

**REQUEST FOR QUOTES [RFQ 080/2024-25 DATED 01/02/2025]**

**For**

**Disposal of Old & Obsolete Computer Hardware items (E-Waste) lying at Main Building,  
Canara Bank, Head Office, JC Road, Bengaluru**

**Issued by: Canara Bank  
Centralized Procurement & Vendor Management  
Wing, HO (Annex), 1<sup>st</sup> Floor, Naveen Complex  
14, M G Road, Bengaluru-560 001  
Phone No: 080-25590070  
Email: [singletender@canarabank.com](mailto:singletender@canarabank.com)**

**BID SCHEDULE**

Sl. No.	Description	Details
1.	RFQ No. and Date	RFQ 080/2024-25 DATED 01/02/2025
2.	Name of the Wing	CP&VM Wing, HO
3.	Brief Description of the RFQ	Disposal of Old & Obsolete Computer Hardware items(E-Waste) lying at Main Building, Canara Bank, Head Office, JC Road,Bengaluru
4.	Bank's Address for Communication	The Senior Manager Canara Bank, Centralized Procurement & Vendor Management Wing, Head Office (Annexe), 1 <sup>st</sup> Floor, Naveen Complex, 14, M G Road, Bengaluru -560 001 Karnataka.
5.	Last Date, Time and Venue for Submission of Bids	<b>21/02/2025, Friday up to 03:00 PM</b> Canara Bank, Centralized Procurement & Vendor Management Wing, Head Office (Annexe), 1 <sup>st</sup> Floor, Naveen Complex, 14 M G Road, Bengaluru 560001.
6.	Date, Time & Venue for opening of Technical Proposals.	21/02/2025, Friday at 03:30 PM Canara Bank, Centralized Procurement & Vendor Management Wing, Head Office (Annexe), 1 <sup>st</sup> Floor, Naveen Complex, 14 M G Road, Bengaluru 560001.
7.	Date, Time & Venue for opening of Commercial Proposals	21/02/2025, Friday at 03:30 PM Canara Bank, Centralized Procurement & Vendor Management Wing, Head Office (Annexe), 1 <sup>st</sup> Floor, Naveen Complex, 14 M G Road, Bengaluru 560001.
8.	Earnest Money Deposit (Refundable)	Rs.10,000/- (Rupees Ten Thousand Only)
9.	Mode of submission of bids	Hard copy (The bid should be submitted in sealed cover addressed to the Bank at the below mentioned address within the date and time specified).  <b>Note:</b> Bids sent through post/courier/email will not be accepted/evaluated. Bids should be deposited in the Tender Box only.

## 1. About Canara Bank

- 1.1. CANARA BANK is one of the largest Public Sector Banks owned by Government of India. Canara Bank is a body Corporate and a premier Public Sector Bank established in the Year 1906 by Shri. Ammembal Subba Rao Pai and nationalized under the Banking Companies (Acquisition and Transfer of Undertakings) Act, 1970. Canara Bank Head office is located at 112, J C Road Bengaluru-560002 and Department of Information Technology wing located at Naveen Complex, No.14, M G Road, Bengaluru-560001.
- 1.2. The Bank is having pan India presence of more than 9714 branches, 24 Circle offices and 176 Regional Offices situated across the States. The Bank also has offices abroad in London, Dubai and New York.
- 1.3. The Bank is a forerunner in implementation of IT related products, services, and continuously making efforts to provide the state of art technological products to its customers.

## 2. Scope of Work

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

## 3. Eligibility Criteria:

This bid is restricted to the following vendors who are empaneled in Bank through EOI ref: EOI-04/2023-24 floated on 21/08/2023.

- 3.1. M/s AIMS Technologies
- 3.2. M/s Aqsa Stamping,
- 3.3. M/s Arihant e-Recycling Pvt Ltd
- 3.4. M/s Bin Bay Recyling Pvt Ltd.,
- 3.5. M/s Dubey Brothers E-Waste Management.
- 3.6. M/s E-Clean E-Green Recycling
- 3.7. M/s Environmental Experts
- 3.8. M/s E-scrappy Recyclers
- 3.9. M/s E-Waste Recyclers India
- 3.10. M/s Exigo Recycling Pvt Ltd
- 3.11. M/s Green India Recyclers
- 3.12. M/s HAQ processing Pvt Ltd
- 3.13. M/s Hindustan Recycling
- 3.14. M/s Krishna Metal Refinery
- 3.15. M/s Lilashana Sales
- 3.16. M/s Maharashtra Enterprises
- 3.17. M/s Mangalam ECS
- 3.18. M/s Ortech India Corporation
- 3.19. M/s Reboot Resources Pvt Ltd
- 3.20. M/s Re-Claim Enviro Pvt Ltd

- 3.21. M/s Recycle Mitra Eco Care LLP
- 3.22. M/s Regreen Recyclers
- 3.23. M/s Resource E-waste Solutions
- 3.24. M/s Sahara Enterprises
- 3.25. M/s Shabbir Traders
- 3.26. M/s Shivalik Solid Waste Management Pvt Ltd
- 3.27. M/s Star Recycling
- 3.28. M/s Trittech Sysytems
- 3.29. M/s US W-Waste Recycling
- 3.30. M/s Z Enviro Industries Pvt Ltd

- The Empaneled vendors should hold valid Certificate from State Pollution Control Board/Govt. **The copy of the certificate should be submitted along with the bid.**
- Bidder has to comply all other term and conditions as per EOI-04/2023-24 floated on 21/08/2023.

#### 4. Terms and Conditions:

- 4.1. The bid is non-transferable.
- 4.2. Incomplete and unsigned price quotations are liable to be rejected.
- 4.3. Price Schedule (Commercial Offer) is attached with this Tender notice as Annexure-I.
- 4.4. Empaneled vendors may visit the below location before quoting the amount to ascertain further details of the various Computer Hardware items identified for disposal and satisfy themselves about the items for which they are bidding.

**Canara Bank**  
**Facilities Management Group,**  
**Main Building, Head Office,**  
**J C Road, Bengaluru-560002.**

**Rajesh Bishnoi**  
**Contact No: 8607612229**  
**Benjamin Joash Sam**  
**Contact No: 9751959504**  
**080-22221627/080-22271650**

**Note:** Kindly contact Concerned official before visiting the location.

- 4.5. To Lift the Old/ Obsolete/ Unusable Computer Hardware Items lying at Canara Bank, Main Building, JC Road, Bengaluru. Vendor has to remove the storage devices such as Hard disk, Tapes, DATs etc. and degauss the same in the presence of Bank officials before lifting the materials identified for E- Waste. The Location details from where the E-Waste has to be lifted by the successful vendor are as per Annexure-II.

- 4.6. As access to the locations, where resources are stored is restricted; only sample Computer items will be kept for display for inspection by vendors.
- 4.7. The empaneled 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.
- 4.8. All expenses pertaining to collecting, transporting for disposal (as per govt. guidelines), is to be borne by the successful bidder.
- 4.9. Item shall be sold to the bidder with highest bid price.
- 4.10. The successful bidder has to remit the total amount quoted in the bid by way of NEFT/RTGS and send it to our Office within 3 Working days of intimation of being H1 Bidder.
- 4.11. The Successful bidder has to lift all the items from disposal site within 3 working days, after intimation to H1 bidder (vendor). On failure to do so, Canara Bank, CP & VM Wing, HO (Annexe) may cancel the RFQ.
- 4.12. The Successful bidder to ensure with the tender Clause on degaussing of data “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”.
- 4.13. 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 empaneled bidder or bidders or any obligation to inform the affected empaneled bidder or bidders of the ground for the Bank’s action. The empaneled vendors may on their own interest contact the Bank on the status of the tender after opening of the bids.
- 4.14. Once the Hardware items are handed over to the successful bidder, the same shall not be taken back by the Bank.
- 4.15. 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.
- 4.16. 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 Empaneled 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,**  
**Centralized Procurement & Management Wing**  
**HO (Annex), 1<sup>st</sup> Floor, Naveen Complex**  
**14, M G Road, Bengaluru - 560 001**  
**Contact Person/s: Mr. Sravan Shankar M, Senior Manager**  
**Phone No 080- 2558 4033.**

**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. GST particulars of the Company should also be submitted.
- 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 & Obsolete Computer Hardware items(E-Waste) lying at Main Building, Canara Bank, Head Office, JC Road, Bengaluru”** 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 the 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, erasers 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, may modify the bidding document, by amendment.
- 7.2. 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. Selection of Bidder:**

The Bank will scrutinize the bids received from the empaneled bidders to determine whether they are complete in all respects as per the requirement of the Bank.

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

- 9.1. The bidder shall furnish Earnest Money Deposit (EMD) of Rs.10,000/- (Rupees Ten Thousand Only) by way of Demand Draft drawn on any scheduled bank in favour of Canara Bank, payable at Bangalore and should be kept along with the Bid. The EMD of the un-successful Bidders will be returned upon the H1 Bidder remitting the H1 bid amount.
- 9.2. The EMD may be forfeited:
- 9.2.1. If the bidder withdraws or amends the bid during the period of bid validity specified in this document.
- 9.2.2. If the selected bidder fails to lift all the items from disposal site.
- 9.2.3. If the bidder fails to submit the certificate of safe disposal.
- 9.3. **EMD exemption for MSE/Start-Up:** The bidder seeking EMD exemption, must submit the valid supporting document as per prevailing Government guidelines along with Bid security declaration form as per Annexure-IV of this RFQ.

**10. Bid System Offer:**

This is two bid system which has following 2 parts:

**10.1. Part A- Technical Proposal:**

- 10.1.1. Indicating their compliance to Technical Compliance and submission of valid Central / State Govt. Pollution Control Board certificate. GST particulars of the Company should also be submitted.

**10.2. Part B-Commercial Bid:**

- 10.2.1. Bidders are requested to submit the Bill of Material as per the format and other terms and conditions of the RFQ. Deviations if any in Bill of Material will be summarily rejected by the Bank. Detailed list of Computer Hardware's enclosed in Annexure III.
- 10.2.2. The participating bidder take utmost care while submitting the Price bid in this RFQ. Any change in Bill of Material may be summarily rejected by the Bank.

**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 of Bids:**

- 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 remit the H1 amount, Canara Bank, CP & VM Wing, HO (Annexe) shall have the right to cancel the bid and retender by excluding the H1 Bidder.



Annexure-I

Bill of Material

(Should be submitted on Company's letter head with company seal and signature of the authorized person)

SUB: Disposal of Old & Obsolete Computer Hardware items (E-Waste) lying at Main Building, Canara Bank, Head Office, JC Road, Bengaluru.

Ref: RFQ 080/2024-25 DATED 01/02/2025.

Sl. No.	Item Description	Qty.	Total Cost (Exclusive of Tax)	Tax for Column A		Total Cost (Inclusive of Tax)
			A	B % of tax	C= Tax Amt.	D=A+C
1	AIO PCs	160		18		
2	Monitors	50		18		
3	CPU with Monitors	54		18		
4	Laser Jet Printer	29		18		
5	Inkjet Printer	7		18		
6	Passbook Printer	1		18		
7	Keyboards	100		18		
6	Network Switches	30		18		
Total Items		431	Total Cost (Incl. of Taxes)			
			Total Cost (Excl. of Taxes)			

Note:

- ✓ The total Amount cost (exclusive of taxes) will be taken for arrival of H1 Vendor.
- ✓ The total cost is inclusive of all miscellaneous charges like transportation, labour, all taxes and any other expenses related to lifting the e-waste from the identified location.
- ✓ 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 have not changed the structure of the format nor added any extra items. We note that any such alternation will lead to rejection of Bid.
- ✓ The bidder has to quote amount for each line item separately.
- ✓ 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.
  
- ✓ Our PAN No is \_\_\_\_\_.
- ✓ Our GST No is \_\_\_\_\_.

**Date:**

**Signature with seal:**

**Name:**

**Designation :**

Annexure-II

SUB: Disposal of Old & Obsolete Computer Hardware items (E-Waste) lying at Main Building, Canara Bank, Head Office, JC Road, Bengaluru.

Ref: RFQ 080/2024-25 DATED 01/02/2025.

Details of the Bank Location (Branches/Office) from where the E-Waste is to be lifted by the successful vendor.

Sl. No.	Details of Canara Bank Branch/Office where the E-Waste is to be lifted.	Contact Person Details
1	Canara Bank Facilities Management Group, Main Building, Head Office, J C Road, Bengaluru-560002.	RamKiran R Contact No: 8281433843  Benjamin Joash Sam Contact No: 9751959504  080-22221627 080-22271650

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

Annexure-III

Inventory Details of Assets Identified for Disposal

S. No	Particular	Quantity
1	AIO PCs	160
2	Monitors	50
3	CPU with Monitors	54
4	Laser Jet Printer	29
5	Inkjet Printer	7
6	Passbook Printer	1
7	Keyboards	100
8	Network Switches	30
<b>Total</b>		<b>431</b>

Annexure-IV  
Bid Security Declaration

(Should be submitted by eligible bidders on Company's letter head with company seal and signature of the authorized person)

To,  
The Deputy General Manager,  
Canara Bank,  
Centralized Procurement & Vendor Management Wing,  
Naveen Complex, 14 M G Road,  
Bengaluru - 560 001, Karnataka

**SUB: Disposal of Old & Obsolete Computer Hardware items (E-Waste) lying at Main Building, Canara Bank, Head Office, JC Road, Bengaluru.**

**Ref: RFQ 080/2024-25 DATED 01/02/2025.**

Dear Sir,

We declare that if we withdraw or modify our bid during the period of validity, or if we are awarded the contract and we fail to sign the contract, or to submit a performance security before the deadline defined in the RFQ (if applicable), we note that we will be suspended for the period of two years from being eligible to submit bids for contracts with Canara Bank.

Place:  
Date:

[Signature of Authorised Signatory]  
Name:  
Designation:  
Seal:

**Authorization Letter Format**

(To be presented by the authorized person at the time of opening of Technical Proposal/ Commercial Bid on the letter head of Bidder and should be signed by an Authorized Signatory with Name and Seal of the Company)

Ref No:

Date:

The Deputy General Manager,  
Canara Bank,  
Centralized Procurement & Vendor Management Wing,  
Naveen Complex, 14 M G Road,  
Bengaluru - 560 001, Karnataka

Dear Sir,

**SUB: Disposal of Old & Obsolete Computer Hardware items (E-Waste) lying at Main Building, Canara Bank, Head Office, JC Road, Bengaluru.**

**Ref: RFQ 080/2024-25 dated 01/02/2025.**

This has reference to your above RFQ.

Mr./Miss/Mrs. \_\_\_\_\_ is hereby authorized to attend the bid opening of the above RFQ on \_\_\_\_\_ on behalf of our organization.

The specimen signature is attested below:

Specimen Signature of Representative

Signature of Authorizing Authority

Name & Designation of Authorizing Authority

**NOTE: This Authorization letter is to be carried in person at the time of Bid Opening**