



**REQUEST FOR PROPOSAL [RFP]
FOR**

**“DISPOSAL OF OLD/UNUSABLE/OBSOLETE
COMPUTER HARDWARE, PERIPHERALS ETC. LYING AT
BRANCHES/OFFICES
UNDER CANARA BANK CIRCLE OFFICE THIRUVANANTHAPURAM”**

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

Issued By:

**Canara Bank
T M Section
Circle Office
Thiruvananthapuram**

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

**Phone No:0471 - 2471222 / 2471495
Mob No: 8281991598
Email:tmcotvm@canarabank.com**



Details in Brief

Sl. No.	Description	Details
1.	RFP No. and Date	RFP 01/2023-24 dtd 12/04/2023
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: 12/04/2023
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 19/04/2023 3:00pm.
5.	Date of Pre Bid Meeting	19/04/2023 3:00 pm
6.	Last Date of Submission of Bids	25/04/2023 3:00 pm
7.	Date and Time of Opening Bid	25/04/2023 4:00 pm
8.	Date and Time opening of Commercial Bid.	25/04/2023 4:00 pm
9.	Cost of Application Money	Rs. 500/- (including GST)
10.	Earnest Money Deposit(Refundable)	Rs. 5000/- (including GST)
This document can be downloaded from Bank's website http://canarabank.com/english/announcements/tenders		



Instructions to Bidders (ISB)

Disposal of Old/Obsolete Computer Hardware, Peripherals / PUMs 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 and Application money 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. MSEs are exempted from paying Application Fee and EMD. MSEs should submit relevant documentary proof for claiming the exemptions.
- 4.5. **Price Schedule (Commercial Offer)** is attached with this Tender notice as **Annexure-B**.
- 4.6. The empanelled vendors may inspect the items on or before **19/04/2023 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-C**. Items are to be taken from the various branch/office premises and locations as referred in **Annexure-C** by the successful Vendor.

- 4.7. 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.

- 4.8. All expenses pertaining to collecting, transporting for disposal (*as per govt. guidelines*), is to be borne by the successful bidder.
- 4.9. Item shall be sold to the bidder with highest bid price.
- 4.10. 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.
- 4.11. 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 Thiruvananthapuram shall have the right to forfeit the entire EMD remitted and Bank may dispose the items through H2/H3 Bidders.
- 4.12. The Successful bidder to comply and ensure with the Tender Clause on degaussing of data as referred in Clause (3.3) above.
- 4.13. 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.
- 4.14. Once the Hardware items are handed over to the successful bidder, the same shall not be taken back by the Bank.
- 4.15. Bidder should lift all the accessories associated with e-waste and no residue should be left behind unless demanded by the Bank.
- 4.16. 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.
- 4.17. 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: Mr. Jithin S S / Mr. Anzio John J
 Phone No: 0471 - 2471222 / 2471495
 Mob No: 8281991598



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 by submitting the following documents.



- a) Bid Covering Letter as per Annexure-A.
- b) Central / State Govt. Pollution Control Board certificate valid till date of RFQ.
- c) EMD and Application money (separate) by way of DD favoring Canara Bank, payable at Thiruvananthapuram.
- d) PAN Copy of the Company.
- e) GST particulars of the Company.

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

6.1.3. Both the sealed and covered Bids should be put in a closed envelope and should be super scribed as **Disposal of Old/Obsolete Computer Hardware, Peripherals / PUMs 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.5000/- (Rupees Five 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:**

9.1. 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-B.
- 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-A

Bid Covering Letter

[On Firm's/Company's Letter Head]
(to be included in Part A - Conformity to Technical Criteria Envelope)

Reference No:

Date:

The Senior Manager
Canara Bank
T M Section
Circle Office
Thiruvananthapuram,

Dear Sir,

SUB: RFP for Disposal of Old/Unusable/Obsolete Computer Hardware, Peripherals, lying at various locations of Canara Bank, Thiruvananthapuram

Ref: RFP No.01/2023-24 dated 12/04/2023.

We have examined the above mentioned RFQ document including all annexures the receipt of which is hereby duly acknowledged and subsequent pre-bid clarifications / modifications / amendments, if any, furnished by the Bank and we, the undersigned, offer to lift the old hardware items in conformity with the said RFP in accordance with the schedule of prices indicated in the commercial offer and made part of this offer.

The undersigned is authorized to sign on behalf of the Bidder Company.

We accept all the instructions, Terms and Conditions and Scope of Work of the subject RFP.

We agree to the condition of "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 identified locations of the Bank."

We undertake 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.

We agree to abide by this offer till 60 days from the date of Commercial Bid opening. We agree to abide by and fulfill all the terms and conditions of the RFP.

All the details mentioned by us are true and correct and if Bank observes any misrepresentation of facts on any matter at any stage, Bank has absolute right to reject the proposal and disqualify us from the selection process. Bank reserves the right to verify/evaluate the claims made by the Bidder independently.

We are enclosing the following documents along with Bid Covering Letter:

- 1) Application Money DD for Rs. **500** favoring Canara Bank payable at **Thiruvananthapuram**. (MSE certificate to be submitted if exempted).
- 2) EMD DD for Rs. **5000** favoring Canara Bank payable at **Thiruvananthapuram**. (MSE certificate to be submitted if exempted).
- 3) Copy of the valid Certificate from State Pollution Control Board/Govt. Authorities for undertaking E-Waste disposal.
- 4) Copy of the PAN Card.
- 5) Copy of the GST Registration.

Date:

Signature with seal
Name:
Designation:

Annexure-B

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	Monitor	297				
2	CPU	288				
3	All In One PC	151				
4	Laser Printer	89				
5	Passbook / DOT Matrix	136				
6	Scanner	57				
7	CTS Scanner	11				
8	Router / Modems	28				
9	Switches	26				
10	Passbook KIOSK	3				
11	ATM/Internet Kiosk	5				
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.
- ✓ There may be a change in actual quantity available. However bidder should remit the amount proportionate to the actual quantity collected as per the rate quoted per item.
- ✓ Bidder should lift all the accessories associated with e-waste and no residue should be left behind unless demanded by the Bank.

Place:

Date: _____

Seal & Signature of Authorized signatory of the Bidder

Annexure-C

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

Pooling location code	Pooling Address	Contact	Monitors	CPU	AIO	Laser Printer	Passbook/Dot Matrix	Scanners	CTS Scanners	Routers/Modem	Switches
806	Ernakulam South Branch, POST BOX NO.1717, XXXV/823/826, JAIN BLDGS, NETTIPADAM ROAD, ERNAKULAM SOUTH, KOCHI - 682016	8281991527	29	29	16	5	8	2	0	9	4
6946	Kannur South Regional Office, 2nd Floor, KMS Bldg., Fort Road, Kannur - 670001	9495044041	3								
6947	Kasargod Regional Office, E-SYDICATION BANK BUILDING, 2ND FLOOR, OPP. KSRTC STAND, BANK ROAD, KASARGOD	9188522844	9	8		12	4	8	4		
6948	Ernakulam II Regional Office, METRO STATION COMPLEX, 3RD FLOOR METRO BUILDING, M G ROAD, ERNAKULAM - PIN 682035	9400494307	3	3	11	9	3	2	1	2	5
6949	Alappuzha Regional Office, 1st Floor CTO Building Near Iron Bridge Alappuzha - 688011	9188528675	6	7		3	4	2	1		
7962	Trivandrum Regional Office, II Floor Ibrahim Co. Bldg Chalai, Trivandrum - 695036	8281998090	20	46	29	11	21	7	1	3	0
7964	Kannur Regional Office, NEELANKOL COMPLEX 3RD FLOOR, P M ROAD, TALAP, KANNUR - 670002	9895408531	48	45	14	2	28	9	1	6	3
7965	Kollam Regional Office, TAG Centre I Floor Opp. Mathrubhoomi NH-47 Ramanakulangara Thirumullavaram PO - 691012	9446998491	54	53	42	18	28	13	2	6	5
7967	Kozhikode Regional office, 18/395 TALI SAMOOHAM ROAD CHALAPURAM - KOZHIKODE - 673002	8281004851	34	35	7	7	13	4			4
7968	Malappuram Regional office, VARNAM ARCADE, BYPASS JUNCTION, BYPASS ROAD, MACHINGAL, MUNDUPARAMPA PO, MALAPPURAM - 676509	8281177603	2	2		2					
7970	Thrissur Regional Office, ABA PLAZA FIRST FLOOR KOORKANCHERRY - THRISSUR - 680007	9495004312	42	38	4	9	13	4	0	0	0
8237	MARUDEVI COMPLEX, NEAR KALPETTA, MUNICIPALIT, Kalpetta P.O - 673121	9495044041	1	2	3		1				
14037	Canara Bank, Pongumoodu, 8/201, REVATHI NIVAS, KATTAKADA, BALARAMAPURAM, ROAD MARANALLUR, Kuvalassery S.O Pongumoodu - 695512	6360595217	36	9	21	8	12	5	1	2	5
Canara Bank Quarters	Palakkad, Canara Bank Quarters, Gokulam Apartments, Thorapalayam, Sekharipuram, Kalpathy, Palakkad - 678001	9188955057	10	11	4	3	1	1	0	0	0

Details of the Bank Locations (Branches/Offices) where the Passbook Kiosk / ATM / Internet Kiosk are available for Inspection.

DP Code	Branch Name	RO Code	RO Name	Address	Item Details	Contact No
2319	RANNI	7965	RO KOLLAM	P B No.10, SNDP Union Bldg, OPP. M S High School, Ranni- 689672	1 PUM	8281991365 / 9446998491
14459	Vaniyamkulam	7969	RO Palakkad	ACADEMIC BLOCK PKDIMS, GURUVAYUR ROAD, Vaniamkulam - 679522	1 PUM, 1 INTERNET KIOSK	9495045501 / 9188955057
5779	Olavakode	7969	RO Palakkad	Bldg No.36/1(8), Mangaly Bldg, Main Road,Olavakode, Palakkad-678002	1 ATM	8301897158 / 9188955057
830	RAMAMANGALAM	6948	RO Ernakulam II	Kandakot Building, Ramamangalam,S.O,Ramamangalam 686663	1 ATM	8281991472 / 9400494307
2774	ANGAMALY I	6948	RO Ernakulam II	Icon Towers Near L F Hospital M C Road,Angamally S.O Angamaly 683572	1 ATM	8281991402 / 9400494307
4665	NORTH PARAVUR I	6948	RO Ernakulam II	Sy.No.267/21 Nair Welfare Association, Bldg Ammankovil Road Near Lakshmi,College Paravur S.O (Ernakulam) Paravur-683513	1 ATM	8281991605 / 9400494307
849	AGALI	7969	RO Palakkad	#7/408A, Near Post Office, Main Road, Agali Palakkad - 678581	1 PUM	8547857394 / 9188955057

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

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