



**REQUEST FOR PROPOSAL [RFQ]  
FOR**

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

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

**Issued By:  
Canara Bank  
TM Section  
Circle Office  
Rajendra Centre  
12A/CC-1  
Awasthi Vikas Sikandra  
Agra- 282007**

**Phone No : 0562-3500641  
Email : [tmscoagra@canarabank.com](mailto:tmscoagra@canarabank.com)**







**Details in Brief**

Sl. No.	Description	Details
1.	RFQ No. and Date	COAGRA/TM/RFQ-02/2024-25 dated : 10/05/2024
2.	Location Address for submission of Bid/s [Address for Communication]	Canara Bank T M Section Circle Office Rajendra Centre, 2A/CC-1 Awasthi Vikas Sikandra Agra- 282007  Tel - 0562-3500641 Email: <a href="mailto:tmscoagra@canarabank.com">tmscoagra@canarabank.com</a>
3.	Date of Issue	Date: 10/05/2024 (Friday)
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 17/05/2024, 04:00PM (Friday)
5.	Date of Pre Bid Meeting	18/05/2024 (Saturday)
6.	Last Date of Submission of Bids	20/05/2024 - 5:00 PM (Monday)
7.	Date and Time of Opening Bid	21/05/2024 - 11:00AM (Tuesday)
8.	Cost of Application Money	-----NA-----
9.	Earnest Money Deposit	Bid Security Declaration/ MSME Certificate/Rs. 5000/-







## A. Instructions to Bidders (ISB)

### Disposal of Old/Unusable/Obsolete Computer Hardware, Peripherals, lying at various branches/Offices of Canara Bank, Agra

#### 1. Introduction:

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

#### 2. Scope of Work:

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 in front of the Concerned Bank officials before lifting the E-Waste from the Various locations of the Bank".
- 3.4. The Empanelled vendors need to submit an undertaking that all the e-waste items, *as proposed by Canara Bank for disposal* will be disposed off as per e-waste disposal guidelines of State/Central government authorities.

#### 4. Terms & Conditions:

- 4.1. The bid is non-transferable.
- 4.2. Incomplete and unsigned price quotations are liable to be rejected.
- 4.3. EMD amount to be submitted along with the bid. Non submission of the EMD along with bid will not be evaluated and application money remitted will be forfeited.
- 4.4. **Price Schedule (Commercial Offer)** is attached with this Tender notice as **Annexure-I**
- 4.5. The empanelled vendors may inspect the items on or before **18/05/2024, 3:00PM** 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-II**. Items are to be taken from the various branch/office premises and locations as referred in **Annexure-III** by the successful Vendor.





- 4.6. The empanelled vendors shall bear all the costs associated with the preparation and submission of its bid, and Canara Bank in no case will be responsible or liable for these costs, regardless of conduct or outcome of bidding process.
- 4.7. All expenses pertaining to collecting, transporting for disposal (*as per govt. guidelines*), is to be borne by the successful bidder.
- 4.8. Item shall be sold to the bidder with highest bid price.
- 4.9. The successful bidder has to remit the total amount quoted in the bid by way of Demand Draft favoring Canara Bank and send it to our Office within 15 Working days of intimation of being H1 Bidder.
- 4.10. **The Successful bidder has to lift all the items from disposal site within 2-3 weeks, after issuance of Order. On failure to do so, Canara Bank, T M Section, Circle Office Agra shall have the right to forfeit the entire EMD remitted and Bank may dispose the items through H2/H3 Bidders. However the committee will be final deciding authority based on course of action.**
- 4.11. **The Successful bidder to comply and ensure with the Tender Clause on** degaussing of data as referred in Clause (3.3) above.
- 4.12. The Bank reserves the right to accept or reject any price quotation or cancel the disposal process and reject all quotations at any time, without thereby incurring any liability to the affected empanelled bidder or bidders or any obligation to inform the affected empanelled bidder or bidders of the ground for the Bank's action. The empanelled vendors may on their own interest contact the Bank on the status of the tender after opening of the bids.
- 4.13. Once the Hardware items are handed over to the successful bidder, the same shall not be taken back by the Bank.
- 4.14. All the required documents to transport the E-Waste from Banks various locations to bidder's location (complying with the Govt Guidelines), will be arranged from the bidder's side. Bank will only give the required declaration.
- 4.15. Any bid received by the Bank after the last date for submission of bid prescribed by the bank will be rejected and/or returned unopened to the Empanelled bidder, which the bidder has to collect from the Bank.
5. **Submission of Bids:**
- 5.1. The bid should be submitted in sealed cover addressed to the Bank at the following address within the date and time specified in the (Bid details in Brief) above.

**Canara Bank**  
**T M Section, Circle Office**  
**Rajendra Centre, 2A/CC-1**  
**Awas Vikas Sikandra, Agra- 282007**  
Contact Person: **Ms. Aditi Jindal (Senior Manager)**  
Contact No : **0562-3500641/7088216055**





6. **Bid System Offer:**

- 6.1. The response to the RFQ will be submitted by way of two stage bidding process comprising of Technical & Commercial Bid as detailed below:
- 6.1.1. **Technical Criteria:** Indicating their compliance to Technical Compliance and submission of valid Central / State Govt Pollution Control Board certificate along with the EMD by way of DD.
- 6.1.2. **Commercial Bid:** furnishing all relevant information as required as per Bill of Material as per Annexure-I.
- 6.1.3. 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 AGRA " on the top of the envelope.
- 6.1.4. The envelope shall bear the RFQ No., RFQ Details, name & complete postal address of the bidder and authority to whom the Bid is submitted.
- 6.1.5. 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 Bank's website (i.e. <http://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 Earnest Money Deposit (EMD) of Rs. 5000/- (Rupees Five Thousand Only) by way of RTGS/DD drawn on scheduled bank in favour of Canara Bank payable at Agra and should be kept along with Bid. The EMD of Un-successful Bidders will be re-turned upon the H Bidder accepting the order.
- 8.2. The EMD may be forfeited:
- a. If the Bidder withdraws or amends the bid during the period of bid validity specified in this document.
- b. If the selected bidder fails to accept the order within 7 days in accordance with the terms of RFQ.

9. **Bid Validity Period:**

The Offer submitted and the prices quoted therein shall be valid for minimum 60 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-I.
- 10.3. The bidders should alone bear the expenses like transportation, loading/unloading charges etc.
- 10.4. The bidder has to quote applicable GST as mentioned in the Bill of Material.

**11. Opening of Bids:**

- 11.1. Techno-Commercial offer will be opened in our office as per date/time mentioned in the Bid details in Brief.
- 11.2. The representative of the bidder can be present for the opening of the Bid. No separate intimation will be given in this regard to the bidders for deputing their representative. The bid will be opened in the presence of Bidder's representative and Bank Officials.
- 11.3. Non-attendance at the bid opening will not be a cause for disqualification of a bidder.

**12. Evaluation Criteria:**

- 12.1. The Bids which are qualified in Eligibility/Technical Criteria would be considered for Commercial Evaluation.
- 12.2. For Commercial evaluation, Total Bid Price i.e. Total Cost of all the units will be the basis of comparison amongst the eligible bidders to rank them, in order to determine the Highest Evaluated Bid.
- 12.3. After completing the above process, the Bank will declare H1, H2, and 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 Agra shall have the right to cancel the RFQ at the sole discretion of the Bank and disqualify the vendor to participate in future RFQ.



**Technology Overseeing Executive (TOE)**







## Annexure-I

### Bill of Material

#### Price Schedule for Hardware items to be disposed

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

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	PUM/ATM/ KIOSKS	xx				
		xx				
		xx				
<b>Total Bid Price</b>						

**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 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



## Annexure-II

### List of ATMs/PUMs/CDM:

SL NO	REGIONAL OFFICE	BRANCH NAME/LOCATION	DP CODE	KIOSK (ATM/PUM/CDM)
1	AGRA I	AGRA SAKET COLONY	2610	ATM
2	AGRA I	KUNDOL	1470	ATM
3	AGRA I	JARAU KATARA	1524	ATM
4	AGRA I	DIGNER	1581	ATM
5	AGRA I	DHANAULI	5880	ATM
6	AGRA I	AGRA KARKUNJ ROAD	19456	ATM
7	AGRA II	JARAR	375	ATM
8	AGRA II	ASFABAD	1910	PUM
9	ALIGARH	ALIGARH GANDHI PARK	18510	ATM
10	ALIGARH	CHANDOLA SUJANPUR	1894	ATM
11	ALIGARH	NAGLA MIAN PATTI DEVARI	3671	ATM
12	ALIGARH	GANGIRI	4303	ATM
13	ALIGARH	HATHRAS	18512	ATM
14	ALIGARH	ALIGARHRAMGHATRD	18514	ATM
15	ALIGARH	SADABAD	18524	ATM
16	ALIGARH	BAMNAI	19837	ATM
17	BAGHPAT	KISHANPUR BARAL	18574	ATM
18	BAGHPAT	TATIRI	18793	ATM
19	BAGHPAT	FULERA	18922	ATM
20	BAGHPAT	SPECIALISED SME BRANCH, BAGHPAT	18560	ATM
21	BAGHPAT	BARAUT J V COLLEGE	18625	PUM
22	ETAH	ETAH CIVIL LINES MAIN	372	PUM
23	ETAH	ETAH	18674	ATM
24	ETAH	MALAWAN	292	ATM
25	ETAH	MAREHARA	356	ATM
26	ETAH	JAITHRA	399	ATM
27	ETAH	KURAOLI	6775	ATM
28	ETAH	MOHAMMADABAD	4933	ATM
29	ETAH	GANJDUNWARA	242	ATM
30	ETAH	ETAH G T ROAD	1437	CDM
31	HAPUR	SIKANDRABAD-II	18652	ATM
32	HAPUR	PILKHUWA MAIN	18559	ATM
33	MATHURA	SHERGARH	18527	ATM
34	MATHURA	BAJNA	18530	ATM
35	MATHURA	NAUJHIL	18534	ATM
36	MATHURA	BOKHRARI	18548	ATM
37	MATHURA	SHAHPURBANGR	18668	ATM
38	MATHURA	MATHURAMAHOLI	18862	ATM
39	MATHURA	LOHVAN	18914	ATM
40	MATHURA	KOSI KALAN	3450	ATM
41	MATHURA	MATURA-CHOWK	18521	ATM
42	MATHURA	GOVERDHAN, MATHURA	18859	ATM
43	MATHURA	RAYA II	18535	PUM





44	MEERUT	NADU	18829	ATM
45	MEERUT	MEERUT CANTT	18569	ATM
46	MEERUT	SHASTRI NAGAR	18849	ATM
47	MEERUT	SARDHANA	18562	ATM
48	MEERUT	MOKHAMPUR	18792	ATM





**Annexure-III**

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

SL NO	REGIONAL OFFICE	BRANCH NAME/LOCATION	DP CODE	ADDRESS	CONTACT DETAILS
1	AGRA I	AGRA SAKET COLONY	2610	6-Laxmikunj, Opp. Rishi Marg, Saket Colony, Shahaganj, Agra, 282010	K K NIGAM (9457593822)
2	AGRA I	KUNDOL	1470	Fatehabad Road, Kundol, Agra, 283111	
3	AGRA I	JARAU KATARA	1524	Master Gulab Singh Building, Jarau Katra, Agra , 283102	
4	AGRA I	DIGNER	1581	Ram Singh Building, Digner , Agra , 283125	
5	AGRA I	DHANAULI	5880	Nanda-ka-Nagla, Jagner Road, Dhanauli, Agra , 282001	
6	AGRA I	AGRA KARKUNJ ROAD	19456	9A, SEC.13, AVAS VIKAS COLONY, KARKUNJ ROAD, Sikandra, Agra , 282007	
7	AGRA II	JARAR	375	Mandi Road,Post Office : Jarar B.O City Name : Jarar Pin Code : 283104 Tehsil Name : BAH District Name : AGRA State Name : UTTAR PRADESH	ARCHANA (9719624808)
8	AGRA II	ASFABAD	1910	In front of Petrol Pump, Bye-pass Road,Post Office : Asafabad B.O City Name : Asfabad Pin Code : 283203 Tehsil Name : FIROZABAD	
9	ALIGARH	ALIGARH GANDHI PARK	18510	AGRA ROAD (OPP.GANDHI PARK BUS STAND),ALIGARH 202001,CONTACT NO 8881545111	ATUL KUMAR (9149031676)
10	ALIGARH	CHANDOLA SUJANPUR	1894	P O Sadhoo Ashram. Block Atrauli,Chandola Sujanpur,202141,CONTACT NO 9818430715	
11	ALIGARH	NAGLA MIAN PATTI DEVARI	3671	KHATA NO 322, POST: BASTOI,Bastoi B.O Nagla Mian Patti Devri 204215,CONTACT NO 8171424420	
12	ALIGARH	GANGIRI	4303	VPO: Gangiri, ATRAULI,ALIGARH 202134,CONTACT NO 7895735477	





13	ALIGARH	HATHRAS	18512	GIRIRAJ AUTOMOBILE COMPOUND, ALIGARH ROAD HATHRAS, HATHRAS, ALIGARH ROAD HATHRAS, HATHRAS,204101,CONTACT NO 9457601532	
14	ALIGARH	ALIGARHRAMGHATRD	18514	GANDHI EYE HOSPITAL RAMGHAT ROAD, ALIGARH DEVT. AUTHORITY CAMPUS SAMAD ROAD, ALIGARH, ALIGARH DEVT. AUTHORITY CAMPUS SAMAD ROAD, ALIGARH,202001 CONTACT NO 7820077726	
15	ALIGARH	SADABAD	18524	HATHRAS ROAD, SADABAD,281306 CONTACT NO 9027481897	
16	ALIGARH	BAMNAI	19837	BLOCK MURSAN, VPO BAMNAI,BAMNAI HATHRAS,204101 CONTACT NO 8077502168	
17	BAGHPAT	KISHANPUR BARAL	18574	CANARA BANK KISHANPUR BARAL,KISHUNPUR BARAL, DISTT BAGHPAT,UTTAR PRADESH PIN-250623	
18	BAGHPAT	TATIRI	18793	CANARA BANK TATIRI,BAGHPAT MEERUT ROAD,PO TATIRI,DISTT BAGHPAT ,UTTAR PRADESH PIN- 250601	
19	BAGHPAT	FULERA	18922	CANARA BANK FULERA,VILL FULERA,PO KHEKRA,DISTT BAGHPAT,UTTAR PRADESH,PIN250101	RACHIT (9489015349)
20	BAGHPAT	SPECIALISED SME BRANCH, BAGHPAT	18560	CANARA BANK BAGHPAT,VANDANA CHOWK BAGHPAT,DISTT BAGHPAT,UTTAR PRADESH PIN 250609	
21	BAGHPAT	BARAUT J V COLLEGE	18625	CANARA BANK BARAUT JVC BRANCH,BARAUT DISTT BAGHPAT UTTAR PRADESH PIN- 250611	
22	ETAH	ETAH CIVIL LINES MAIN	372	CIVIL LINES, KACHEHRI ROAD - 207001	
23	ETAH	ETAH	18674	NEAR JWALA TALKIES, AGRA ROAD, ETAH, 207001	
24	ETAH	MALAWAN	292	VILL -MALAWAN GT ROAD, ETAH - 207001	AJAY GOPAL (7599471046)
25	ETAH	MAREHARA	356	BARA BAZAR MAREHARA - 207401	
26	ETAH	JAITHRA	399	VPO -JAITHRA, ALIGARH RAOD ETAH -207249	





27	ETAH	KURAOLI	6775	G T Road,kuraoli, Dist Mainpuri,205265	
28	ETAH	MOHAMMADABAD	4933	Jatt Bhawan, Village Mohammdabad, Tundla Dist - Firozabad , 283204	
29	ETAH	ETAH G T ROAD	1437	H. NO.212, SECTOR 23, SRINGAR NAGAR, GT ROAD - 207001	
30	ETAH	GANJDUNWARA	242	RAILWAY ROAD GANJDUNWARA DIST KASGANJ - 207240	
31	HAPUR	SIKANDRABAD-II	18652	SIKANDRABAD II ASARIYAN G.T ROAD P.C. 7217037253 DISST - BULANDSHAHR	
32	HAPUR	PILKHUWA MAIN	18559	MAIN BRANCH,GANDHI ROAD,GANDHI BAJAR,PILKHUWA P.C 245304 OFFSITE ATM ADDRESS SHIVA FILLING STATION INDIAN OIL PETROL PUMP,NEAR ISKON MANDIR PILKHUWA DISTT- HAPUR	NITESH (7217037210)
33	MATHURA	SHERGARH	18527	CANARA BANK, REGIONAL OFFICE, MATHURA, 2nd FLOOR, Sapphire Building, Above NEXA Showroom, NH-19, Near Jai Gurudev Temple, Near BPCL Petrol Pump, Mathura, Uttar Pradesh.Ph-9412755018	ARUN (9412755018)
34	MATHURA	BAJNA	18530		
35	MATHURA	NAUJHIL	18534		
36	MATHURA	BOKHRARI	18548		
37	MATHURA	SHAHPURBANGR	18668		
38	MATHURA	MATHURAMAHOLI	18862		
39	MATHURA	LOHVAN	18914		
40	MATHURA	KOSI KALAN	3450		
41	MATHURA	MATURA-CHOWK	18521		
42	MATHURA	GOVERDHAN, MATHURA	18859		
43	MATHURA	RAYA II	18535	Canara Bank, RAYA, RAYA, MAT TEHSIL, Pin Code : 281204, 9412751043,9412751041	
44	MEERUT	NADU	18829	VILL AND POST NADU,DIST MEERUT,,NADU,UTTAR PRADESH,250401	PRAKASH (9415918554)
45	MEERUT	MEERUT CANTT	18569	167 M BOMBAY BAZAR,MEERUT CANTONMENT,,MEERUT,UTTAR PRADESH,250 001	





46	MEERUT	SHASTRI NAGAR	18849	ZAIDI NAGAR SOCIETY,SHASTRI NAGAR,,MEERUT,UTTAR PRADESH,250002
47	MEERUT	SARDHANA	18562	TOWN HALL ROAD,MEERUT DIST,,SARDHANA,UTTAR PRADESH,250342
48	MEERUT	MOKHAMPUR	18792	PB NO 345,NEAR AMAR UJALA,DELHI ROAD, MEERUT DIST,MOHKAMPUR,UTTAR PRADESH,250002

