



**REQUEST FOR PROPOSAL [RFP] FOR
DISPOSAL OF OLD/ UNUSABLE/
OBSOLETE COMPUTER HARDWARE,
PERIPHERALS ETC. LYING AT
BRANCHES/OFFICES UNDER CANARA
BANK CIRCLE OFFICE MANGALURU.**

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

**Issued By: TM Section
Canara Bank
Circle Office
Mangaluru**

**Address: Technology Management Section, Canara Bank, Circle Office, Balmatta Road,
Mangaluru-575001**

Phone No: 9480843930, 0824-2863441/442/443

Email : tmscomlr@canarabank.com

तकनीकी प्रबंधन अनुभाग
केनरा बैंक अंचल कार्यालय
लाइट हाउस हिल, बलमत्ता रोड
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Technology Management Section
Canara Bank Circle Office
Light House Hill, Balmatta Road
Mangalore-575001

T-0824-2863441
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Details in Brief

Sl. No.	Description	Details
1.	RFP No. and Date	RFP 01/2020-21 dated 05/03/2021
2.	Location Address for submission of Bid/s [Address for Communication]	The Manager Technology Management Section, Canara Bank, Circle Office, Balmatta Road, Mangaluru-575001 Tel -9480843930, 0824-2863441/442/443 Email:tmscomlrl@canarabank.com
3.	Date of Issue	05-Mar-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 09-03-2021 03:00pm.
5.	Date of Pre Bid Meeting	09-03-2021 04:00PM
6.	Last Date of Submission of Bids	19-03-2021 04:00PM
7.	Date and Time of Opening Bid	19-03-2021 05:00PM
8.	Date and Time opening of Commercial Bid.	19-03-2021 05:00PM
9.	Cost of Application Money	NIL
10.	Earnest Money Deposit(Refundable)	Rs.5000/- (including GST)
This document can be downloaded from Bank's website http://canarabank.com/english/announcements/tenders		



A. Instructions to Bidders (ISB)**Disposal of IT Hardware lying at Branches/Offices under Canara Bank Circle Office Mangaluru****1. Introduction:**

Canara Bank, Mangaluru Circle, intends to dispose IT Hardware lying at different branches/offices. 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., 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. Bid without EMD will not be evaluated and rejected.
- 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 10-03-2021, 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 favouring Canara Bank and send it to our Office within 15 Working days of intimation of being H1 Bidder.
- 4.10. The Successful bidder has to lift all the items from disposal sites as given in Annexure V within 2-3 weeks, after issuance of Order. Changes in location of disposal sites due to unavoidable situations like Branch closures, the bidder shall be informed by us in advance before lifting and the same has to be agreed by the bidder without any additional cost to the bank. On failure to do so, Canara Bank, T M Section, Circle Office Mangaluru 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 Manager

**Technology Management Section, Canara Bank,
Circle Office, Balmatta Road, Mangaluru-575001**

Contact Person/s:

Ms. Shridevi CA

Phone No - 9480843930, 0824-2863441/442/443



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 super scribed as "Offer for Disposal of IT Hardware lying at Branches/Offices under Canara Bank Circle Office Mangaluru as per the attached list" 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.5000/- (Rupees FIVE THOUSAND Only)** by way of Demand Draft drawn on any scheduled bank in favour of Canara Bank, payable at Mangaluru 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. 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, 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 Mangaluru shall have the right to dispose the items to H2/H3 bidder on matching the H1 (Highest) prices.


 स्वर्णलता एस Swarnalatha S
 सहायक महा प्रबंधक
 Technology Overseeing Executive



ANNEXURE IV

Bill of MaterialPrice Schedule for Hardware items to be disposed

To,

The Manager

Canara Bank

T M Section

Circle Office, Mangaluru

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	ATM	5				
2	CAM	20				
3	CASH RECYCLER	1				
4	CHEQUE DEP KIOSK	4				
5	CTS SCANNER	6				
6	DESKTOP PC	49				
7	EPSON COLOUR INKJET PRINTER	2				
8	LAPTOP	11				
9	LASER JET PRINTER	32				
10	PASSBOOK PRINTER	13				

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11	PUM	16				
12	SCANNER	6				
13	ATM CASSETTES	54				
14	BIOMETRIC DEVICE	11				
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 E -Waste is available for Inspection.

Sl. No.	Details of Canara Bank Branch/Office where the E-Waste is available for Inspection.	Contact Person Details
1	Technology Management Section, Canara Bank, Circle Office,	Shridevi CA, 9480843930,
2	CANARA BANK, 5/429 AMMEMBAL SUBBARAO PAI ROAD,	Shridevi CA, 9480843930,
3	CANARA BANK, AMMEMBAL SUBBARAO PAI ROAD,	Shridevi CA, 9480843930,
4	CANARA BANK, VAKKALIGARA YANE GOWDER SEVA SANGHA,	Shridevi CA, 9480843930,
5	CANARA BANK, POST BOX NO 6, MAIN ROAD, SURATHKAL	Shridevi CA, 9480843930,
6	CANARA BANK, PARTHASARATHY COMPLEX, SHIVBHAG,	Shridevi CA, 9480843930,
7	CANARA BANK, NALPAD BUILDING , KADRI ROAD, MALLIKATTA, MANGALORE	Shridevi CA, 9480843930, 0824-2863441/442/443
8	CANARA BANK, HARSHA COMPLEX, MARIGUDI ROAD,, URVA, ASHOK NAGAR,, MANGALORE	Shridevi CA, 9480843930, 0824-2863441/442/443
9	CANARA BANK, 1ST FLOOR, BHASKAR COMPLEX,, MAHAVEER CIRCLE, MANGALORE	Shridevi CA, 9480843930, 0824-2863441/442/443
10	CANARA BANK, RAMBHAVAN COMPLEX, KODIALBAIL,, MANGALORE	Shridevi CA, 9480843930, 0824-2863441/442/443
11	CANARA COLLEGE BUILDING,, M G ROAD,, , MANGALORE	Shridevi CA, 9480843930, 0824-2863441/442/443
12	N R CIRCLE,, H N PURA ROAD,, , HASSAN	Shridevi CA, 9480843930, 0824-2863441/442/443
13	CANARA BANK, MAIN ROAD, SINGAPATALAMMA COMPLEX, COURT ROAD, HASSAN DIST, ARAKALGUD	Shridevi CA, 9480843930, 0824-2863441/442/443
14	CANARA BANK, NEAR APMC YARD,, B M ROAD, HASSAN	Shridevi CA, 9480843930, 0824-2863441/442/443
15	CANARA BANK, NO 4-3-62,LALITHA TOWERS,, OPP AC OFDICE,BM ROAD, HASSAN DIST, SAKLESHPUR	Shridevi CA, 9480843930, 0824-2863441/442/443
16	OPP GOVT PRIMARY SCHOOL, B M ROAD, COORG DIST, KUSHALNAGAR	Shridevi CA, 9480843930, 0824-2863441/442/443
17	CIRCLE OFFICE BUILDING, LIGHT HOUSE HILL,, BALAMATTA ROAD,, MANGALORE	Shridevi CA, 9480843930, 0824-2863441/442/443
18	CANARA BANK, LAKSHMAN PRASAD BLDG, KURNAD POST, DAKSHINA KANNADA DIST, AMMEMBAL	Shridevi CA, 9480843930, 0824-2863441/442/443
19	CANARA BANK, RAMANATH TOWERS 2 117 3, PADUKODI VILLAGE KULUR KAVOOR ROAD, MANGALORE	Shridevi CA, 9480843930, 0824-2863441/442/443
20	CANARA BANK, MYSORE ROAD, , CHANNARAYAPATNA	Shridevi CA, 9480843930, 0824-2863441/442/443
21	CANARA BANK, MAIN ROAD, , BELUR	Shridevi CA, 9480843930, 0824-2863441/442/443
22	CANARA BANK, RATNAGIRI ROAD, , CHICKMAGALUR BASAVANAHALLI	Shridevi CA, 9480843930, 0824-2863441/442/443
23	CANARA BANK, ROTARY BHAVAN, JAIN TEMPLE ROAD PO BOX	Shridevi CA, 9480843930,

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	NO 3, KADUR	0824-2863441/442/443
24	CANARA BANK, POST OFFICE ROAD, , TARIKERE	Shridevi CA, 9480843930, 0824-2863441/442/443
25	CANARA BANK, KRISHNA PRASAD BUILDING, MAIN ROAD, PUTTUR	Shridevi CA, 9480843930, 0824-2863441/442/443
26	CANARA BANK, P B NO 54, MAIN ROAD, MADIKERI	Shridevi CA, 9480843930, 0824-2863441/442/443
27	NEAR BUS STAND, I G ROAD, SAYYED STREET, CHIKMAGALUR	Shridevi CA, 9480843930, 0824-2863441/442/443
28	CANARA BANK, A J HOSPITAL BUILDING, N H 17, KUNTIKAN, MANGALORE	Shridevi CA, 9480843930, 0824-2863441/442/443
29	CANARA BANK, LIGHT HOUSE HILL, BALMATTA ROAD, MANGALORE	Shridevi CA, 9480843930, 0824-2863441/442/443
30	CANARA BANK, PLOT NO.814/710,LAXMI COMPLEX, MAIN ROAD CHICKAMAGLUR DISTRICT, KOPPA	Shridevi CA, 9480843930, 0824-2863441/442/443
31	CANARA BANK, NARAVI, 2/132.PARIJATHA COMP, OPP;BUS STAND, ,BELTHANGADY TAL	Shridevi CA, 9480843930, 0824-2863441/442/443
32	CANARA BANK, MANGALURU HAMPANKATTA (MAIN), LIGHT HOUSE HILL ROAD, HAMPANKATTA, MANGALORE,	Shridevi CA, 9480843930, 0824-2863441/442/443
33	CANARA BANK, INDIRA GANDHI ROAD, CHIKMAGALUR	Shridevi CA, 9480843930, 0824-2863441/442/443
34	CANARA BANK, PUTTUR, DOOR NO 17-175D, MANGALURU MERCARA ROAD, PUTTUR	Shridevi CA, 9480843930, 0824-2863441/442/443

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