



CIRCLE OFFICE MANIPAL

REQUEST FOR PROPOSAL[RFP] FOR

**DISPOSAL OF OLD/UNUSABLE/OBSOLETE IT HARDWARE ITEMS [e-WASTE] OF
VARIOUS BRANCHES COMING UNDER CANARA BANK REGIONAL OFFICE
KARWAR, DAVANGERE, GOA, CIBM and CIRCLE OFFICE MANIPAL.**

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

Issued By:

Technology Management Section

Canara Bank, Circle Office, MANIPAL
3RD Floor, HO Annex Building,
MANIPAL- 576104

email: tmscompl@canarabank.com

Phone No: 9449846873, 0820 - 257 3363

DETAILS IN BRIEF

	Description	Details
1.	RFP No. and Date	0001/7740/COMPL/2024/TMS/RFP Dated 18/03/2024
2.	Location Address for submission of Bid/s [Address for Communication]	The Manager Technology Management Section, Canara Bank, Circle Office, MANIPAL 3 rd Floor, HO (Annex) Building, MANIPAL- 576104. email: tmscompl@canarabank.com Phone No: 9449846873, 0820 - 257 3363
3.	Date of Issue	18/03/2024
4.	Last Date of Submission of Queries for Pre-Bid Meeting	The Pre-Bid Queries on the RFP may be sent through email or in writing at the address specified above, on or before 28/03/2024 11AM
5.	Date of Pre-Bid Meeting	26/03/2024 4 PM
6.	Last Date of Submission of Bids	28/03/2024 11 AM [Bids received after this will not be Opened]
7.	Date and Time of Opening Technical Bid	28/03/2024 4:00 PM
8.	Date and Time opening of Commercial Bid.	28/03/2024 After opening of Technical Bid
9.	Cost of Application Money	NIL
10.	Earnest Money Deposit (Refundable)	₹ 10,000/- (Ten Thousand Only)
<p>This document can be downloaded from Bank's website https://canarabank.com/ → Tenders</p>		

A. INSTRUCTIONS TO BIDDERS (ISB)

DISPOSAL OF OLD/UNUSABLE/OBSOLETE IT HARDWARE ITEMS [e-WASTE] OF VARIOUS BRANCHES COMING UNDER CANARA BANK REGIONAL OFFICE KARWAR, DAVANGERE, GOA, CIBM and CIRCLE OFFICE MANIPAL.

1. Introduction:

Canara Bank, MANIPAL Circle, intends to dispose IT Hardware such as Old Computers and accessories, various types of Printers, Scanners, Modems, PIGMY Machines, Biometric Devices, FAX Machines and Miscellaneous e-Waste items etc. lying at specified location. 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 IT Hardware items (*identified by the Bank for disposal*) from our branch premises on “as is where is” basis for disposal 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 either destroyed by Degaussing in front of Bank Officials or handed over to 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. Bid without EMD will not be evaluated and rejected.

4.4. **Price Schedule (Commercial Offer)** is attached with this Tender notice as **Annexure-B**.

4.5. The empanelled vendors may inspect the items on or before 26/03/2024 4.00 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-C**. Items are to be taken from the various branch/office premises and locations in “**As is where is**” condition as referred in **Annexure-C** 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 NEFT/ Demand Draft favouring Canara Bank and send it to our Office **within 7 Working days of intimation of being H1 Bidder** On realization of the same an order will be placed on H1 firm for lifting the Hardware from the locations as annexed in this Document.
- On failure to do so, Canara Bank, TM Section, Circle Office MANIPAL shall have the right to forfeit the entire EMD. Bank may dispose the items through H2/H3 Bidders.
- 4.10. The Successful bidder has to lift all the items from disposal sites as given in Annexure C within 2-3 weeks, after issuance of Order. Changes in location of disposal sites due to unavoidable situations like Branch closures, the bidder shall be informed by us in advance before lifting and the same has to be agreed by the bidder without any additional cost to the bank. On failure to do so, Canara Bank, TM Section, Circle Office MANIPAL shall have the right to forfeit the entire EMD. Bank may dispose the items through H2/H3 Bidders.
- 4.11. The Successful bidder to comply and ensure with the Tender Clause on removal of Storage media 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 there by incurring any liability to the affected empanelled bidder or bidders or any obligation to inform the affected empanelled bidder or bidders of the ground or 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.

<p>The Senior Manager Technology Management Section, Canara Bank, Circle Office - Manipal 3RD Floor, HO Annex Building, MANIPAL- 576104.</p>	<p>Contact Person/s: Mr. M Jagadeesh Kumar Phone No - 94498 46873, 0820 - 257 3363</p> <p>Mr. K K Chanchani Phone No - 77100 26550, 0820 - 257 3363</p>
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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 by submitting the following documents.

- (a) Bid Covering Letter as per Annexure-A.
- (b) Central / State Govt. Pollution Control Board certificate valid till date of RFQ.
- (c) EMD by way of DD favouring Canara Bank, payable at Manipal.
- (d) PAN Copy of the Company.
- (e) GST particulars of the Company.

6.1.2. **Commercial Bid:** Furnishing all relevant information as required as per Bill of Material as per **Annexure-B**.

6.1.3. Both the sealed and covered Bids should be put in a closed envelop and should be super scribed as “**Offer for Disposal of Old/ Unusable/ Obsolete IT Hardware Items [e-waste] of Various Branches Coming Under Canara Bank Regional Office Karwar, Davangere, Goa, CIBM and CIRCLE OFFICE MANIPAL**” on the top of the envelope.

6.1.4. The envelop 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 authorised signatory of the bidder. No over writing, 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. <https://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 **₹ 10,000/- (RUPEES TEN THOUSAND ONLY)** by way of Demand Draft drawn on any scheduled bank in favour of Canara Bank, payable at MANIPAL and should be kept along with the Bid. The Demand Draft of 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/ remit the Bid amount within 7 Days of intimation in accordance with the terms of the RFP.

8.2.3. If bidder fail 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 Manipal shall have the right to forfeit the entire EMD remitted and Bank may dispose the items through H2/H3 Bidders.

9. Bid Validity Period:

The Offer submitted and the prices quoted there in 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-B.

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. Bidders must bid for all the items offered under the RFP to be eligible for participation.

12.3. 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.

12.4. 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 MANIPAL shall have the right to cancel the order and forfeit the EMD.

Technology Overseeing Executive

ANNEXURE-A**Bid Covering Letter****[On Firm's/Company's Letter Head]****[To be included in Part A - Conformity to Technical Criteria Envelope]**

Reference No:

Date:

The Manager
Canara Bank
T M Section
Circle Office MANIPAL

Dear Sir,

SUB: RFP for Disposal of Old/ Unusable/ Obsolete IT Hardware Items [e-waste] of various branches coming under Canara Bank Regional Office Karwar, Davangere, Goa, CIBM and CIRCLE OFFICE MANIPAL.

Ref: RFP No. 0001/7740/COMPL/2024/TMS/RFP Dated 18/03/2024

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 RFP 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.

We accept all the instructions, Terms and Conditions and Scope of Work of the subject RFP. We agree to the condition of "remove the storage media viz., Hard disk, Tapes, DATs. etc. and the same has to either be destroyed In front of Bank Staff or to be given back to concerned Bank officials before lifting the E-Waste from the identified locations of the Bank."

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.

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 RFP.

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 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:

- 1) EMD DD for ₹ 10,000/= favouring Canara Bank payable at Manipal.
- 2) Copy of the valid Certificate from State Pollution Control Board/Govt. Authorities for undertaking E-Waste disposal.
- 3) Copy of the PAN Card.
- 4) Copy of the GST Registration.

Date: Signature with seal

Name:

Designation:

ANNEXURE B
Bill of Material
Price Schedule for Hardware items to be disposed

To,
The Manager
Canara Bank
T M Section
Circle Office, Manipal

We declare that we have inspected the hardware (identified by the Bank for disposal) items and are interested to purchase the same for disposal as per State/Central Government guidelines on "As is where is basis". Our offer for the items is as below:

SL. NO.	ITEM DESCRIPTION	QTY	UNIT PRICE (₹)	TOTAL COST (₹)	GST	TOTAL WITH GST (₹)
1.	ALL IN ONE PC	111				
2.	ATM CASSETTE	11				
3.	ATM CASSETTES	10				
4.	ATRIE WIRESPAN MODEM	43				
5.	BARCODE PRINTER	1				
6.	BIOMETRIC DEVICES	39				
7.	CPU	26				
8.	CRT MONITOR	2				
9.	DD PRINTER	1				
10.	DIGITAL TAPE DRIVE	1				
11.	DOT MATRIX PRINTER	15				
12.	DOT MATRIX PRINTER (BIG SIZE)	5				
13.	DSS SETUP BOX	20				
14.	DVR	1				
15.	FLAT BED SCANNER	18				
16.	GATEWAY MODEM	18				
17.	HP OFFICEJET ALL IN ONE MACHINE	1				
18.	INKJET PRINTER	2				
19.	KEYBOARD	26				
20.	KEYBOARDS	16				
21.	LASER PRINTER	3				
22.	LASERJET PRINTER	4				
23.	LCD MONITOR	8				
24.	LCD MONITORS	3				
25.	LED MONITOR	35				
26.	MEDIA CONVERTER	1				
27.	MISC. ITEMS	0				
28.	MODEM	1				
29.	MOUSE	6				
30.	PASSBOOK PRINTER	18				
31.	PIGMY MACHINE	10				
32.	ROUTER	11				
33.	ROUTER (INBUILT SWITCH)	9				
34.	SCANNER (FLAT BED)	7				

35.	SERVER PC	1				
36.	SWITCH	30				
37.	SWITCHES	12				
38.	49 INCH LED TV (NOT WORKING)	7				
39.	MISC. ITEMS	4 LOTS				
TOTAL BID OFFER FOR <u>537</u> ITEMS						

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 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.
- ✓ While issuing the Work Order, bank may provide exact numbers, amount calculated by multiplying the variation with unit price as quoted. If we are chosen as Successful Bidder, we shall accept the Work Order with enhanced amount if any.

Seal & Signature of Authorized
signatory of the Bidder

Place:
Date:

Annexure-C

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

Sl. No.	Details of Canara Bank Branch/Office where the E-Waste is available for Inspection.	Contact Person Details
1	CANARA BANK REGIONAL OFFICE, DAVANAGERE #2007/1 TO 4 1ST FLOOR BIET MAIN ROAD SIDDAVEERAPPA BADAVANE DAVANGERE-577004	MR. PRATIK KUMAR, MANAGER +91 96617 76227 MR. DARSHAN B N OFFICER +91 80958 78745

SL. NO.	ITEM DESCRIPTION	QTY
1.	ALL IN ONE PC	19
2.	LCD MONITORS	3
3.	CPU	7
4.	PASSBOOK PRINTER	6
5.	FLAT BED SCANNER	1
6.	ATM CASSETTES	10

2	CANARA BANK REGIONAL OFFICE, GOA 1ST FLOOR, MATHIAS PLAZA, 18TH JUNE ROAD, PANAJI, GOA 403001	MR. ANIMESH MANAGER +91 70303 90763 MR. SRINIVAS OFFICER +91 90107 53520
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SL. NO.	ITEM DESCRIPTION	QTY
1.	ALL IN ONE PC	5
2.	PASSBOOK PRINTER	12
3.	FLAT BED SCANNER	11
4.	CPU	13
5.	KEYBOARD	26
6.	LASERJET PRINTER	3

4	CANARA BANK JOIDA (10335) BASAVA KRIPA, BELGAUM SADASHIVGAD RD, JOIDA-581186 REGIONAL OFFICE KARWAR	MR. SHRIDHAR MARUTI NAIK SENIOR MANAGER 919449860335 MR. NEERAJ RAWAT MANAGER 919450667559
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SL. NO.	ITEM DESCRIPTION	QTY
1.	ALL IN ONE PC	4
2.	FLAT BED SCANNER	6
3.	LASERJET PRINTER	1
4.	CPU	3
5.	CRT MONITOR	1
6.	LED MONITOR	35
7.	DOT MATRIX PRINTER	15
8.	SWITCH	30
9.	PIGMY MACHINE	8
10.	MODEM	1
11.	SERVER PC	1
12.	BIOMETRIC DEVICES	11
13.	DVR	1
14.	ROUTER (INBUILT SWITCH)	6

5	CANARA BANK, CIBM - MANIPAL, ANANTH NAGAR, 2ND STAGE, INDUSTRIAL AREA , MANIPAL - 576 104	MR. ARUN PRABHAKAR MANAGER +91 88485 62994 MR. VIJAY KUMAR TOLANI MANAGER +91 85518 23005
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SL. NO.	ITEM DESCRIPTION	QTY
1.	ALL IN ONE PC	38
2.	LASER PRINTER	2

6	CANARA BANK CIRCLE OFFICE, MANIPAL HEAD OFFICE (ANNEXE), MANIPAL - 576 104	MR. K K CHANCHANI MANAGER 917710026550 MR. M JAGADEESH KUMAR SENIOR MANAGER 919449846873
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SL. NO.	ITEM DESCRIPTION	QTY
1.	ALL IN ONE PC	45

2.	ATRIE WIRESpan MODEM	43
3.	GATEWAY MODEM	18
4.	DOT MATRIX PRINTER (BIG SIZE)	5
5.	CPU	3
6.	INKJET PRINTER	2
7.	DD PRINTER	1
8.	DIGITAL TAPE DRIVE	1
9.	ROUTER (INBUILT SWITCH)	3
10.	KEYBOARDS	16
11.	LCD MONITOR	8
12.	LASER PRINTER	1
13.	CRT MONITOR	1
14.	MOUSE	6
15.	ATM CASSETTE	11
16.	ROUTER	11
17.	SCANNER (FLAT BED)	7
18.	SWITCHES	12
19.	MEDIA CONVERTER	1
20.	49 INCH LED TV (NOT WORKING)	7
21.	BARCODE PRINTER	1
22.	DSS SETUP BOX	20
23.	HP OFFICEJET ALL IN ONE MACHINE	1
24.	BIOMETRIC DEVICES	28
25.	PIGMY MACHINE	2
26.	MISC. ITEMS	4 LOT

Kindly note that the Successful Bidder has to lift the E-Waste from these locations only.