



REQUEST FOR PROPOSAL [RFP] FOR

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

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

Issued By: Canara
Bank T M Section
Circle Office Delhi

6th Floor, 38, Ansal Towers

Nehru Place

Delhi - 110019

011-26440588 / 011-26211271

tmscodel@canarabank.com

तकनीकी प्रबंधन अनुभाग, 6ठा तल, अंसल टॉवर, 38, नेहरू प्लेस, नई दिल्ली

T M Section, 6th floor, Ansal Tower, 38 Nehru Place New Delhi 110019



Details in Brief

Sl. No.	Description	Details
1.	RFP No. and Date	RFP 01/2020-21 dated 24/07/2020
2.	Location Address for submission of Bid/s [Address for Communication]	Canara Bank T M Section Circle Office Delhi 6th Floor, 38, Ansal Towers Nehru Place Delhi - 110019 Contact - 011-26440588 / 011-26211271 Email id - tmscodel@canarabank.com
3.	Date of Issue	Date: 24.07.2020
4.	Last Date of Submission of Pre Bid Queries	The Pre Bid Queries on the RFP may be sent through email <u>or</u> in writing at the address specified above, on or before 30.07.2020 @ 3.00 PM
5.	Last Date for reply of Pre Bid Queries	04.08.2020 @ 3.00 PM
6.	Last Date of Submission of Bids	07.08.2020 @ 3.00 PM
7.	Date and Time of Opening Bid	07.08.2020 @ 3.30 PM
8.	Date and Time opening of Commercial Bid.	Will be intimated at a later date.
9.	Cost of Application Money	Rs. 2000/- (including GST)
10.	Earnest Money Deposit(Refundable)	Rs. 50,000/- (including GST)
This document can be downloaded from Bank's website http://canarabank.com/english/announcements/tenders		

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A. Instructions to Bidders (ISB)

Disposal of Old/Unusable/Obsolete Computer Hardware, Peripherals, lying at various Branches as per Annexure.

1. Introduction:

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

2. Scope of Work:

2.1. Scope includes collecting & purchasing various Hardware items (*identified by the Bank for disposal*) from our branch premises on “as is where is basis” for disposal/recycling/reusing in line with Central/State Government guidelines.

3. Eligibility Criteria:

- 3.1. This RFP is limited to the Empanelled vendors for disposal of E-Waste with Canara Bank.
- 3.2. The Empanelled vendors should hold valid Certificate from State Pollution Control Board/Govt Authorities for undertaking E-Waste Disposal as on the date of RFP. The copy of the certificate should be submitted along with the bid.
- 3.3. The Empanelled vendors quoting for this RFP should agree to the condition to “remove the storage media viz., 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-II.

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- 4.5. The empanelled vendors may inspect the items on or before **06.08.20 @ 3.00 PM** and satisfy themselves about the items for which they are bidding for. The Locations details where the E-Waste can be inspected are as per **Annexure-III**. 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 Delhi 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 degaussing of data as referred in Clause (3.3) above and submit appropriate confirmation documentation declaration for the same.
- 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.

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Canara Bank T M Section
Circle Office Delhi
6th Floor, 38, Ansal Towers
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Contact - 011-26440588 / 011-26211271
Email id - tmscodel@canarabank.com

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 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-II**.
- 6.1.3. Both the sealed and covered Bids should be put in a closed envelope and should be superscribed as “Offer for Disposal of Old/Unusable/Obsolete Computer Hardware, Peripherals etc. lying at Branches/Offices under Canara Bank, CO Delhi dated 07.08.2020” on the top of the envelope.
- 6.1.4. The envelope shall bear the RFP No., RFP Details, name & complete postal address of the bidder and authority to whom the Bid is submitted.
- 6.1.5. The envelope/s should be properly sealed and submitted.
- 6.1.6. All documents must be duly signed by the authorized signatory of the bidder. No overwriting, erasures are permitted.

7. Amendment to Bidding Document:

- 7.1. At any time prior to deadline for submission of Bids, the Bank, for any reason, whether, at its own initiative or in response to a clarification requested by prospective empanelled bidder, may modify the bidding document, by amendment.
- 7.2. Notification of amendments will be made available on the Bank's website (i.e. <http://www.canarabank.com/english/announcements/tenders>) and will be binding on all bidders and no separate communication will be issued in this regard.
- 7.3. In order to allow reasonable time to prospective bidders to take the amendment into account in preparing their bids, the Bank, at its discretion, may extend the due date for submission of bid for a reasonable period as decided by the Bank for the submission of Bids.

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8. Earnest Money Deposit (EMD):

8.1. The bidder shall furnish Earnest Money Deposit (EMD) of Rs.50,000/- (Rupees Fifty Thousand only) by way of Demand Draft drawn on any scheduled bank in favour of Canara Bank, payable at Delhi 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 therein shall be valid for 30 days from the date of opening of Commercial Bid. Bid valid for any shorter period shall be rejected by the Bank.

10. Price Composition:

10.1. The price quoted should be only in Indian Rupees.

10.2. The bidder has to give price of all the items separately, as mentioned in Bill of Material as per Annexure-II.

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.

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

Divisional Manager (TOE)

मंडल प्रबन्धक/Divisional Manager
अंसल टॉवर, अंसल टॉवर, 6वां तल/Circle Office, Ansal Tower, 6th Floor,
38, नेहरू प्लेस, नई दिल्ली/38, Nehru Place, New Delhi-110019



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Annexure-II

Bill of Material

Price Schedule for Hardware items to be disposed

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

We declare that we have inspected the hardware items and are interested to purchase the same on "As is where is Basis". Our offer for the items is as below:

Sl. No.	Item Description	Qty	Unit Price(Rs.)	Total Cost(Rs.)	Applicable GST	Total Cost with GST
1	DOT MATRIX PRINTER	34				
2	HIGH SPEED PRINTER	2				
3	PB PTG KIOSK	4				
4	PASSBOOK PRINTER	12				
5	SCANNER	3				
6	DESKJET PRINTER	1				
7	LASERJET PRINTER	38				
8	16 PORT HUB	1				
9	PRINTER SHARER	1				
10	MONITOR	254				
11	ATM	6				
12	BIOMETRIC DEVICE	26				
13	BARCODE PTR	1				
14	CHEQUE DEPOSIT MACHINE	57				
15	KEYBOARD+MOUSE	293				
16	DESKTOP COMPUTERS	243				
	TOTAL	976				

Note:

- ✓ The item price is inclusive of all misc. charges like transportation, labour, all taxes

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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.

- ✓ We undertake that we have checked the available material & specified quantity as mentioned above at respective locations with respect to availability of CPU's, Cabinets, Motherboards, Processors, Hard disks, Cables etc. and have quoted accordingly.
- ✓ The bidder has to quote for each line item.
- ✓ The Unit Cost should be given in full INR (i.e. without decimal places).
- ✓ In case of discrepancy between unit price and Total price, the unit price shall prevail.
- ✓ We understand that the Bank is not bound to accept the tender either in part or in full and that the Bank has right to reject the offer in full or in part without assigning any reasons whatsoever.

Place:

Date: _____

Seal & Signature of Authorized signatory of the Bidder



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Annexure-III

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

S No	Details of Canara Bank Branch/Office where E-Waste is available for Inspection	DP Code	Contact Person Details	Telephone Number
1	Kalkaji	2020	SH. KAMLESH	9560057020
2	DDU MARG, LBO	8208	SH. RAKESH RANJAN	8130698208
3	Dwarka Sector -12	2876	SH VIPIN KR SHARAWAT	9560052876
4	ZHDC	8668	SH. MANOJ BHUPESH	9910688668
5	GYANDEEP VIDYABHAWAN	2947	SH.HARSHARAN	9560062947
6	IIT DELHI	8599	MS AASHIMA KAPOOR	8527288599
7	RSTC GURGAON	6506	SH.CHARU KUMAR	9451397216
8	MEHRAULI	2018	MS ARCHANA C	9916269422
9	Pashchim Vihar	2706	MS KOMALPREET KAUR	9650082706
10	Shakti Nagar	1170	SH.MUKESH KUMAR SOYAL	9560081170,
11	Circle Office, Delhi	7400	MS MONIKA	9773542333
12	LPC	3081	SH. S K SHARMA	9650498208
13	ACCOUNT SECTION	1745	SH. S K SHARMA	9650498208
14	SRINIVASPURI	19085	MS CHING BIAKKIM	9968309085
15	DELHI PARLIAMENT ST.	1098	CHANDRABHAN	8800091098
16	DELHI PITAMPURA	1565	RASHMI ARORA	9871191565, 9868867809
17	DELHI MAHARANIBAGH	349	S K SABAL	9560060349
18	DELHI SARITA VIHAR	2591	SUSHIL KUMAR	9560082591
19	DELHI EAST PATELNAGAR	2010	RAJIV KUMAR	9560043010
20	DELHI G.P.EXTENSION	350	DEEPAK KR. JENA	9971200350
21	DELHI RAJOURI GARDEN	1386	DINESH KUMAR	9560021386
22	DELHI TAGORE GARDEN	391	RAM AUTAR	9650060391
23	DELHI RAJA GARDEN	2019	VEER SINGH	9560062019
24	Delhi Govt Business Branch	3525	Rujis M Mathai	8860007449

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25	JANAKPURI Branch	2593	SUCHITRA MEENA	9560082593
26	Gandhinagar Delhi	1974	S K MADHUKAR	9560071974
27	Nangloi	4889	AKHILESH RAM	8826344889
28	Delhi Vikaspuri	2455	RAJESH KUMAR	9810192455
29	HAUZKHAS	1445	MUKESH KUMAR	9560081445, 9837188233
30	Noida Sec 1	1177	BINEET KUMAR	8130693739
31	IANWALI NAGAR	5019	JEETENDER KUMAR	9466844992
32	SHALIMAR BAGH	4890	KAVITA RANI	8826524890
33	Delhi Surajmal Vihar	5018	MADHVENDER MANI	8826483018
34	Mahipalpur	5081	PRAMOD KUMAR	8130615081
35	Shaktinagar Delhi	1170	MUKESH KUMAR SOYAL	9560081170, 9828431570
36	Punjabi Bagh Delh	2740	RAKESH KUMAR	9910322740
37	DELHI JANAKPURI	5122	ASHISH BARFAL	8650773157, 8527092649
38	UCMS AND GTB BRANCH	3009	LALIT KUMAR	9560563009
39	Noida IF	2403	Y D SHARMA	9205058925
40	Delhi Kishangarh	5154	ANJU	9650205154
41	KHANPUR DELHI	5120	RAHUL KUMAR	8826975120, 7982057188
42	Harsh Vihar	5020	SUNIL RAIZADA	9891612778
43	HARI NAGAR	3160	BABITA KUMARI	9560063160
44	NAJAFGARH	2742	NARINDER KAUSHIK	9910482742
45	NARAINA VIHAR	2846	Tanya Prabhat	9910092846
46	MUNIRKA	1305	NITIN TYAGI	8130941305
47	NEW FRIENDS COLONY	2823	FAKHRESHABA KHAN	9560082823
48	R K PURAM SECTOR V 110022	19009	IS BALUJA(CM)	9968309056/01126102062/26177222
49	nehru place	19044	Mr. Suresh	9868394409
50	Nangloi	19015	SANJAY GUPTA(CM)	9968309015/01125943319/255943353
51	CIVIC CENTER DELHI 110002	19169	PRAVIN	01123219169/9868394405
52	Rani Jhansi Road	19023		0112508 5101
53	Delhi Dwarka	19109		011 2803 1264
54	Ccmintoroad New delhi	19169		9810581006

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55	NEHRU PLACE	19044	Mr. naresh Kumar	9968309044
56	JANAKPURI	19192	ANURAG	7042172418
57	LAXMI NAGAR	19107	Mr. Kuldeep	7597906892
58	Delhi Gangaram Hospital	19111		011-42251831
59	Delhi Khan Market	19043	Mr.Amit	011-24616694/9968309043
60	LAWRENCE ROAD BRANCH	19194	Mr Naresh Bhatia	011-27395383/9968309182 / 9810356270
61	Ghaziabad Shastri Nagar	18890	MR. BRIJESH GAUTAM	9868394314
62	AWHO	19451	Mr. Vaibhav	01189-2968475
63	Burari Sant Nagar	19195		9968309289
64	Delhi Vasant Vihar	19031		9968309031
65	Lajpat Nagar	19198		9968309091
66	Delhi Uttam Nagar	19128		9968309128
67	Delhi Kamala Nagar	19040		9968309040
68	OLD RAJINDER NAGAR	19026	BRANCH MANAGER .	9968309026
69	I.N.A.COLONY	19007		9968309007
70	DHARAMSHALA	19013		9968309013
71	Lajpat Nagar	19035		9968309035 /011-24626602,011-24611843
72	SHARDHANAND	19037		9968309037
73	HAUZ KHAS	19049		9968309049
74	DEFENCE SOUTH BLOCK	19055		9968309055
75	R K PURAM	19068		9968309068

- Kindly note that the Successful Bidder has to lift the E-Waste from these locations only.
- Details of Hardware available at respective Sites shall be provided to the bidders on their registered email id's.

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