



REQUEST FOR EXPRESSION OF INTEREST

FOR

EMPANELMENT OF VENDORS FOR DISPOSAL OF E - WASTE

Issued by: Canara Bank
Procurement Group,
Department of Information Technology Wing,
1st Floor, Naveen Complex,
14, M G Road,
Bengaluru - 560 001.
Tel - 080-25590070, 25584873
Email:hoditapm@canarabank.com



Bid Details in Brief Description

Sl. No.	Description	Details
1.	EOI No. and Date	EOI 01/2020-21 dated 17/06/2021
2.	Name of the Wing	Department of Information Technology
3.	Brief Description of the EOI	Request for Expression of Interest for Empanelment of Vendors for Disposal of E - Waste.
4.	Bank's Address for Communication and Submission of Tender	Deputy General Manager Canara Bank, Procurement Group, DIT Wing, 1 st Floor, Naveen Complex, 14, MG Road, Bengaluru -560 001 Senior Manager, Procurement Group Tel - 080-25590070, 25584873 Fax- 080-25596539 Email: hoditapm@canarabank.com
5.	Date of Issue	17/06/2021, Thursday
6.	Tender Fee (Non Refundable)	NA
7.	Earnest Money Deposit (Refundable)	NA
8.	Last Date of Submission of Queries for Pre Bid Meeting	28/06/2021, Monday, 3.00 PM
9.	Date of Pre Bid Meeting	05/07/2021, Monday, 3.00 PM
10.	Last Date of Submission of Bids	19/07/2021, Monday up to 3.00 PM
11.	Date of Opening of Bid	19/07/2021, Monday, 3.30 PM
12.	Venue for Prebid Meeting and Bid Opening	Canara Bank, DIT Wing, Conference Hall, II Floor, Naveen Complex, 14 M.G Road, Bengaluru - 560001.
<p>This document can be downloaded from following websites https://www.canarabank.com/User_page.aspx?cid=110 and https://eprocure.gov.in/epublish/app.</p> <p>Any amendments, modifications, Prebid replies and any communication etc., will be uploaded in the Bank's website only (i.e., https://www.canarabank.com/User_page.aspx?cid=110). No individual communication will be sent to the bidders.</p>		



Disclaimer

The information contained in this Expression of Interest ("EOI") document or information provided subsequently to bidders or applicants whether verbally or in documentary form by or on behalf of Canara Bank (or Bank), is provided to the bidder(s) on the terms and conditions set out in this EOI document and all other terms and conditions subject to which such information is provided. This EOI document is not an agreement and is not an offer or invitation by Canara Bank to any parties other than the applicants who are qualified to submit the bids (hereinafter individually and collectively referred to as "Bidder" or "Bidders" respectively). The purpose of this EOI is to provide the Bidders with information to assist the formulation of their proposals. This EOI does not claim to contain all the information each Bidder require. Each Bidder may conduct its own independent investigations and analysis and is free to check the accuracy, reliability and completeness of the information in this EOI. Canara Bank makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this EOI. The information contained in the EOI document is selective and is subject to updating, expansion, revision and amendment. It does not purport to contain all the information that a Bidder require. Canara Bank does not undertake to provide any Bidder with access to any additional information or to update the information in the EOI document or to correct any inaccuracies therein, which may become apparent.

Canara Bank reserves the right of discretion to change, modify, add to or alter any or all of the provisions of this EOI and/or the bidding process, without assigning any reasons whatsoever. Such change will be published on the Bank's Website https://canarabank.com/User_page.aspx?cid=110 and it will become part and parcel of EOI.

Canara Bank in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this EOI. Canara Bank reserves the right to reject any or all the expression of interest / proposals received in response to this EOI document at any stage without assigning any reason whatsoever. The decision of Canara Bank shall be final, conclusive and binding on all the parties.



Abbreviations used in this Document

Sl.No.	Abbreviation	Description
1.	CVC	Central Vigilance Commission
2.	DD	Demand Draft
3.	DIT	Department of Information Technology
4.	IFSC	Indian Financial System Code
5.	IT	Information Technology
6.	NEFT	National Electronic Fund Transfer
7.	NI ACT	Negotiable Instrument Act
8.	PAN	Permanent Account Number
9.	RFP	Request for Proposal
10.	RFQ	Request for Qualification
11.	RTGS	Real Time Gross Settlement

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1. About Canara Bank

- 1.1. CANARA BANK is a fourth largest public sector bank owned by Government of India. Canara Bank is a body Corporate and a premier Public Sector Bank established in the Year 1906 by Shri. Ammembal Subba Rao Pai and nationalized under the Banking Companies (Acquisition and Transfer of Undertakings) Act, 1970. Canara Bank Head office is located at 112, J C Road Bengaluru-560002 and Department of Information Technology wing located at Naveen Complex, No.14, M G Road, Bengaluru-560001.
- 1.2. The Bank is having pan India presence of more than 10,405 branches, 24 Circle offices and 176 Regional Offices situated across the States. The bank also has offices abroad in London, Hong Kong, Moscow, Shanghai, Dubai, Tanzania and New York. As per the announcement made by the Department of Finance Services on 30 August 2019, Manipal based Syndicate Bank has been merged from 01 April 2020.
- 1.3. The Bank is a forerunner in implementation of IT related products, services, and continuously making efforts to provide the state of art technological products to its customers.

2. Definitions:

- 2.1. 'Bank' means, unless excluded by and repugnant to context or the meaning thereof, shall mean 'Canara Bank', described in more detail in paragraph 1 above and which has invited bids under this Expression of Interest and shall be deemed to include its successors and permitted assigns.
- 2.2. 'EOI' means this Expression of Interest for Empanelment of Vendors for Disposal of E - Waste for our Bank.
- 2.3. The firms, institutions & companies submitting the proposal in response to this EOI shall hereinafter be referred to as 'Bidder'.

3. About EOI

- 3.1. As per E-Waste (Management & Handling) Rules 2016 notified by Ministry of Environment and Forests, Government of India, the Bank intends to dispose of old computers, hardware, peripherals identified by Bank referred as 'E-Waste' lying at various branches/offices.
- 3.2. The EOI document is not a recommendation or invitation to enter the contract, agreement or any other arrangement in respect of the services. The provision of the services is subject to compliance to selection process and appropriate documentation being agreed between the bank and selected vendors as identified by the bank after completion of the selection process.

4. Objective

- 4.1. Canara Bank invites application from reputed Bidders to submit their "Expression of Interest" who fulfills the eligibility criteria as given below for Empanelment of Vendors for Disposal of E - Waste in our Bank.

4.2. The bidders satisfying the Eligibility Criteria as per the EOI and having experience in disposal of E Waste may respond. The bidders should have experience in purchasing & collecting various I.T related hardware items (identified by the Bank for disposal) from Bank's premises on "as is where is basis" for disposal/recycling in line with Central/State Government guidelines.

4.3. The bank is looking for end-to-end services (collection, transportation, and dismantling, degaussing, recycling and / or final disposal) from bidders registered with as per GOI guidelines and currently in force and having established facilities for management of e-waste.

5. Eligibility Criteria

Interested Bidders, who can meet the Eligibility Criteria as per Annexure -2 may respond.

6. Scope of Empanelment:

6.1. Empanelment would be for Vendors for Disposal of E - Waste in Canara Bank.

6.2. Empanelment would be for Two years on Pan India basis. However, the Bank reserves the right to cancel or extend the validity period of empanelment. Bank's decision will be final in this regard.

6.3. The e-waste for disposal will be identified by Bank by Bank's HO/CO/RO/Branches. The indicative list of electronic equipments to be taken under e-waste is mentioned in Annexure-10.

6.4. Head Office/Circle Office/s and Regional Office/s of Bank will float limited tenders (RFQ) amongst the qualified empanelled vendors for collection and disposal of e-waste of the identified equipments at the branches/offices falling under their respective HO/CO/RO jurisdiction periodically or as and when required. Such RFQ will be issued to all the empanelled vendors.

6.5. Individual tender/s will contain detailed terms and conditions, instructions, location details and scope of work.

6.6. Empanelled vendors are required to respond to all the RFQs (Request for Quote) floated by our Offices.

6.7. Depending on the quote received by the Bank, the collection of e-waste will be awarded to H1 vendor (Highest Bidder) for the respective RFQ for which the empanelled bidder applied.

6.8. Vendors failing to respond to any three RFQs during the period of empanelment may be delisted from the Bank's empanelment.

6.9. The successful bidder should make the full payment to the Bank before picking up the items from the Branches/Offices within 2-3 working days from the date of selection of bidder. GST and other taxes as per Govt norms on the auction proceeds will be extra.

6.10. Successful vendor has to collect the e-waste within 2 weeks from the date of awarding the contract.

- 6.11. Successful vendors failing to collect e-waste from the Bank's location in terms of the Order issued to them on even one occasion may also be delisted from the Bank's empanelment.
- 6.12. The Guidelines issued by Ministry of Environment & Forests, Government of India and respective State Pollution Control Boards or any other regulatory authorities from time to time with regard to disposal of E-Waste are to be strictly followed by the empanelled vendors.

7. Empanelment Procedure

The Vendor for E-Waste disposal will be empanelled as per the following process:

- 7.1. Vendor/s satisfying the eligibility criteria will be short listed after due scrutiny of documents submitted by the bidder.
- 7.2. The Bank reserves the right to accept / reject any or all Expression of Interest (EOI) received in response to this advertisement without assigning any reasons, whatsoever.

8. De-empanelment of bidders

- 8.1. During empanelment period, the Bank reserves the right to de-empanel any vendor. The Bank's decision will be final in this regard.
- 8.2. Bank should retain with themselves the authority to blacklist or bar a bidder for a specified period of the time from participating in its tendering process where the Bank has authentic information the bidder has been debarred/black listed from participating in the tendering process by a international organization or by a local organization on ground of fraud or corruption or for some other reason which, in the opinion of the Bank is not compatible with its procurement policy and ethical standard.
- 8.3. If the service provided by the vendor is found to be unsatisfactory or if at any time it is found that the information provided for empanelment or for any tender is false or if irregularities shown by the vendor when applying for the tenders, the Bank reserves the right to remove such Bidders from the empanelled list without giving any notice to the vendor in advance.
- 8.4. Empanelled Vendors not submitting their response for 3 limited tenders may be de-listed from our empanelment list at the discretion of the Bank.

9. Scope of Work of E Waste Vendor

Scope of Vendor/s for disposal of E Waste is as follows.

- 9.1. The empanelment is being done on Pan India Basis.
- 9.2. Empaneled vendors are required to mandatorily collect the e-Waste from all the locations/branches of the bank. Bank is having around 10,405 Branches/Offices spread across India. Bidder should be agreeable to collect e-waste from all such identified locations.
- 9.3. The panel of vendors selected through this process will be empanelled for a period of Two years with a provision for review after one year.

- 9.4. The panel of vendors shortlisted by the bank would be used by all Branches/Offices of the Bank across the country to invite offers/price bids for e-waste management subject to the terms and conditions of the RFP.
- 9.5. The successful bidder should make the full payment to the Bank before picking up the items from the Branches/Offices within 2-3 working days from the date of selection of bidder. GST and other taxes as per Govt. norms on the auction proceeds will be extra.
- 9.6. The Successful Bidder has to collect the e-waste within 2 weeks from the date of awarding the contract.
- 9.7. The Successful Bidders failing to collect e-waste from the Bank's location in terms of the Order issued to them on even one occasion may also be delisted from the Bank's empanelment.
- 9.8. The e-waste should be disposed off in accordance with the timelines laid down by the Govt. of India guidelines currently in force/ from time to time. On final disposal, the vendor would be required to provide a certificate to this effect to the Bank within 30 days after receipt of e-waste.
- 9.9. The selected Bidder has to remove the storage media viz., Harddisk, Tapes, DATs, etc., and the same has to be degaussed in front of the Bank officials before collecting the e-waste from the Bank.
- 9.10. If e-waste is generated /collected in one State and required to be transported to another state for dismantling/recycling/final disposal, it would be the responsibility of the bidder(vendor) to have necessary approval /"No Objection Certificate" from the concerned State Pollution Control Board / Pollution Control Committee of Union Territory and intimate the State Pollution Control Board / Pollution Control Committee of Union Territory in transit as required by the GOI guidelines currently in force and issued from time to time. E-way bill generation is the responsibility of the Bidder.
- 9.11. It would be the responsibility of the bidder (vendor) for safe transit of the e-waste from Bank's location to the vendor's location. In case of any untoward happening during the transit of e-waste, the empanelled vendor (successful bidder) will be held solely responsible for the loss/consequences.
- 9.12. The bidder shall be entirely responsible for all taxes, duties, license fees, road permits, other taxes etc incurring during e-waste handling process.

10. Pre-Bid Queries

- 10.1. The bidder should carefully examine and understand the scope and terms and conditions of EOI and may seek clarifications, if required. The bidders in all such cases seek clarification in writing in the same serial order of that of the EOI by mentioning the relevant page number and clause number of the EOI.
- 10.2. All communications regarding points requiring clarifications and any doubts shall be given in writing to the Deputy General Manager, Canara Bank, DIT Wing, HO (Annexe), 14, M G Road, Bengaluru - 560 001 or an email can be sent to dittenders@canarabank.com by the intending bidders before the date and time specified in the Bid details in brief description.
- 10.3. No queries will be entertained from the bidders after the cut-off date and time.
- 10.4. No oral or individual consultation shall be entertained.

11. Pre-Bid meeting

- 11.1. A pre-bid meeting of the intending bidders will be held as per schedule specified in the Bid details in brief description to clarify any point/doubt raised by them in respect of this EOI.
- 11.2. No separate communication will be sent for this meeting. If the meeting date is declared as a holiday under NI Act by the Government subsequent to issuance of EOI, the next working day will be deemed to be the pre-bid meeting day. Authorized representatives of interested bidders shall be present during the scheduled time. In this connection, Bank will allow a maximum of TWO (2) representatives from each Bidder to participate in the pre-bid meeting.
- 11.3. Bank has the discretion to consider any other queries raised by the bidder's representative during the pre-bid meeting.
- 11.4. The Bank will consolidate all the written queries and any further queries during the pre-bid meeting and the replies for the queries shall be made available in the Bank's website and no individual correspondence shall be made. The clarification of the Bank in response to the queries raised by the bidder/s, and any other clarification/amendments/corrigendum furnished thereof will become part and parcel of the EOI and it will be binding on the bidders.
- 11.5. Non receipt of reply to the queries raised by any of the Bidders shall not be accepted as a valid reason for non submission of Bid. In addition, non reply to any query may not be deemed the version of the Bidder as reflected in the query has been accepted by the Bank.

12. Amendment to EOI

- 12.1. 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 bidder, may modify the bidding document, by way of an amendment.
- 12.2. Notification of amendments will be put up on the Bank's website (www.canarabank.com) and will be binding on all bidders and no separate communication will be issued in this regard.
- 12.3. In order to allow prospective bidders reasonable time in which to take the amendment into account in preparing their bids, the Bank, at its discretion, may extend the deadline for a reasonable period as decided by the Bank for the submission of Bids.

13. Preparation of Bids

- 13.1. All bids and supporting documents shall be submitted in English and on A4 size paper, spirally bound securely and in serial order. The response should be submitted in a structured format as per the checklist appended.
- 13.2. All pages of EOI should be stamped and signed by Authorized Signatory of the Bidder. All pages of the bid document should be serially numbered and shall be signed by the authorized person/s only. The person/s signing the bid shall sign all pages of the bid and rubber stamp should be affixed on each page. The

bidder should submit a copy of Board Resolution or power of attorney document showing that the signatory has been duly authorized to sign the bid document.

- 13.3. The bid must contain EMD/ Bank Guarantee in lieu of EMD as per ANNEXURE-7 of this document. The Conformity to Eligibility Criteria should be complete in all respects and contain all information sought for, as per ANNEXURE-3.

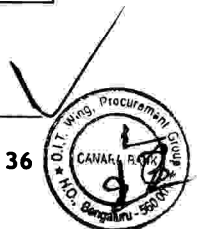
14. Erasures or Alterations

The Offers containing erasures or alterations or overwriting will not be considered. There should be no hand-written material, corrections or alterations in the offer. Technical details must be completely filled in. Correct technical information of the product being offered must be filled in. Filling up of the information using terms such as “OK”, “accepted”, “noted”, “as given in brochure/manual” is not acceptable. The Bank may treat such Offers as not adhering to the tender guidelines and as unacceptable.

15. Submission of Bids

- 15.1. The sealed envelope containing the response to EOI along with the required documents shall be superscribed on the top of the envelope “Empanelment of Vendors for Disposal of E - Waste in response to EOI 02/2020-21 dtd. xx/06/2021” The Name and address of the bidder should also be specifically mentioned on the top of the sealed envelope. The EOI response should be deposited in the Tender Box at the Place, Venue, Date and Time mentioned in Bid schedule.
- 15.2. If the last day of submission of bids is declared as a holiday under NI Act by the Government subsequent to issuance of EOI, the next working day will be deemed to be the last day for submission of the EOI. The Bid/s which is/are deposited after the said date and time shall not be considered.
- 15.3. Bids sent through post/courier will not be accepted/evaluated. No offer will be accepted directly.
- 15.4. If envelope containing bid documents is not sealed and marked in the prescribed manner, the Bank will assume no responsibility for the bid’s misplacement or premature opening.
- 15.5. The following officials will facilitate in bid related queries and make arrangements for deposit of bid documents.

First Official	Alternate Official
<p>Mr. Prabhakar Nayak Senior Manager, Canara Bank Procurement Group, DIT Wing, First Floor, Naveen Complex, 14 M G Road, Bengaluru - 560 001. Tel - 080 25590070</p>	<p>Mr. Nagendra Kumar M Divisional Manager, Canara Bank Procurement Group, DIT Wing, First Floor, Naveen Complex, 14 M G Road, Bengaluru - 560 001. Tel - 080 25590832</p>



15.6. In case bid documents are too bulky to be placed inside the tender box, arrangements will be made by the above mentioned officials to receive the tender. However, bidder should reach the venue before the date and time stipulated above.

15.7. The bidder shall bear all costs associated with the preparation of and submission of the bid including cost of preparation/presentation etc. The Bank will not be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

16. Bid Opening:

16.1. EOI will be opened in the presence of the Bidder's representative/s who may choose to attend the bid opening as per schedule specified in the Bid details in brief description.

16.2. Bidder's representative may be present in the place and venue well in time along with an authorization letter in hand for each bid opening under this EOI, as per the format (Annexure 5) enclosed and sign in Register of Attendance during opening of EOI.

Note: Authorization letter should be carried in person and shall not be placed inside in any of the bid covers.

16.3. EOI will be opened in the presence of the Bidder's representative/s who may choose to attend the bid opening as per Bid schedule.

Bidder's representative may be present in the place and venue well in time along with an authorization letter in hand for each bid opening under this EOI, as per the format (ANNEXURE-5) enclosed and sign in Register of Attendance during opening of EOI.

Note: Authorization letter should be carried in person and shall not be placed inside in any of the bid covers

16.4. If any of the bidders or all bidders who submitted the tender are not present during the specified date, time and venue of opening, it will be deemed that such bidder is not interested to participate in the opening of the Bid/s and the bank at its discretion will proceed further with opening of the EOI in their absence.

16.5. The Bidders may note that no further notice will be given in this regard. Further, in case the bank does not function on the aforesaid date due to unforeseen circumstances or holiday, then the bid will be accepted up to 3.00 PM on the next working day and bids will be opened at 3:30 PM at the same venue on the same day.

17. Evaluation of EOI

- 17.1. The Bank will evaluate the bid/s submitted by the bidder/s under this EOI by the officers of the bank. The Bank may engage an external agency for evaluation of the bid. It is Bank's discretion to decide at the point of time.
- 17.2. The Bank will scrutinize the Bid/s received to determine whether they are complete in all respects as per the requirement of EOI, whether the documents have been properly signed and whether items are offered as per EOI requirements, whether technical documentation as required to evaluate the offer has been submitted. The Bank may, at its discretion, waive any minor non-conformity or any minor irregularity in the bid which does not constitute a material deviation. Bank's decision with regard to 'minor non-conformity' is final and the waiver shall be binding on all the bidders and the Bank reserves the right for such waivers.
- 17.3. EOI submitted by the bidder will be evaluated based on the format mentioned in ANNEXURE-1. Bidders who will qualify from Eligibility Criteria Evaluation will be empanelled. Period of empanelment will be decided by the Bank. The short listed applicants will be notified in due course. Only shortlisted applicants will be invited to participate in the tender/RFP. No interim enquiries will be entertained. The decision taken by the Bank shall be final and no representation or correspondence shall be entertained.

18. Clarifications of Offers

- 18.1. During the process of scrutiny, evaluation and comparison of offers, the Bank may, at its discretion, seek clarifications from all the bidders/any of the bidders on the offer made by them. The request for such clarifications and the Bidders response will necessarily be in writing and it should be submitted within the time stipulated by the Bank.
- 18.2. The Bank may go through a process of evaluation and normalization of the bids to the extent possible and feasible, to ensure that shortlisted bidders are more or less on the same footing by seeking incremental bid submission in part of the requested clarification by the Bank OR Revised submissions of the entire bid in the whole.
- 18.3. The Bank can repeat this normalization process at every stage of bid submission till Bank is satisfied. The shortlisted bidders agree that, they have no reservation or objection to the normalization process and all the technically shortlisted bidders will, by responding to this EOI, agree to participate in the normalization process and extend their co-operation to the Bank during this process.
- 18.4. The shortlisted bidders, by submitting the response to this EOI, agree to the process and conditions of the normalization process.

19. Modification/Cancellation of EOI

- 19.1. The EOI is not an offer by Canara Bank but an invitation to get the response from the interested bidders for short listing the bidders for Bank's requirements. No contractual obligations whatsoever shall arise from the Expression of Interest process.

19.2. The Bank reserves the right to cancel EOI process at any time, without thereby incurring any liabilities to the affected bidder[s]. Reasons for cancellation, as determined by the Bank in sole discretion include but are not limited to, the following:

- a] Services contemplated are no longer required.
- b] Change in the scope of work or due to unforeseen circumstances and/or factors and or/or new developments.
- c] The project is not the in the best interest of the Bank.
- d] Any other reason.

19.3. The Bank also reserves the right to modify/cancel/re-tender without assigning any reasons whatsoever. The bank shall not incur any liability to the affected bidder(s) on account of such rejection. Bank shall not be obliged to inform the affected bidder(s) of the grounds for the Bank's rejection.

20. Responsibility for completeness

20.1. The Bidder shall be responsible for any discrepancies, errors and omissions in the bid, or other information submitted by him irrespective of whether these have been approved, reviewed or otherwise accepted by the Bank or not. The Bidder shall take all corrective measures arising out of discrepancies, error and omissions in the bid and other information as mention above within the time schedule.

20.2. Willful misrepresentation of any fact within the Bid will lead to the disqualification of the Bidder without prejudice to other actions that Bank may take. All the submission, including any accompanying documents, will become property of Canara Bank.

20.3. The Bank reserves the right to verify the validity of bid information and to reject any bid where the contents appear to be incorrect, inaccurate or inappropriate at any time during the process of EOI or even after the award of contract.

21. Intimation to the selected Bidders

The Bank will prepare the list of Bidders on the basis of evaluation. The short listed applicants (empanelled bidders/vendors) will be notified on the Bank's website (www.canarabank.com) / Notice Board. No separate intimation will be sent to individual Bidders.

22. Issuance of RFP/RFQ

22.1. The Bank reserves the right to issue RFP/RFQ based on the responses and the requirement of the Bank.

22.2. Only shortlisted applicants will be invited to participate in the RFP/RFQ Process. The shortlisted applicants will be provided with RFP/RFQ documents through E-mail or hand delivery. The vendors are required to respond accordingly.

22.3. No interim enquiries will be entertained. The decision taken by the Bank shall be final and no representation or correspondence shall be entertained.

22.4. Canara Bank reserves the right to accept / reject any or all expression of interest received in response to this advertisement without assigning any reasons, whatsoever.

22.5. The Bank reserves the right to avail services independently on its own without reference to shortlisted bidders of EOI.

23. Independent External Monitors:

23.1. The Name and Contact details of the Independent External Monitor(IEM) nominated by the Bank are as under:

Sri. Rakesh Jain Email:rakeshjain18@hotmail.com	Sri. D R S Chaudhary Email: dilip.chaudhary@gmail.com
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DEPUTY GENERAL MANAGER


ANNEXURE-1

CHECKLIST

The bidder shall confirm whether following are submitted in their EOI/ bid. The bidder shall indicate the page no. where the details are furnished; otherwise, bid is liable for rejection.

SI No	Details	Reference/ Clause Nos	Complied & Submitted (Yes/No)	Page No. at which details are enclosed
1.	Covering Letter.	ANNEXURE-2		
2.	Bidder's Profile.	ANNEXURE-4		
3.	The documents in support of Eligibility Criteria, wherever required as mentioned in this EOI.	ANNEXURE-3		
4.	List of major clients and the quantum of orders with approximate value executed to various organizations including BFSI, PSU, PSBs, IT Industry, Central/State Govt Depts and Public/Private Limited Companies for the last Two (2) years.	ANNEXURE-6		
5.	Authorization letter format for Bid Opening (to be carried by the person who is authorized to attend the Bid opening).	ANNEXURE-5		
6.	Copy of Power of Attorney or Authorization letter from the Company designating the authorized representative of the company for signing the bid document should be furnished along with the bid document.	Clause No.13.2		
7.	Compliance Statement	ANNEXURE-7		

Note: 1) Failure to produce the necessary proof may render the applicant in-eligible for empanelment.

Date

Signature with seal

Name :

Designation :

No.	Annexure-1: Other Clauses	Vendor Response [Yes/No]	Page No. at which details are enclosed
1	Whether Bidder has to submitted Declaration as per Annexure-11 in lieu of waiver of Tender fee & EMD?		
3	Whether the Bid is authenticated by authorized person? Copy of Power of Attorney or Authorization letter from the company authorizing the person to sign the bid document to be submitted in Conformity to Eligibility Criteria?		
4	Whether all pages are authenticated with signature and seal (Full signature to be affixed and not initials).Erasures / Overwriting / Cutting / Corrections authenticated Certification / Undertaking is authenticated?		
5	Whether address of Office on which communication / order has to be placed is indicated in ANNEXURE-4		
6	Whether ensured that the offer is in sealed envelope and superscribed as Empanelment of Vendors for Disposal of E - Waste, The EOI No., Name of the Bidder and Due date of the EOI is specified on the top of the envelope.		
7	Whether ensured Indexing of all Documents submitted with page numbers?		

Vendors to verify the above checklist and ensure accuracy of the same before submission of the bid.
Checked for accuracy

Date

Signature with seal

Name :

Designation :

The Authorization letter as per format ANNEXURE-5 is to be carried in person and shall not be placed inside any of the bid covers.	Ensure
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ANNEXURE-2

Bid Covering Letter Format

(Covering Letter has to be submitted in company's letter head)

Offer Reference No:

Date: dd-mm-yyyy

To
The Deputy General Manager,
Canara Bank,
Procurement Group,
DIT, Naveen Complex, 14 M G Road,
Bengaluru - 560 001, Karnataka

Dear Sir,

Sub: Empanelment of Vendors for Disposal of E - Waste.

Ref: EOI 01/2020-21 dated 17/06/2021.

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We have examined the above mentioned tender 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 for subject items are in conformity with the said tender 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 and the necessary supporting documents delegating this authority is enclosed to this letter.

If our offer is accepted, we undertake to complete the formalities of deliverables as per RFP for Software/Hardware/Solution/Services as per timelines mentioned in the RFP for each ordered locations.

If our offer is accepted, we undertake to provide Technical consultancy / Service support / Guidance for the items/solution supplied as per the above referred RFP, during contract period. We enclose a Demand Draft /Bank Guarantee in lieu of EMD as per RFP in favour of Canara Bank as EMD or Exemption certificate in lieu of EMD.

We agree to abide by this offer till 180 days from the date of Commercial Bid opening / Successful Reverse Auction Event and for such further period as mutually agreed between the bank and successful bidder, and agreed to in writing by the bidder. We also agree to keep the Earnest Money Deposit/Bank Guarantee in lieu of EMD during the entire validity period of the tender. However, if we withdraw our offer within the said validity period, you shall have the right to forfeit the EMD/invoke the Bank Guarantee in lieu of EMD, without reference to us. We agree to abide by and fulfil all the terms and conditions of the tender and in default thereof, to forfeit and pay to you or your successors, or authorized nominees such sums of money as are stipulated in the conditions contained in tender together with the return acceptance of the contract.

We accept all the Instructions, Technical Specifications, Terms and Conditions and Scope of Work of the subject RFP. We understand that the Bank is not bound to accept the lowest or any offer the Bank may receive without assigning any reason whatsoever.

We hereby unconditionally accept that Bank can at its absolute discretion apply whatever criteria it deems appropriate, not just limiting to those criteria set out in the RFP, in shortlisting of bidders.

We will not sub-contract works to any contractor from a country which shares a land border with India unless such contractor is registered with the Competent Authority (refer: F/No.6/18/2019-PPD dated 23/07/2020 of Public Procurement Division, Department of Expenditure, Ministry of Finance). We further understand that any false declaration and non-compliance of the above would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

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 the 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 confirm that we have noted the contents of the RFP and have ensured that there is no deviation in filing our response to the RFP and that the Bank will have the right to disqualify us in case of any such deviations.

We hereby undertake that we have not been blacklisted/debarred by any Scheduled Commercial Banks/Public Sector Undertakings/Government Entities in India as on date.

Date:
Place :

Signature with seal:
Name :
Designation :



ANNEXURE-3
Eligibility Criteria Declaration

(Eligibility Criteria Declaration has to be submitted in Company's letter head)

Sub: Empanelment of Vendors for Disposal of E - Waste.

Ref: EOI 01/2020-21 dated 17/06/2021.

@@@

We have carefully gone through the contents of the above referred EOI and furnish the following information relating to Eligibility Criteria.

Sl. No.	Eligibility Criteria	Bidders responses	Bidders responses and Documents to be submitted
1.	The Bidder should be a registered Proprietorship firm/ Partnership firm registered under LLP Act, 2008/Indian Partnership Act, 1932 or Company in India as per Indian Companies Act, 1956 or Indian Companies Act, 2013.	Copy of Registration of Proprietorship firm. (OR) Copy of Certificate of LLP registration. (OR) Copy of Certificate of Incorporation and Certificate of Commencement of business in case of Public Limited Company. (OR) Certificate of Incorporation in case of Private Limited Company, issued by the Registrar of Companies.	
2.	The bidders should have valid Registration Certificate issued by Ministry of Environment & Forests (MOEF)/ Central Pollution Control Board / State Pollution Control Board as per the current requirements for collecting, dismantling, recycling of e-waste. The registration should be valid for a period of next 6 months at least from the date of this EOI. The bidder should be able to meet all future requirements/guidelines issued by GOI from time to time.	Copy of the valid Registration Certificate issued by Ministry of Environment & Forests (MOEF)/ Central Pollution Control Board / State Pollution Control Board to be submitted.	
3.	The Bidder should have minimum experience of two (2) years in the management of e-waste i.e., buying e-waste as on 31/03/2021. The date of reckoning the experience will be the date of registration or commencement of business, whichever is later.	Copy of five orders of Rs.1 lac each or more during the previous 2 years i.e., 2019-20, 2020-21 and Annexure -6 to be submitted.	

Sl. No.	Eligibility Criteria	Bidders responses	Bidders responses and Documents to be submitted
4.	The Bidder should have current client base from BFSI Sector/ PSUs/PSBs / IT Industry/ Central - State Government Depts./Public/Private Limited Companies.	Copies of Agreement / Work Order or any other relevant supporting document like certificate from the clients to be submitted.	
5.	The bidder should submit an undertaking to the effect that after deactivation/degaussing of the data and /or destruction of storage media, the data cannot be retrieved by using any procedure.	An undertaking letter in letter head to be submitted by the bidder. Bidder also need to submit an undertaking that all the e-waste items as proposed by Canara Bank for disposal above, will be disposed off as per the e-waste guidelines of State/Central Government authorities.	
6.	Non-disclosure agreement	Non-Disclosure agreement (as per ANNEXURE-8) to be submitted by the bidder.	

We confirm that the information furnished above is true and correct. We also note that, if there are any inconsistencies in the information furnished above, the bid is liable for rejection.

Date:

Place:

Signature with seal

Name :

Designation :

ANNEXURE-4

Bidder's Profile

(Bidder's Profile has to be submitted in company's letter head)

Sub: Empanelment of Vendors for Disposal of E - Waste.

Ref: EOI 01/2020-21 dated 17/06/2021.

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Sl. No.	Particulars	Details
a.	Name of the Bidder	
b.	Constitution	
c.	Date of Establishment/ Incorporation	
d.	Number of Years in the Business	
e.	Address for Correspondence: Registered Office: Corporate Office:	
f.	Single Point of contact for this EOI and upcoming RFP Name: Designation: Mobile No.: Landline No.: Fax: Email-ID: Website: (any changes in the above should be informed in advance to Bank)	
g.	Domestic Customer Base of the bidder (Number of Clients)	
h.	Details of other offices of the Firm/Company:	

i.	<p>Our PAN number for Income Tax is _____.</p> <p>We are registered with the GST authorities and our registration numbers are as follows. GST Registration Number is _____.</p> <p><u>Our Bank Details</u> Name and Style of Bank Account</p> <p>Name of the Bank and Branch address</p> <p>Account Number</p> <p>RTGS / NEFT (IFSC) Code</p>	
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Wherever applicable submit documentary evidence to facilitate verification.

We hereby declare that the information submitted above is true to the best of our knowledge. We understand that in case any discrepancy is found in the information submitted by us our Bid is liable to be rejected.

Date :
Place :

Signature with seal:
Name :
Designation :

ANNEXURE-5

Authorization Letter Format
(Authorization Letter Format has to submitted in Company's Letter Head)

The Deputy General Manager
Canara Bank,
Asset Procurement & Management Group
DIT Wing
Naveen complex, 14 MG Road
Bengaluru - 560 001

Date: _____

Dear Sir,

Sub: Empanelment of Vendors for Disposal of E - Waste.

Ref: EOI 01/2020-21 dated 17/06/2021.

@@@

This has reference to your above EOI for Empanelment of Vendors for Disposal of E - Waste in your Bank.

Mr. / Miss/Mrs. _____ is hereby authorized to attend the bid opening of the above EOI _____ DT: _____ on _____ on behalf of our organization.

The specimen signature is attested below:

Specimen Signature of Representative

Signature of Authorizing Authority

Name & Designation of Authorizing Authority

Place :



ANNEXURE-6

List of Major Customers of the Bidder in Last 2 Years and References

Sub: Empanelment of Vendors for Disposal of E - Waste.

Ref: EOI 01/2020-21 dated 17/06/2021.

Sl. No.	Name and complete Postal Address of the Customer	Name, Designation, Telephone, Fax, Telex Nos., e-mail address of the contact person (customer)	Nature and Description of the business during last 2 years/orders Order No. & date value etc.	Satisfactory Letter from customer to be Enclosed or Purchase Orders to be enclosed
1	2	3	4	6

(Enclose necessary documentary proof)

Date :
Place :

Signature with seal:
Name :
Designation :



Annexure-7
Compliance Statement

(Compliance Statement has to submitted in Company's Letter Head)

The Deputy General Manager
Canara Bank,
Asset Procurement & Management Group
DIT Wing
Naveen complex, 14 MG Road
Bengaluru - 560 001

Date: _____

Dear Sir,

Sub: Empanelment of Vendors for Disposal of E - Waste.

Ref: EOI 01/2020-21 dated 17/06/2021.

@@@

We understand that any deviations mentioned elsewhere in the bid will not be considered and evaluated by the Bank. We also agree that the Bank reserves its right to reject the bid, if the bid is not submitted in proper format as per subject

Sl. No.	Description	Complied Yes/No
1	Scope of Empanelment	
2	Empanelment Procedure	
3	Instructions to Applicants	

We also undertake to comply with the e-waste guidelines of State, Central Government and Ministry of Environment & Forests or any other Regulatory guidelines currently in force and issued from time to time.

We hereby declare that the information submitted above is true to the best of our knowledge. We understand that in case any discrepancy is found in the information submitted by us our tender is liable to be rejected.

Date

Signature with seal

Name :

Designation :

ANNEXURE-8

Non-Disclosure Agreement

(To be given on the Company's Letter Head)

WHEREAS, we, _____,
having Registered Office at _____, hereinafter referred
to as the Bidder, are agreeable to provide IT Infrastructure services to Canara Bank,
having its office at 14,Naveen complex, HO(annex), M.G Road Bengaluru -560001
hereinafter referred to as the BANK and,

WHEREAS, the Bidder understands that the information regarding the Bank's IT
Infrastructure shared by the BANK in their Request for Proposal is confidential and/or
proprietary to the BANK, and

WHEREAS, the Bidder understands that in the course of submission of the offer for
"Empanelment of Vendors for Disposal of E-waste" and/or in the aftermath thereof, it
may be necessary that the Bidder may perform certain jobs/duties on the Banks properties
and/or have access to certain plans, documents, approvals or information of the BANK;
NOW THEREFORE, in consideration of the foregoing, the Bidder agrees to all of the
following conditions, in order to induce the BANK to grant the Bidder specific access to the
BANK's property/information. The Bidder will not publish or disclose to others, nor, use in
any services that the Bidder performs for others, any confidential or proprietary
information belonging to the BANK, unless the Bidder has first obtained the BANK's written
authorization to do so.

The Bidder agrees that notes, specifications, designs, memoranda and other data shared
by the BANK or, prepared or produced by the Bidder for the purpose of submitting the
offer to the BANK for the said solution, will not be disclosed during or subsequent to
submission of the offer to the BANK, to anyone outside the BANK.

The Bidder shall not, without the BANKs written consent, disclose the contents of this
Request for Proposal (Bid) or any provision thereof, or any specification, plan, pattern,
sample or information (to be) furnished by or on behalf of the BANK in connection
therewith, to any person(s) other than those employed/engaged by the Bidder for the
purpose of submitting the offer to the BANK and/or for the performance of the Contract in
the aftermath. Disclosure to any employed/engaged person(s) shall be made in confidence
and shall extend only so far as necessary for the purposes of such performance.

Date

Signature with seal

Name :

Designation :

Annexure-9

LIST OF CIRCLE OFFICES & REGIONAL OFFICES.

Sl.no.	Circle Office	Regional Office	No. of Branches & Offices
1.	AGRA	AGRA RO I	551
		AGRA RO II	
		ETAH RO	
		ALIGARH RO	
		MATHURA RO	
		MEERUT RO	
		BAGHPAT RO	
		HAPUR RO	
		MUZZAFARNAGAR RO	
2.	AHMEDABAD	AHMEDABAD CIRCLE	271
		AHMEDABAD-I R.O.	
		RAJKOT R.O.	
		SURAT R.O.	
		VADODARA R.O.	
		AHMEDABAD-II R.O.	
3.	BANGALORE	BENGALURU CENTRAL R.O.	631
		BENGALURU CIRCLE	
		BENGALURU EAST R.O.	
		BENGALURU NORTH R.O.	
		BENGALURU RURAL I R.O.	
		BENGALURU RURAL II R.O.	
		BENGALURU SOUTH R.O.	
		BENGALURU WEST R.O.	
		MANDYA R.O.	
		MYSURU-I R.O.	
		MYSURU-II R.O.	
		TUMAKURU R.O.	
4.	BHOPAL	BHOPAL CIRCLE	458
		BHOPAL-I R.O.	
		BHOPAL-II R.O.	
		BILASPUR R.O.	

		GWALIOR R.O.	
		INDORE R.O.	
		RAIPUR R.O.	
		JABALPUR R.O.	
5.	BHUBANESWAR	BHADRAK R.O.	295
		BHUBANESWAR CIRCLE	
		BHUBANESWAR-I R.O.	
		BRAHAMPUR R.O.	
		SAMBALPUR R.O.	
		BHUBANESWAR-II R.O.	
6.	CHANDIGARH	AMRITSAR R.O.	424
		BHATINDA R.O.	
		CHANDIGARH CIRCLE	
		CHANDIGARH R.O.	
		JALANDHAR R.O.	
		JALANDHAR R.O.	
		JAMMU R.O.	
		LUDHIANA	
		SHIMLA	

Sl.no.	Circle Office	Regional Office	No. of Branches & Offices
7.	CHENNAI	ERODE R.O.	737
		COIMBATORE-I R.O.	
		SALEM URBAN R.O.	
		CHENNAI NORTH R.O.	
		CHENNAI SOUTH R.O.	
		CHENNAI CIRCLE	
		CHENNAI THIRUVALLUR R.O.	
		DHARMAPURI R.O.	
		COIMBATORE-II R.O.	
		KANCHEEPURAM R.O.	
		PONDICHERRY R.O.	
		SALEM RURAL R.O.	
		TIRUPPUR R.O.	
		VELLORE R.O.	
8.	DELHI	DEHRADUN-I R.O.	582
		CENTRAL DELHI R.O.	
		DEHRADUN-II R.O.	
		DELHI CIRCLE	
		GHAZIABAD R.O.	
		HALDWANI R.O.	
		NOIDA R.O.	
		NORTH DELHI R.O.	
		WEST DELHI R.O.	
		SOUTH DELHI R.O.	
		NEW DELHI R.O.	
9.	GUWAHATI	Tezpur R.O.	178
		Silchar R.O.	
		Guwahati R.O.	

Sl.no.	Circle Office	Regional Office	No. of Branches & Offices
10.	HUBBALLI	BAGALKOT R.O.	466
		BALLARI R.O.	
		BELAGAVI R.O.	
		CHIKODI R.O.	
		HUBBALLI-I R.O.	
		HUBBALLI CIRCLE	
		HUBBALLI-II R.O.	
		VIJAYAPURA R.O.	
		RAICHUR R.O.	
		KALABURAGI R.O.	
11.	HYDERABAD	HYDERABAD-I R.O.	393
		HYDERABAD-II R.O.	
		HYDERABAD-III R.O.	
		NIZAMABAD R.O.	
		RANGAREDDY R.O.	
		HYDERABAD CIRCLE	
		WARANGAL-II R.O.	
		WARANGAL-I R.O.	
12.	JAIPUR	JAIPUR-I R.O.	270
		BIKANER R.O.	
		JAIPUR-II R.O.	
		UDAIPUR R.O.	
		JODHPUR R.O.	
13.	KARNAL	FARIDABAD R.O.	353
		GURGAON R.O.	
		KARNAL CIRCLE	
		KARNAL R.O.	
		PANIPAT R.O.	
		PANCHKULA R.O.	
		ROHTAK R.O.	

Sl.no.	Circle Office	Regional Office	No. of Branches & Offices
14.	KOLKATA	DURGAPUR R.O.	451
		BEHRAMPUR R.O.	
		HOWRAH R.O.	
		KOLKATA CIRCLE	
		KOLKATA-I R.O.	
		KOLKATA-II R.O.	
		KOLKATA-III R.O.	
		SILIGURI R.O.	
15.	LUCKNOW	BAREILLY R.O.	546
		GORAKHPUR-I R.O.	
		KANPUR-I R.O.	
		GORAKHPUR-II R.O.	
		LUCKNOW CIRCLE	
		KANPUR-II R.O.	
		LUCKNOW-II R.O.	
		LUCKNOW-I R.O.	
		MORADABAD R.O.	
		VARANASI-I R.O.	
		VARANASI-II R.O.	
16.	MADURAI	DINDIGUL R.O.	438
		MADURAI CIRCLE	
		MADURAI R.O.	
		THANJAVUR R.O.	
		THENI R.O.	
		THIRUNELVELI R.O.	
		THOOTHUKKUDI R.O.	
		TRICHY R.O.	
17.	MANGALORE	CHIKKMAGALURU R.O.	328
		HASSAN R.O.	
		MADIKERI R.O.	
		MANGALURU CIRCLE	
		PUTTUR R.O.	
		MANGALURU R.O.	

Sl.no.	Circle Office	Regional Office	No. of Branches & Offices
18.	MANIPAL	DAVANAGERE R.O.	460
		GOA R.O.	
		KARWAR R.O.	
		MANIPAL CIRCLE	
		UDUPI-I R.O.	
		SHIVAMOGGA R.O.	
		UDUPI-II R.O.	
19.	MUMBAI	THANE R.O.	272
		MUMBAI-I R.O.	
		MUMBAI CIRCLE	
		MUMBAI-II R.O.	
20.	PATNA	MUZAFFARPUR R.O.	324
		GAYA R.O.	
		PURNIA R.O.	
		PATNA-I R.O.	
		PATNA-II R.O.	
		PATNA CIRCLE	
21.	PUNE	AURANGABAD-I R.O.	362
		AURANGABAD-II R.O.	
		NAGPUR-I R.O.	
		NAGPUR-II R.O.	
		PUNE CIRCLE	
		PUNE I R.O.	
		PUNE II R.O.	
		SOLAPUR R.O.	
22.	RANCHI	DHANBAD R.O.	185
		JAMSHEDPUR R.O.	
		RANCHI CIRCLE	
		RANCHI R.O.	

Sl.no.	Circle Office	Regional Office	No. of Branches & Offices
23.	TRIVANDRUM	ALAPUZHA R.O.	717
		ERNAKULAM-I R.O.	
		ERNAKULAM-II R.O.	
		KANNUR NORTH R.O.	
		KANNUR SOUTH R.O.	
		KASARGOD R.O.	
		KOTTAYAM R.O.	
		MALLAPURAM R.O.	
		KOZHIKODE R.O.	
		KOLLAM R.O.	
		PALAKKAD R.O.	
		THIRUVANANTHAPURAM CIRCLE	
		THIRUVANANTHAPURAM-I R.O.	
		THIRUVANANTHAPURAM-II R.O.	
THRISSUR R.O.			
24.	VIJAYAWADA	ANANTAPUR R.O.	710
		GUNTUR R.O.	
		KADDAPA R.O.	
		KAKINADA R.O.	
		KURNOOL R.O.	
		NELLORE R.O.	
		ONGOLE R.O.	
		RAJHAMUNDRY R.O.	
		TIRUPATI R.O.	
		VIJAYAWADA CIRCLE	
		VISHAKAPATNAM-II R.O.	
		VIJAYAWADA R.O.	
VISHAKAPATNAM-I R.O.			
25.	TOTAL BRANCHES		10405

Annexure-10

LIST OF ELECTRONIC EQUIPMENTS IDENTIFIED TO BE TAKEN UNDER E-WASTE

No.	Category	Items
1	Computers	Server/ Desktop Computer (CPU, Monitor, Key Board and Mouse), Laptop, Note Book, Dumb Terminal etc or similar items, Main frames, Mini Computer, Personal Computers (CPU with input and output devices), Laptop Computers (CPU with input and output devices) Note Book Computers, Notepad Computers, Tablet etc., or similar items.
2	Printer & Accessories	All type of Printers, All type of Scanners, Printer Cartridge, Toner, etc., or similar items, Copying equipment, Mouse, Key Board, Electronic and Electronic Typewriters etc or similar items.
3	Network Equipments	Routers, Switches, Patch Panel, Modem, Converter, VSAT equipments, etc., or similar items.
4	IT Accessories	Biometric Login Devices, Floppy, CD and DVD, Pen Drive, External Hard Disk, External CD/DVD Writer, DAT Drive, Speaker, Laptop Battery, Hand Held Device, VC Equipments, Racks, Data Cartridge etc. or similar items and any other I.T. related Hardware items.
5	ATMs & Kiosks	ATMs, Kiosks of all types (Pass Book Printing Kiosks, Cash Deposit Machines, Cheque Deposit Machines, Bulk Note Accepters and Recyclers etc.,) or similar items.

Annexure-11

TENDER FEE AND BID SECURITY DECLARATION

(TO BE PROVIDED ON LETTER HEAD)

To,

The Deputy General Manager,
Canara Bank,
DIT Wing, Head Office,
Naveen Complex, 14 M G Road

Sub: Empanelment of Vendors for Disposal of E - Waste.

Ref: EOI 01/2020-21 dated 17/06/2021.

Dear Sir

We declare that if we withdraw or modify our Bids during the period of validity, or if we are awarded the contract and we fail to sign the contract, or to submit a performance security before the deadline defined in the RFP/EOI, we note that we will be suspended for the period of three years from being eligible to submit Bids for contracts with Canara Bank.

Place:

[Signature of Authorised Signatory]

Date:

Name:

Designation:

Seal:

