



CIRCLE OFFICE CHENNAI

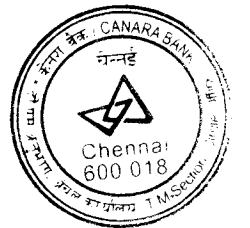
**REQUEST FOR PROPOSAL [RFP] FOR  
DISPOSAL OF E WASTE COLLECTED FROM THE BRANCHES IN ERODE RO**  
[This RFP is limited to Vendors Empanelled by Canara Bank for Disposal of E-Waste].

Issued By:

Technology Management Section

Canara Bank Circle Office, Chennai  
P B 1078, 563/1, Anna Salai, Teynampet, -600018

Email: [tmscochn@canarabank.com](mailto:tmscochn@canarabank.com)  
Phone No: 044 - 24349732/48595541



**DETAILS IN BRIEF**

	Description	Details
1.	RFP No. and Date	CBCOCHN:TM:RFP:03:2021-2022 dated 06/10/2021
2.	Location Address for submission of Bid/s [Address for Communication]	The Senior Manager Technology Management Section, Canara Bank Circle Office, P B 1078, 563/1, Anna Salai, Teynampet, - 600018  Tel- 044 - 24349732/48595541 Email:tmscochn@canarabank.com
3.	Date of Issue	06-Oct-2021
4.	Last Date of Submission of Queries for Pre-Bid Meeting	The Pre-Bid Queries on the RFP maybe sent through email or in writing at the address specified above, on or before 12-Oct-2021, 03:00 PM.
5.	Date of Pre Bid Meeting	As mentioned above
6.	Last Date of Submission of Bids	20-Oct-2021 03:00PM
7.	Date and Time of Opening Bid	20-Oct-2021 04:00 PM
8.	Date and Time opening of Commercial Bid.	20-Oct-2021 04:00 PM
9.	Cost of Application Money	NIL
10.	Earnest Money Deposit (Refundable)	Rs.5,000/- (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 COMPUTER HARDWARE COLLECTED FROM BRANCHES IN ERODE RO****1. Introduction:**

Canara Bank, Chennai Circle, intends to dispose Computer Hardware such as Monitors, Scanners, Printers etc collected from different branches in Erode RO. 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/RO premises on "as is where is basis" for disposal 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 handed over to 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 of 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 submitted without EMD will not be evaluated and rejected.
- 4.4. **Price Schedule (Commercial Offer)** is attached with this Tender notice as **Annexure-B**.
- 4.5. The empanelled vendors may inspect the items on or before 20-Oct-2021, 01:00 PM and satisfy themselves about the items for which they are bidding for. The Location details where the E-Waste can be inspected are as per **Annexure-C**. The Items are to be taken from the various branch/office premises and locations as referred in **Annexure-C** by the successful Vendor.

- 4.6. The empanelled vendors shall bear all the costs associated with the preparation and submission of the bid, and Canara Bank in no way 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 (or RTGS/NEFT) 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 sites as given in Annexure C within 2-3 weeks, after issuance of Order. In case of 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, TM Section, Circle Office Chennai 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 removal of Storage media 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  
Technology Management Section,  
Canara Bank Circle Office,  
P B 1078, 563/1, Anna Salai, Teynampet - 600018

Contact Person/s:

Mr. Suresh S

PhoneNo-8056058625, 044-24349732

**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 Government Pollution Control Board certificate along with the EMD by way of DD.

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

6.1.3. Both the Commercial and Technical Bids should be submitted in a closed envelope and should be super scribed as "Offer for Disposal of E Waste collected from branches in Erode RO" 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 which 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 and 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, what so ever, 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 in to account for 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 Chennai 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 there in shall be valid for 30 days from the date of opening of Commercial Bid. Any Bid offer 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. 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. The Techno-Commercial offer will be opened in our office as per the specified date/time mentioned in the Bid (refer page 2 ).

11.2. The authorized representative of the bidder may be present for attending the Bid Opening Process. 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 present at the time of opening of the Bid.

11.3. Non-attendance at the bid opening will not be cause for disqualification of a bidder.

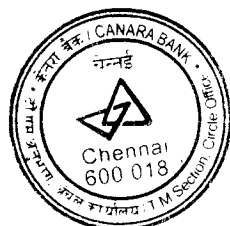
**12. Evaluation Criteria:**

12.1. The Bids which qualify under the Eligibility/Technical Criteria only would be considered for Commercial Evaluation.

12.2. Bidders must bid for all the items offered under the RFP to be eligible for participation.

12.3. 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.

12.4. 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 Chennai shall have the right to dispose the items to H2/H3 bidder on matching the H1 (Highest) prices.



*[Signature]*  
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 Chennai

Dear Sir,

SUB: RFP for old/unusable/obsolete Computer hardware items collected from branches in Erode RO.

Ref: RFP No. CBCOCHN: TM: RFP:03:2021-22 dated 06/10/2021.

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 given back to 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 of 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 fulfil 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) EMD DD for Rs. 5,000/-favouring Canara Bank payable at Chennai.
- 2) Copy of the valid Certificate from State Pollution Control Board/Govt. Authorities for undertaking E-Waste disposal.
- 3) Copy of the PAN Card.
- 4) Copy of the GST Registration.

Date: Signature with seal

Name:

Designation:

## ANNEXURE B

Bill of MaterialPrice Schedule for Hardware items to be disposed

To,  
The Senior Manager  
Canara Bank  
T M Section  
Circle Office, Chennai

We declare that we have inspected the hardware (identified by the Bank for disposal) items and are interested to purchase the same for disposal as per State/Central Government guidelines on "As is where is basis". Our offer for the items is as below:

	ITEM DESCRIPTION	QTY	UNIT PRICE (Rs)	TOTAL COST (Rs)	GST	TOTAL WITH GST (Rs)
1	CPU	128				
2	MONITOR	120				
3	SCANNER	12				
4	PRINTER	54				
TOTAL BID OFFER						

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 the 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-C

DETAILS OF THE BANK LOCATIONS (BRANCHES/OFFICES) WHERE THE E -WASTE IS AVAILABLE FOR INSPECTION.

Regional Office	Pooling Address	Count of Assests	Contact Person NO.
ERODE	CANARA BANK ERODE RO #45, Sathy Road, Erode - 638003	314	8760380606/ 9966777663

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

\*\*\*\*\*