

REQUEST FOR PROPOSAL (RFP)

FOR

Disposal of Old / Unusable / Obsolete Computer Hardware E-waste  
Lying at Canara Bank Bengaluru Circle Office, No. 86, M G Road, Bengaluru-560001

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

Issued By :  
Canara Bank  
Technology Management Section  
BENGALURU

Address: CANARA BANK, BENGALURU CIRCLE OFFICE  
SPENCERS TOWERS, NO 86, M G ROAD, BENGALURU - 560001

Phone No: 080- 25008800 - Ext 130 / 25310036

Email : [blrtms@canarabank.com](mailto:blrtms@canarabank.com)

Email : [blrrnap@canarabank.com](mailto:blrrnap@canarabank.com)



**Details in Brief**

SL. No.	Description	Details
1	RFP NO. and Date	06/2020-21 dated 28 JAN 2021
2	Location Address for submission of Bids [ Address for Communication ]	The Senior Manager Canara Bank, T M section Circle Office, BENGALURU <u>Spencers Towers No 86</u> <u>M G ROAD. PIN - 560001</u>  Tel - 080-25008800 EXTN -130 E-mail -blrtms@canarabank.com
3	Date of Issue	28 JAN 2021
4	Last Date of Submission of Queries for pre Bid Meeting	The Pre Bid Queries on RFP may be sent through email or in writing at the address specified above, on or before 06 FEB 2021
5	Date of Pre Bid Meeting	08 FEB 2021
6	Last Date of Submission of Bids	15 FEB 2021
7	Date and Time of Opening Bids	17 FEB 2021 03:00PM
8	Date and Time opening of Commercial Bids	17 FEB 2021 03:00PM
9	Cost of Application Money	NIL
10	Earnest Money Deposit ( Refundable)	Rs 20,000/- ( Excl GST )
<p align="center">This Document can be downloaded from Bank's website <a href="http://canarabank.com/english/announcements/tenders">http://canarabank.com/english/announcements/tenders</a></p>		



## A. Instructions to Bidders (ISB)

Disposal of Old / Unusable / Obsolete Computer Hardware E-waste  
Lying at Canara Bank Bengaluru Circle Office, No. 86, M G Road, Bengaluru-560001

1. **Introduction :** Canara Bank, Bengaluru Circle Office intends to dispose Old / Unusable / Obsolete Computer Hardware e-waste (identified by Bank) Lying at **Canara Bank Bengaluru Circle Office, No. 86, M G Road, Bengaluru-560001.**  
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 old/unusable/obsolete computer hardware e-waste (*identified by the Bank for disposal*) from **Canara Bank Bengaluru Circle Office, No. 86, M G Road, Bengaluru-560001**
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 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.
  - 4.4. **Price Schedule (Commercial Offer)** is attached with this Tender notice as **Annexure-IV.**
  - 4.5. The empanelled vendors may inspect the items on or before 08 Feb 2021 before 04:00 PM and satisfy themselves about the items for which they are bidding for. All the Computer Hardware e-waste identified for disposal is pooled at one place at **Canara Bank Bengaluru Circle Office, No. 86, M G Road, Bengaluru-560001** the E-Waste can be inspected at this location. **Contact Numbers are given in Annexure-V.** Items are to be taken from the above location 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 incl GST quoted in the bid by way of Demand Draft favoring Canara Bank and send it to our Office within 07 working days of intimation of being H1 Bidder/ remit by NEFT to our account as will be intimated to the successful bidder, lest the EMD will be forfeited without any intimation.



- 4.10. The Successful bidder has to lift all the items from disposal site within 1-2 weeks after issuance of Order. On failure to do so, Canara Bank, T M Section, Circle Office Bengaluru 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.
- 4.12. The Bank reserves the right to accept or reject any price quotation or cancel the disposal process and reject all quotations at any time, without thereby incurring any liability to the affected empanelled bidder or bidders or any obligation to inform the affected empanelled bidder or bidders of the ground for the Bank's action. The empanelled vendors may on their own interest contact the Bank on the status of the tender after opening of the bids.
- 4.13. Once the Hardware items are handed over to the successful bidder, the same shall not be taken back by the Bank.
- 4.14. All the required documents to transport the E-Waste from Banks various locations to bidder's location (complying with the Govt Guidelines), will be arranged from the bidder's side. Bank will only give the required declaration.
- 4.15. Any bid received by the Bank after the last date for submission of bid prescribed by the bank will be rejected and/or returned unopened to the Empanelled bidder, which the bidder has to collect from the Bank.

5. **Submission of Bids:**

- 5.1. The bid should be submitted in sealed cover addressed to the Bank at the following address within the date and time specified in the (Bid details in Brief) above.

The Senior Manager  
Canara Bank, Technology Management Section  
Bengaluru Circle Office, No. 86 M G Road, Bengaluru  
Contact Person/s: Mr. Babu Mahesh Kumar, Senior Manager -  
Phone No 080-25008800 EXTN -130  
Shivaram Bhat -Officer- 25310036/9480423363

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-IV.
- 6.1.3. Both the sealed and covered Bids should be put in a closed envelope and should be super scribed as "Offer to Disposal of Old/Unusable/Obsolete computer hardware e-waste lying at Canara Bank Bengaluru Circle Office, No. 86, M G Road, Bengaluru-560001 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.

**8. Earnest Money Deposit (EMD):**

8.1. The bidder shall furnish Earnest Money Deposit (EMD) of **Rs.20,000/= (Rupees Twenty thousand Only)** by way of Demand Draft drawn on any scheduled bank in favor of Canara Bank, payable at Bengaluru 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 and make the full bid amount within 7 working days in accordance with the terms of the RFP or fails to lift the items within 1-2 weeks after issuance of order.

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.

**9. Price Composition:**

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

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

9.3. The bidders should alone bear the expenses like transportation, loading/unloading charges etc.

9.4. The bidder has to quote applicable GST as mentioned in the Bill of Material.

**10. Opening of Bids:**

10.1. Techno-Commercial offer will be opened in our office as per date/time mentioned in the Bid details in Brief.

10.2. 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.

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

**11. Evaluation Criteria:**

11.1. Bids which are qualified in Eligibility/Technical Criteria would be considered for Commercial Evaluation.

11.2. 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.

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



**Annexure-IV**

**Bill of Material**

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

To,

The Senior Manager  
Canara Bank  
Technology Management Section  
Bengaluru Circle Office  
Spencers Towers, No. 86, M G Road, Bengaluru - 560 001

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	CPU	230				
2	KEY BOARD	266				
3	TFT MONITOR	143				
4	CRT MONITOR	40				
5	LASERJET PRINTER	24				
6	DOTMATRIX PRINTER	32				
7	PASS BOOK PRINTER	05				
8	FLATBED SCANNER	10				
9	LAPTOP	01				
10	MOUSE	75				
11	UN-USABLE ATM CASH CASSETTES	85				
12	D-LINK SWITCH	06				
13	NETWORK RACK	09				

**Note:**

- The item price is inclusive of all misc. charges like transportation, labour, all taxes or any other expenses. We have gone through all the terms and conditions in the tender document and agree with the same. We understand that in event of non-compliance of the terms and conditions of the tender, our tender can be cancelled at any time of the tender process.
- The bidder has to quote for each line item.
  - The Unit Cost should be given in full INR (i.e. without decimal places).
- In case of discrepancy between unit price and Total price, the unit price shall prevail.
- We understand that the Bank is not bound to accept the tender either in part or in full and that the Bank has 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-VDetails of the Bank Locations (Branches/Offices) where the E-Waste is available for Inspection.

Sl No	Details of Canara Bank Office where the E-Waste is available for Inspection.	Contact Person Details
1.	CANARA BANK, BENGALURU CIRCLE OFFICE TECHNOLOGY MANAGEMENT SECTION NO 86, M G ROAD, BENGALURU- 560 001	MR. CH BABU MAHESH KUMAR SENIOR MANAGER 080-25008800- EXTN 130 MR. SHIVARAM BHAT- OFFICER 080-25310036 /9480423363

Kindly note - Successful Bidder has to lift the E-Waste from location as mentioned in above.



तकनीकी प्रबंधन अनुभाग  
अंचल कार्यालय  
बेंगलूर

TM Section  
Circle Office  
Bangalore

Ph : (080) 25008800 – Ext – 130 / 080-25310036

blrtms@canarabank.com

