ATMS/ CDMs/ BNAs/ PUMs etc. (identified by Bank), lying at different branches of Trivandrum 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 **30/06/2021 01:00 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 Trivandrum 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 Trivandrum 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**  
**TRIVANDRUM**  
**Contact Person/s: Mrs. Shini S H**  
**Phone No : 0471 2471 222 / 2465207**





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/Unusable/Obsolete ATMs/CDMs/Cash recyclers/Cheque deposit Kiosk etc. lying at Branches/Offices 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 Trivandrum 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 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 Trivandrum shall have the right to dispose the items to H2/H3 bidder on matching the H1 (Highest) prices.



  
Technology Overseeing Executive

### Bill of Material

To,

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 (Rs.)	Price	Total (Rs.)	Cost	Applicable GST	Total Cost with GST
1	Cash Accepting Machine	87						
2	ATM	12						
3	Cash Recycler							
4	Passbook updation Machine							
	Total Bid Price							

- ✓ 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.

Date: \_\_\_\_\_

Seal &amp; Signature of Authorized signatory of the Bidder





**Annexure-V**

**Details of the Bank Locations (Branches/Offices) where the E-Waste is available for Inspection.**

CDM List				
SI No	BRANCH DP	BRANCH NAME	VENDOR	Regional Office
1	701	ALAPPUZHA BOAT JETTY ROAD	LIPI	Alappuzha RO
2	702	ALAPPUZHA MULLAKKAL	LIPI	Alappuzha RO
3	860	HARIPAD	LIPI	Alappuzha RO
4	1990	CHENGANNUR	LIPI	Alappuzha RO
5	2320	KAYAMKULAM	LIPI	Alappuzha RO
6	1991	MAVELIKKARA	#N/A	Alappuzha RO
7	803	ERNAKULAM BROADWAY	LIPI	Ernakulam-I RO
8	805	ERNAKULAM BANERJI ROAD	LIPI	Ernakulam-I RO
9	982	ERNAKULAM AYYAPPANKAVU	LIPI	Ernakulam-I RO
10	2339	ERNAKULAM PALARIVATTOM	LIPI	Ernakulam-I RO
11	6271	ERNAKULAM HIGH COURT BRANCH	LIPI	Ernakulam-I RO
12	713	MULANTHURUTHY	LIPI	Ernakulam-II RO
13	714	MUVATTUPUZHA	LIPI	Ernakulam-II RO
14	722	THODUPUZHA	LIPI	Ernakulam-II RO
15	804	ALWAYE	LIPI	Ernakulam-II RO
16	818	TRIPUNITHURA	LIPI	Ernakulam-II RO
17	2774	ANGAMALY	LIPI	Ernakulam-II RO
18	710	SREEMOOLANAGARAM	#N/A	Ernakulam-II RO
19	704	CANNANORE CAMP BAZAAR MAIN	LIPI	Kannur North RO
20	730	PAYANGADI	LIPI	Kannur North RO
21	813	PAYYANUR	LIPI	Kannur North RO
22	861	MUZHAPPILANGAD	LIPI	Kannur North RO
23	1139	KANNUR SOUTH BAZAR	LIPI	Kannur North RO
24	137	KALPETTA	LIPI	Kannur South RO
25	817	TELLICHERRY MAIN	LIPI	Kannur South RO
26	1478	PALLUR MAHE	LIPI	Kannur South RO
27	711	KASARGOD BANK ROAD	FORBES	Kasargod RO
28	724	KANHANGAD	LIPI	Kasargod RO
29	814	KOLLAM MAIN BRANCH	LIPI	Kollam RO
30	815	KOLLAM ANANDAVALLEESWARAM	LIPI	Kollam RO
31	816	KOLLAM CHINNAKKADA BRANCH	LIPI	Kollam RO
32	1099	PUNALUR	LIPI	Kollam RO
33	1786	THATTAMALA	LIPI	Kollam RO





34	2318	PATHANAMTHITTA	LIPI	Kollam RO
35	2357	ADOOR	LIPI	Kollam RO
36	2495	PANDALAM	LIPI	Kollam RO
37	2681	KOTTARAKKARA	LIPI	Kollam RO
38	2896	KARUNAGAPPALLY	LIPI	Kollam RO
39	705	CHANGANACHERRY	LIPI	Kottayam RO
40	809	KOTTAYAM MAIN	LIPI	Kottayam RO
41	829	PALA ARUNAPURAM	LIPI	Kottayam RO
42	2491	ETTUMANOOR	LIPI	Kottayam RO
43	747	KAKKODI	FORBES	Kozhikode RO
44	753	BADAGARA MAIN	LIPI	Kozhikode RO
45	808	CALICUT CHEROOTTY ROAD	LIPI	Kozhikode RO
46	826	THAMARASSERY	LIPI	Kozhikode RO
47	837	QUILANDY	LIPI	Kozhikode RO
48	839	CALICUT VELLIMADKUNNU	LIPI	Kozhikode RO
49	841	BALUSSERY	LIPI	Kozhikode RO
50	1135	MUKKOM	LIPI	Kozhikode RO
51	1144	CALICUT CHALAPURAM	LIPI	Kozhikode RO
52	1908	PAYYOLI (OLD MELADY)	LIPI	Kozhikode RO
53	1909	CHELANNUR	LIPI	Kozhikode RO
54	2772	CALICUT MAVOOR ROAD	LIPI	Kozhikode RO
55	800	TIRUR	FORBES	Malappuram RO
56	338	KOTTAKKAL	LIPI	Malappuram RO
57	755	MALAPPURAM MAIN	LIPI	Malappuram RO
58	756	PONNANI	LIPI	Malappuram RO
59	757	PERINTHALMANNA MAIN	LIPI	Malappuram RO
60	825	TIRURANGADI	LIPI	Malappuram RO
61	859	VALANCHERY	LIPI	Malappuram RO
62	1025	B P ANGADI	LIPI	Malappuram RO
63	1138	EDAPPAL	LIPI	Malappuram RO
64	3153	KONDOTTY	#N/A	Malappuram RO
65	719	SHORANUR	LIPI	Palakkad RO
66	738	OTTAPALAM	LIPI	Palakkad RO
67	812	PALAKKAD SULTANPET	LIPI	Palakkad RO
68	853	PATTAMBI	LIPI	Palakkad RO
69	1166	PALAKKAD KALPATHY	LIPI	Palakkad RO
70	1477	THIRUVEGUPURA	LIPI	Palakkad RO
71	2505	CHERPULASSERY	LIPI	Palakkad RO
72	821	TRIVANDRUM SASTHAMANGALAM	FORBES	Thiruvananthapuram-I RO
73	2995	TRIVANDRUM NEMOM	FORBES	Thiruvananthapuram-I RO
74	820	TRIVANDRUM CHALAI	LIPI	Thiruvananthapuram-I RO
75	822	TRIVANDRUM PUTHENCHANTHAI	LIPI	Thiruvananthapuram-I RO



76	1053	IROORPARA	LIPI	Thiruvananthapuram-I RO
77	2499	TRIVANDRUM COSMOPOLITAN HOSPITAL	LIPI	Thiruvananthapuram-I RO
78	2607	VAZHUTHACAUD	LIPI	Thiruvananthapuram-I RO
79	2608	TRIVANDRUM ULLOOR	LIPI	Thiruvananthapuram-I RO
80	2906	TRIVANDRUM MANACAUD	LIPI	Thiruvananthapuram-I RO
81	2989	TRIVANDRUM TECHNOPARK	LIPI	Thiruvananthapuram-I RO
82	3498	BALARAMAPURAM	LIPI	Thiruvananthapuram-II RO
83	4215	KUNNATHUKAL	LIPI	Thiruvananthapuram-II RO
84	720	TRICHUR MAIN	LIPI	Thrissur RO
85	801	CHELAKKARA	LIPI	Thrissur RO
86	854	KUNNAMKULAM	LIPI	Thrissur RO
87	1461	PAVARATTY	LIPI	Thrissur RO

ATM LIST				
SL NO	DPCD		BRANCH	RO NAME
1	4663	46638521	KALAMASSERY	Ernakulam II RO
2	1780	17808515	KUNNUMKAI	Kasargod R.O.
3	14103	A4103001	THIRUVALLA-II	Kollam RO
4	14508	Old ATM	Tholicode Punalur	Kollam RO
5	14503	Old ATM	Mallappuzhassery	Kollam RO
6	800	8009471	Tirur I	Malappuram RO
7	1422	14228519	Ramapuram	Malappuram RO
8	14701	47018386	Parappanangadi	Malappuram RO
9	14602	A4602001	Kondotty II	Malappuram RO
10	2554	25548294	KULAPPULLY SME	Palakkad RO
11	1587	15878356	KALLUVAZHI	Palakkad RO
12	1403	A4030001	MUTTATHARA, TVM	Trivandrum I RO

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

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