

REQUEST FOR PROPOSAL [REP]
FOR

"Disposal of Obsolete/Unusable/Computer items & Peripherals lying at Branches/Offices under Canara Bank Circle Office GUWAHATI.

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

TENDER REFERENCE NO : RFP-08/GUWAHATI/22-23
DATE OF TENDER DOCUMENT : 13.09.2022
LAST DATE FOR SUBMISSION OF TENDER : 23.09.2022 (UPTO 4:00 PM)
DATE OF OPENING OF TECHNICAL BID : 23.09.2022 (UPTO 4:00 PM)

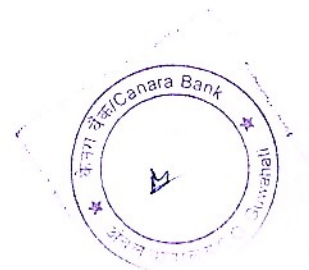
COST OF TENDER DOCUMENT: NIL
EARNEST MONEY DEPOSIT/BG IN LIEU OF EMD: Rs. 5,000/-

Issued By:
Canara Bank
TM Section, Circle Office
GUWAHATI
Address:
1st Floor, Dee Bee GRANDE, 6 MILE, PANJABARI ROAD, Guwahati- 781022
Phone Number-0361-2334018
Email: tmscoguw@canarabank.com



Details in Brief:

Sl. No.	Description	Details
1	RFP No. And Date	RFP 08/2022-23 dated 13/09/2022
2	Location Address for submission of Bid/s [Address for Communication]	The Senior Manager Canara Bank, TM Section, Circle Office Tel-0361-2334018/2334019, 7002581766, 9101191185
3	Date of Issue	13.09.2022
4	Last Date of Submission of Bids	23.09.2022(UPTO 12:00 PM)
5	Date and Time of Opening Bid	23.09.2022(UPTO 4:00 PM)
6	Date and Time opening of Commercial bid.	23.09.2022(UPTO 4:00 PM)
7	Cost of Application Money	NIL
8	Earnest Money Deposit(Refundable)	Rs. 5,000/- (including GST)
<p>This Document can be downloaded from Bank's website http://canarabank.com/english/announcements/tenders</p>		



A. Instructions to Bidders (ISB)

Disposal of obsolete / unusable Computer items & Peripherals lying at the Branches/Office under Canara Bank, Guwahati Circle Office.

1. Introduction:

Canara Bank, Guwahati Circle, intends to dispose obsolete / unusable computers & peripherals (identified by Bank), lying at different branches/offices. For this, sealed price quotation is invited from the Empanelled vendors for participation in the Tender process.

2. Scope of Work:

Scope includes collecting & purchasing various Hardware items (Identified by the Bank for disposal) from our branch premises on "as is where basis is" 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., 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".
- 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 the bid will not be evaluated and application money remitted will be forfeited.
- 4.4. Price Schedule (Commercial Offer) is attached with the Tender notice as Annexure-1
- 4.5. The Empanelled vendors may inspect the items before 19.09.2022 (on Bank working days) between 4 pm to 6 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-II. Items are to be taken from the various branch/Office premises and locations as referred in Annexure-II 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 favouring Canara Bank and send it to our office within 10 working days of intimation of being H1 bidder.

4.10 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, T M Section, Circle Office Guwahati shall have the right to forfeit the entire EMD remitted and Bank may dispose the items through H2/H3 Bidders in H1 Terms.

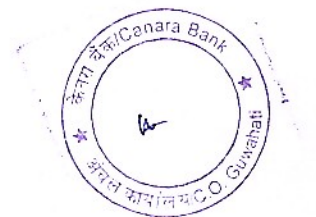
4.11 The successful bidder to comply and ensure with the Tenders Clause on degaussing of data as referred in Clause (3.3) above.

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 banks 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 bids 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, TM Section
Circle Office Guwahati
Dee Bee Grande, 2nd Floor, 6 Mile, Panjabari Road, Guwahati :781022

Contact Person/s: Mr. J P Hajong / Nilza Angmo
Ph-0361-2334018/7002581766/8240176490/9101191185

6. Bid System Offer:

6.1 The response to the RFP will be submitted by the way of two stage bidding process comprising of Technical and 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-I.

6.1.3 Both sealed and covered Bids should be put in a closed envelop and should be super scribed as Offer to Disposal of obsolete / unusable Computers items & peripherals lying at branches/Offices under Canara Bank, CO Guwahati" 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 should be properly sealed and submitted.

6.1.6 All documents must be duly signed by the authorised signatory of the bidder. No overwriting, erasures are permitted. **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. 5,000/- (Rupees five thousand Only) by way of Demand Draft drawn on any scheduled bank in favour of Canara Bank, payable at Guwahati 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 be given price of all the items separately, as mentioned in bill of materials 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 bills 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 evolution, 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.

13. Award of Contract:

13.1 Bank will notify the name of the selected bidder by display in the notice Board of the Bank.

13.2 The contract shall be awarded and the order shall be placed on selected H1 Bidder.

13.3 The selected bidder shall submit the acceptance of the order within Two days from the date of receipt of the order. No conditional or qualified acceptance shall be permitted. The effective date for start of provisional contract with the selected bidder shall be the date of acceptance of the order by the bidder.

13.4 Bank reserves its right to consider at its sole discretion the late acceptance of the order by selected bidder.

13.5 In case of failure or refusal to execute the order, Canara Bank, TM Section, Circle Office Guwahati shall have the right to dispose the items to H2/H3 bidder on matching the H1 (Highest) prices.


Technology Overseseeing Executive



Annexure-I
Bills of Material
Price Schedule for Hardware items to be disposed

To,
The senior Manager
Canara Bank
TM Section
Circle Office
Guwahati

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.	All in One Desktop	25				
2.	Desktop PC	229				
2.	LASERJET PRINTER	18				
3.	PASSBOOK PRINTER/ DOT MATRIX PRINTER	32				
4.	SCANNER	15				
5.	LAPTOP	8				
6.	CTS	5				

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 Authorised signatory of the Bidder



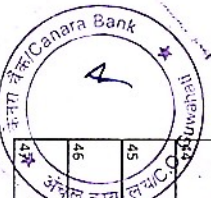
ANNEXURE

Details of obsolete items available Branch/office wise for inspection

Sl NO	DPCD	ALL IN ONE DESKTOP	DESKTOP PC(CPU & MONITOR)	USERJET PRINTER	PASSBOOK PRINTER	SCANNER	LAPTOP	CHEQUE SCANNER(CTS)	BRANCH NAME/OFFICE	Address	PostOffice	District/m	City/m	State Name	PINCode
1	1436			1	1				JAGIROAD	Opp Shiva Mandir,	Jagroad	Morigaon	Jagroad	Assam	782410
2	1756		1						CHOUKHUTTY	P.O.Barabang,	Chowkutti	Barpeta	Chowkutti	Assam	781325
3	2002		1		2	1			SIKH TEMPLE	I Floor, S.C.Goswami Road, Pan Bazar,	Guwahati G.P.O.	Kamrup Metro	Guwahati	Assam	781001
4	2308		1						KAHILPARA	Shivam Market, Kahilpara,	Kahilpara S.O	Kamrup Metro	Guwahati	Assam	781019
5	2687		1						MALIGAON	Express Towers, II Floor, Maligaon,	Mlg Rly Hqs S.O	Kamrup Metro	Guwahati	Assam	781011
6	2688		1						CHANDMARI	1st Floor, Vividha Complex, Maniram Dewan Road, Silpukhuri,	Silpukhuri S.O	Kamrup Metro	Guwahati	Assam	781003
7	3370		3		1	1			NAIBARI	FIRST FLOOR, HOLDING NO 235, WARD NO 11, PALUA ROAD,	Naibari	Naibari	Naibari	Assam	781335
8	3371		2			1			BARPETA ROAD	FIRST FLOOR, HOLDING NO 71 WARD NO 06, NEAR POLICE THANA BARPETA ROAD,	Barpeta Road	Barpeta	Barpeta Road	Assam	781315
9	4074		1						MANGALDOI I	I Floor, Ward No.4, LNB Road,	Mangaldol	Darrang	Mangaldol	Assam	784125
10	4077		6						KOHIMA	I Floor, Kohima-Imphal Road, Old Minister Hill Colony, Opp Indian Oil Petrol Pump,	Kohima	Kohima	Kohima	Nagaland	797001
11	4092		5	1					MORIGAON	Pachalia, Ward No.2,	Morigaon	Morigaon	Morigaon	Assam	782105
12	4159		5						KHARUPETIA	I Floor, Chandra Complex, Mahavir Road	Kharupetighat	Darrang	Kharupetia	Assam	784115
13	4182		1	1					AMINGAON	Amingaon Panipara Basti,	Amingaon	Kamrup Metro	Amin Gaon	Assam	781031
14	4255		1	1					CHAYGAON SWE	Singmai Pukhuriar Co-op,Collective Farming Society Ltd., Chhaygaon,	Chhaygaon	Kamrup	Barnuli Gaon	Assam	781124
15	4559			1					RANGIA	Ward No.5, N T Road,	Rangia	Kamrup	Rangia	Assam	781354
16	4871		5	1	1				KOKRAJHAR	Ward No.9, Kokrajhar Bazar,	Kokrajhar	Kokrajhar	Kokrajhar	Assam	783370
17	5405		3						NOONMATI	MRD Road, Opp.Ojha Hyundai, Noonmati,	Noonmati	Kamrup Metro	Guwahati	Assam	781020
18	5852	4	14						LOKHRA	Saukuchi, Lokhra Road, Odalbakra Post,	Odalbakra	Kamrup Metro	Guwahati	Assam	781034
19	8313		4						RO GUWAHATI	Mayfair Bldg, Lokhra Road, Odalbakra Post, Laliganesh, Kahilpara,	Odalbakra	Kamrup Metro	Guwahati	Assam	781034
20	8652		6						IIT GUWAHATI	IIT Guwahati Administrative Building	I I T S.O	Kamrup Metro	Guwahati	Assam	781039
21	12300				2				Metuakuchi	B.B.ROAD, METUAKUCHI, BARPETA,	Metuakuchi	Barpeta	Metuakuchi	Assam	781301
22	12310				1				MANGALDOI II	LAKHINATH BEZBARUAH ROAD, P.O. MANGALDOI,	Mangaldol	Darrang	Mangaldol	Assam	784125



Sl NO	DPCD	ALL IN ONE DESKTOP	DESKTOP PC(CPU & MONITOR)	LASERJET PRINTER	PASSBOOK PRINTER	SCANNER	LAPTOP	CHEQUE SCANNER (CTS)	BRANCH NAME/OFFICE	Address	PostOffice	DistrictNm	CityNm	State Name	PINCode
23	17330		4		2	2		5	GUWAHATI MAIN	INVESTMENT BUILDING, M N ROAD, PANBAZAR PANBAZAR,	Pambazar	Kamrup Metro	Guwahati	Assam	781001
24	17365		1						DISPUR II	UPASANA COMPLEX, DR. R P ROAD, GANESH GURI,	Ganesh Guri/Dispur	Kamrup Metro	Dispur	Assam	781005
25	17369	4	1						ZOO ROAD II	ZOO ROAD, JONALI,	Guwahati	Kamrup Metro	Guwahati	Assam	781024
26	17371				1				PANIKHETI	NARENGI-CHANDRAPUR ROAD, PO. BONDA, THE PANIKHATI,	Bonda	Kamrup Metro	Panikheti	Assam	781026
27	2348		13		1	1			AGARTALA	B.K. Road, New Bush Jung, Chowmohoni,	Agartala H.O	West Tripura	Agartala	Tripura	799001
28	3955		3	1	1				IMPHAL	Near Gurdwara, Gurdwara Road, Thangai Bazaar,	Imphal H.O	Imphal West	Imphal	Manipur	795001
29	4076		1			1			JOWAI	Lathnadlaboh, N H 44,	Jowai	Jaintia Hills	Jowai	Meghalaya	793150
30	4153		1						KHLEHRIAT	I Floor, MCAB Bldg.	Khlehriat	East Jaintia Hills	Khlehriat East	Meghalaya	793200
31	8314		23	1			6		RO SILCHAR	Kingfisher Bldg, II Floor, Sonai Road, Rangitkhar,	Rangitkhar S.O	Cachar	Silchar	Assam	788005
32	8675		1	1					NEEPCO	Brookland Compound, Lower New Colony	Shillong G.P.O	East Khasi Hills	Shillong	Meghalaya	793001
33	17990	6	3	1	2				AGARTALA 2	1ST FLOOR, ABOVE RMS OFFICE, DURGABARI ROAD,	Agartala H.O	West Tripura	Agartala	Tripura	799001
34	19400		2						Shillong II	G.S.ROAD,	Shillong	East Khasi Hills	Shillong	Meghalaya	793002
35	19405				1				NONGMYNSONG	NEIGRIHMS ROAD,	Nongmynsong	East Khasi Hills	Nongmynsong	Meghalaya	793011
36	1153		15	2					NOWGONG	VIP Road, Post Box No.42,	Nagaon H.O	Nagaon	Nagaon	Assam	782001
37	2449		4		3				Dullajan	New Market, Station Road,	Dullajan	Dibrugarh	Dullajan	Assam	786502
38	3435				1	2			ITANAGAR	FIRST FLOOR, LEGI COMPLEX, BANK TINALI,	Itanagar	Papuni Pare	Itanagar	Assam	791111
39	3666	2							Moran Town	PATTA NO.308, DAG NO.123, A T ROAD, MORAN TOWN (HAT) PO: MORAN HAT,	Moran Town	Dibrugarh	Moran Town	Assam	785670
40	3954		5		1				GOLAGHAT	Sundari Complex, I Floor, G.F. Road	Golaghat	Golaghat	Golaghat	Assam	785621
41	4158		2		1				HOJAI	I Floor, Masjid Road,	Hojai	Hojai	Hojai	Assam	782435
42	4249		6						LUMDING	Kailbari Road,	Lumding	Hojai	Lumding	Assam	782447
43	4335					1	1		DHEKIA KHOWA GAON	Dhekiakhova	Dheki Khowa Gaon	Jorhat	Dheki Khowa Gaon	Assam	785700
44	4718		4		1				TAWANG	Nehru Market,	Tawang	Tawang	Tawang	Assam	790104
45	8315		19						RO TEZPUR	Muskan Plaza, I Floor, Near Tribeni Complex, N T Road, Kacharigaon,	Kacharigaon	Sorigpur	Tezpur	Assam	784001
46	17360		9	1	2	1			JORHAT-II	AT & POST JORHAT, A.T.ROAD, JORHAT TEHSIL,	Jorhat	Jorhat	Jorhat	Assam	785001
47	17361				3	1			JORHAT K.V	ON G C COMPLEX, CHINNAMARA, JORHAT, KENDRIYA VIDYALAYA,	Jorhat	Jorhat	Jorhat	Assam	785704





Sl NO	DPCD	ALL IN ONE DESKTOP	DESKTOP PC(CPU & MONITOR)	LASERJET PRINTER	PASSBOOK PRINTER	SCANNER	LAPTOP	CHEQUE SCANNER (CTS)	BRANCH NAME/OFFICE	Address	PostOffice	District	City/Vm	State Name	PINCode
48	17362	2							Sivasagar-II	WARD NO 8, L K B ROAD, SIVASAGAR,	Sivasagar	Sivasagar	Sivasagar	Assam	785640
49	17391		2			1			DIBRUGARH ADH	ADITYA HOSPITAL, BORDOLOI AVENUE, DIBRUGARH,	Dibrugarh	Dibrugarh	Dibrugarh	Assam	786005
50	17940		7	1	1				ITANAGAR 2	ITANAGAR, VI P ROAD,	Itanagar	Papum Pare	Itanagar	Arunachal Pradesh	791111
51	6159		17						RSTC	SHIVAM MARKET, FIRST FLOOR, COLONY BAZAAR, KALAPPAHAR, BINOVANAGAR	GUWAHATI	KMARUP METRO	GUWAHATI	Assam	781018
52	7550	7	25	4	3	2			CIRCLE OFFICE	I Floor, Dee Dee Grandee, Panjabani Road, Sir Mile	GUWAHATI	KMARUP METRO	GUWAHATI	Assam	781022
TOTAL		25	229	18	32	15	8	5							