

केनरा बैंक  Canara Bank

 सिंडिकेट बैंक Syndicate Bank 

**REQUEST FOR PROPOSAL [RFQ]
FOR**

**“Disposal of Old/Unusable/Obsolete Computer Hardware, Peripherals etc., lying in
Branches/Offices under Canara Bank Circle Office Ranchi.**

[This RFQ is limited to vendors empanelled by Canara Bank for disposal of E-Waste]

**Issued by:
Canara Bank
Technology Management Section**

**Address: Kaushalya Chambers, 3rd floor,
P.P. Compound, Main Raod, Ranchi,
Jharkhand - 834001**

**Phone No: 7763818692
Email: tmsranchico@canarabank.com**



Details in Brief

Sl. No.	Description	Details
1.	RFQ No. and Date	RFQ-02/2024-25 dated 01/10/2024
2.	Location Address for submission of Bid/s	The Senior Manager TM Section Canara Bank, Circle Office Ranchi, 3 rd floor, P.P. Compound, Main Road, Ranchi, Jharkhand-834001 Tel: 7763818692 Email: tmsranchico@canarabank.com
3.	Date of Issue	01/10/2024
4.	Last Date of Submission of Queries for Pre Bid Meeting	The Pre Bid Queries on the RFQ may be sent through email or in writing at the address specified above, on or before 05/10/2024, 04:00 PM.
5.	Date of Pre Bid Meeting	05/10/2024, 04:00 PM
6.	Details of the site visit by the vendors to be furnished along with dates till when they can inspect the goods as per para 4.5	Details in Form - B 05/10/2024, 03:00 PM
7.	Last Date of Submission of Bids	10/10/2024, upto 03:00 PM
8.	Date and Time of Opening of Bid	10/10/2024, 04:00 PM
9.	Date and Time opening of Commercial Bid	Will be intimated at a later date.
10.	Earnest Money Deposit (Refundable)	Rs. 3,000/- (inclusive of GST)

This document can be downloaded from Bank's website
<https://www.canarabank.com/tenders.aspx>



A. Instructions to Bidders (ISB)

Disposal of Old/Unusable/Obsolete Computer Hardware, Peripherals, lying at various branches and offices under Canara Bank, Circle office, Ranchi.

1. Introduction:

Canara Bank, Ranchi Circle, intends to dispose old/unusable/obsolete Computer Hardware, Peripherals, etc. (Identified by Bank), lying at different branches/offices under Ranchi Circle. For this, sealed price quotations are invited from the empanelled vendors for participation in the Tender process.

2. Scope of Work:

The 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 RFQ 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 RFQ. **The copy of the certificate should be submitted along with the bid.**
- 3.3. The Empanelled vendors quoting for this RFQ should agree to the condition to "remove the storage media viz., Hard disk, Tapes, DATs, etc. and the same has to be degaussed/destroyed 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. The Earnest Money Deposit (EMD) amount is to be submitted along with the bid. Non-submission of the EMD along with bid will not be evaluated and Tender Fee remitted will be forfeited. Additionally, as per the Rule 170 of General Financial Rules (GFR), 2017, "Micro and Small Enterprises (MSEs) as defined in MSE procurement policy issued by Department of Micro, Small and Medium Enterprises (MSME)" are exempt from submission of EMD (bid security). Bidders claiming exemption under this rule must attach the relevant certificate supporting their claim.



- 4.4. Price Schedule (Commercial Offer) is attached with this Tender notice as Form-A.
- 4.5. The empanelled vendors may inspect the items on or before 05/10/2024, 03:00 PM and satisfy themselves about the items for which they are bidding. The location details where the E-Waste can be inspected are as per Form-B. Items are to be taken from the various branch/office premises and locations as referred in Form-B by the successful Vendor.
- 4.6. As access to the locations, where resources are stored is restricted; only sample Computer items, Printers etc. will be kept for display for inspection by vendors.
- 4.7. The quantities of items listed in this RFQ under Form-A: Bill of Material are indicative and may vary at the time of collection. The actual number of items available for disposal will be confirmed at the time of collection and is subject to the Bank's discretion.
- 4.7.1. Any additional items identified for disposal beyond the quantities listed can be collected by the successful bidder, provided they agree to pay an additional amount calculated as per the unit price quoted in their original bid.
- 4.7.2. In the event of a shortage of items, the bidder will only be required to pay for the actual items collected, based on the unit price quoted. The Bank shall not be liable for any compensation or adjustment beyond the terms stated herein.
- 4.8. 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.
- 4.9. All expenses pertaining to collecting, transporting for disposal (as per govt. guidelines), is to be borne by the successful bidder.
- 4.10. **Item shall be sold to the bidder with highest bid price.**
- 4.11. The successful bidder has to remit the total amount quoted in the bid by way of RTGS/ Demand Draft favouring Canara Bank and send it to our Office within 15 working days of intimation of being H1 Bidder (The H1 bidder refers to the vendor with the highest evaluated bid.)
- 4.12. The Successful bidder must lift all the items from disposal site within 2-3 weeks, or as decided by the bank and furnished in this document, after issuance of the order. Failure to do so will give Canara Bank, T M Section, Circle Office Ranchi, the right to forfeit the entire EMD remitted, and the Bank reserves the right to cancel the RFQ at its sole discretion.
- 4.13. The Successful bidder to comply and ensure with the **Tender Clause on degaussing of data** as referred in Clause (3.3) above. Failure to comply with this clause will result in the vendor being disqualified and blacklisted from participating in future tenders.
- 4.14. 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 incurring any liability to the affected empanelled bidder(s), or any obligation to inform them of the reasons for the



Bank's decision. The empanelled vendors may on their own interest contact the Bank on the status of the tender after opening of the bids.

- 4.15. Once the Hardware items are handed over to the successful bidder, they cannot be returned to 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:

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 Ranchi,
Kaushalya Chambers, 3rd floor, P.P. Compound,
Main Road Ranchi, Jharkhand- 834001**

**Contact Person: Mr. Samson Ekka
Phone No: 7763818692**

6. Bid System Offer:

The response to the RFQ will be submitted by way of two stage bidding process comprising of Technical & Commercial Bid as detailed below:

- 6.1. **Technical Criteria:** Indicating their compliance to Technical Compliance and submission of the following documents.
 1. Bid Covering Letter as per Annexure-I.
 2. Central / State Govt. Pollution Control Board certificate valid till date of RFQ.
 3. EMD by way of DD favouring Canara Bank, payable at Ranchi./ Certificate in case of MSME registered vendors
 4. PAN Copy of the Company.
 5. GST particulars of the Company.
- 6.2. **Commercial Bid:** furnishing all relevant information as required as per Bill of Material as per Form-A.
- 6.3. Both the sealed and covered Bids should be put in a closed envelope and should be superscribed as "Offer to Disposal of Old/Unusable/Obsolete Computer Hardware,



Peripherals etc. lying at Branches/Offices under Canara Bank, CO Ranchi on the top of the envelope.

6.4. The envelope shall bear the RFQ No., RFQ Details, name & complete postal address of the bidder and authority to whom the Bid is submitted.

6.5. The envelope/s should be properly sealed and submitted.

6.6. 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 Notifications of amendments will be made available on the Bank's website (i.e. <https://www.canarabank.com/tenders.aspx>) 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 the Earnest Money Deposit (EMD) of Rs. 3,000/- (Rupees Three Thousand) by way of RTGS/ DD drawn on any scheduled bank in favour of Canara Bank, payable at Ranchi and must be submitted 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 RFQ.

9. Bid Validity Period:

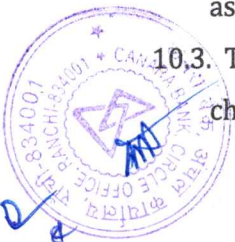
The Offer submitted and the prices quoted therein shall be valid for 60 days from the date of opening of Commercial Bid. Any bid valid for a shorter period shall be rejected by the Bank.

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 Form-A.

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. 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 Ranchi shall have the right to cancel the RFQ at the sole discretion of the Bank and to disqualify the vendor to participate in future RFQs.

Technology Overseeing Executive



Annexure-I

Bid Covering Letter

[On Firm's / Company's letter head]

(To be included in - Conformity to Technical Criteria Envelope)

Reference No:

Date:

Section In-Charge,
Canara Bank, Technology Management Section,
Circle Office Ranchi,
P P Compound, Main Road,
Ranchi-834001, Jharkhand

Dear Sir,

Subject: RFQ for Disposal of Disposal of Old Computer Hardware items & Peripherals like, CPU, Monitor, Printer and other items lying at Branches/Administrative units coming under Canara Bank Circle Office Ranchi.

Ref: RFQ 02/2024-24 Dated 01.10.2023.

1. 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 RFQ in accordance with the schedule of prices indicated in the commercial offer and made part of this offer.
2. The undersigned is authorized to sign on behalf of the Bidder Company.
3. We accept all the Instructions, Terms, Conditions, and Scope of Work of the subject RFQ.
4. We 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 identified locations of the Bank".
5. 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.
6. 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 RFQ.
7. 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 are enclosing the following documents along with Bid Covering Letter:

- a. EMD DD for Rs.3, 000/- favouring Canara Bank payable at Ranchi/ Certificate in case of MSME registered vendors
- b. Copy of the valid Certificate from State Pollution Control Board/Govt. Authorities for undertaking E-Waste Disposal.
- c. Copy of PAN Card.
- d. Copy of the GST Registration.

Date:

Signature with seal

Name:

Designation:

Form-A**Bill of Material****Price Schedule for Hardware items to be disposed**

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

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 (Rs.)	TOTAL COST WITH GST (Rs.)
1	ALL IN ONE COMPUTER	63				
2	DESKTOP CPU	52				
3	MONITOR	44				
4	PASSBOOK PRINTER	44				
5	MONOCHROME PRINTER	46				
6	SCANNER	27				
TOTAL BID PRICE						

Note:

1. 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.
2. The bidder has to quote for each line item.
3. The Unit Cost should be given in full INR (i.e. without decimal places).
4. In case of discrepancy between unit price and Total price, the unit price shall prevail.
5. In case of wrong % of GST, the Total Bid Price will be considered for the purpose of arriving H1 and the vendor needs to provide the BOM accordingly.
6. 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

Form-B**Details of the Bank Locations (Branches/Offices) where the E -Waste is available for Inspection.**

SL. NO.	POOL BRANCH	DETAILS OF CANARA BANK BRANCH/OFFICE WHERE THE E-WASTE IS AVAILABLE FOR INSPECTION.	CONTACT PERSON DETAILS
1	BOKARO STEEL CITY II (17451)	E-10, CITY CENTRE, SECTOR-IV BOKARO STEEL CITY - 827004	SHRI DINESH PANDEY 9905937956/9155383340, MISS KAVITA KUMARI 7992364462
2	DHANBAD MEMKO MORE (7388)	BHADANI COMPLEX, SATYAM NAGAR BARWADDA ROAD, NEAR MEMKO MORE, DHANBAD - 826004	
3	DUDHANI MARKET DUMKA (7647)	BHAGALPUR ROAD, DUMKA, NEAR ESAF BANK, DUMKA, 814101	
4	RAMGARH CANTT (2515)	GURUDWARA ROAD, RAMGARH CANTT., RAMGARH, JHARKHAND-829122	SHRI D P EKKA - 9031021014/7632016599 SHRI ROHIT SARKAR 8961742788
5	GIRIDIH INDUSTRIAL AREA (7389)	MAHATODIH CHAINA MORE, TUNDI ROAD, GIRIDIH	
6	DEOGHAR (2517)	SITA HOTEL VILASI TOWN DEOGHAR 814112	
7	HAZARIBAGH MATWARI (6702)	OPPOSITE HOTEL A K INTERNATIONAL, DHANBAD ROAD, HAZARIBAG 825301	
8	CHAKRADHARPUR (0329)	CHAIBASA-RANCHI MAIN ROAD, CHAKRADHARPUR S.O,CHAKRADHARPUR - 833102	SHRI SUDHANSHU SHEKHAR - 8668127138 SHRI RAGHUPATI PRASAD 8340513020
9	SME CHAIBASA (4515)	BALAJI APARTMENT, MAHULSAHI, NEAR SIDHESWAR TEMPLE,CHAIBASA	
10	RAH JAMSHEDPUR (3934)	1ST FLOOR GAJRAJ MANSION, BISTUPUR, JAMSHEDPUR- 831001	
11	RO JAMSHEDPUR (8364)	REGIONAL OFFICE, ARCHANA TOWER, OPP-DAINIK JAGRAN,MANGO, JAMSHEDPUR, JHARKHAND-831012	
12	RANCHI DHURWA (0183)	BLOCK 4, HEC TOWNSHIP, P.O.DHURWA, HATIA - RANCHI-834004	SHRI PRAKASH KUMAR SINGH - 6200827319/9148911749 SAURAV BHARDWAJ 9640795721

Kindly note that the Successful Bidder has to lift the E -Waste from these locations as well as any other location specified by the bank.