

#### REQUEST FOR PROPOSAL [RFP] FOR

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

[This RFP 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 Awas Vikas Sikandra Agra- 282007

Phone No: 0562-3500641 / 9711724737 Email : tmscoagra@canarabank.com





### **Details in Brief**

Sl. No.	Description	Details
1.	RFP No. and Date	RFP COAGRA/TM/RFP-03/2024- 25 dated: 23/09/2024
2.	Location Address for submission of Bid/s	Canara Bank T M Section Circle Office Rajendra Centre, 2A/CC-1 Awas Vikas Sikandra Agra- 282007
۷.	[Address for Communication]	Tel - 0562-3500641 / 9711724737 Email: tmscoagra@canarabank.com
3.	Date of Issue	Date: 23/09/2024
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 25/09/2024, 04:00PM
5.	Date of Pre Bid Meeting	27/09/2024
6.	Last Date of Submission of Bids	30/09/2024 - 5:00 PM
7.	Date and Time of Opening Bid	01/10/2024 - 11:00AM
8.	Date and Time opening of Commercial Bid.	01/10/2024 -11:00AM
9.	Cost of Application Money	NA
10.	Earnest Money Deposit	Bid Security Declaration/ MSME Certificate/Rs. 5000/-





#### A. Instructions to Bidders (ISB)

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

#### 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 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 <u>State Pollution Control Board/Govt Authorities</u> 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-I
- 4.5. The empanelled vendors may inspect the items on or before 30/09/2024, 2:00PM 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 and time 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:

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: Mr. Praveen Pandey (Sr. Manager)

Contact No: 0562-3500641/9711724737

#### 6. Bid System Offer:

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. <u>Technical Criteria</u>: Indicating their compliance to Technical Compliance and submission of valid <u>Central / State Govt Pollution Control Board certificate along with the EMD by way of DD.</u>
- 6.2. <u>Commercial Bid:</u> furnishing all relevant information as required as per Bill of Material as per Annexure-II.
- 6.3. 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.
- 6.4. The envelope shall bear the RFP No., RFP Details, name & complete postal address of the bidder and authority to whom the Bid is submitted.
- 6.5. The envelope/s should be properly sealed and submitted.
- 6.6. 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 over mail to bidders and will be binding on all bidders.
- 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. 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.

#### 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-II.
- 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. The 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, 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 dispose the items to H2/H3 bidder on matching the H1 (Highest) prices.

Asst. General Manager (TOE)



#### Form-A/Annexure-I

#### Bill of Material

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

To,

Sr. 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	Total Cost with GST
1	Computer set					
2	TFT/Old Monitor/CPU					
3	Printer (Laser/Dot/PB)					
4	Scanner(Flatbed/CTS/ Biometric)					
5	ATM/PUM/CD					
6	Laptop					
	Tota	l Bid Pr	rice			

#### 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-II

SL NO.	BRANCH NAME & DP CODE	COMPUTER SET	TFT/OLD MONITOR/CPU	PRINTER (LASER/DOT /PB)	SCANNER( FLATBED/ CTS/BIOM ETRIC)	ATM/ PUM/CD	LAPTOP	TOTAL
1	AGRA CANTT I	0	0	1	0	0	0	1
2	AGRA MAIN	1	0	1	0	0	0	2
3	AKOLA	0	0	1	0	0	0	1
4	AWAS VIKAS SIKANDRA	0	0	1	0	0	0	1
5	BAINPUR	0	0	1	0	0	0	1
6	BAINPUR MUSTKIL	0	0	1	0	0	0	1
7	BALUGANJ	0	0	1	0	0	0	1
8	BARARA	0	0	1	0	0	0	1
9	BAROLI AHIR	2	0	0	0	0	0	2
10	BAROLI GUJJAR	0	0	1	0	0	0	1
11	BELANGANJ	6	0	1	0	0	0	7
12	BICHPURI	0	0	1	0	0	0	1
13	BODLA	3	0	1	0	0	0	4
14	BUNDU KATRA	1	0	1	0	0	0	2
15	DAYALBAGH	2	0	0	0	0	0	2
16	DEHTORA	0	0	1	0	0	0	1
17	DHANAULI	0	0	1	0	0	0	1
18	DIGNER	1	0	0	0	0	0	1
19	FATEHABAD ROAD	1	0	0	0	0	0	1
20	HING KI MANDI	1	0	1	0	0	0	2
21	IDGAH	1	0	1	0	0	0	2
22	J H COLONY	1	0	0	0	0	0	1
23	JARAU KATRA	0	0	1	0	0	0	1
24	KACHERIGHAT	0	0	1	0	0	0	1
25	KAMLANAGAR BYPASS	1	0	0	0	0	0	1
26	KAMLANAGAR MAIN	2	0	1	0	0	0	3
27	KARKUNJ ROAD	0	0	1	0	0	0	1
28	ITORA	0	0	1	0	0	0	1
29	KAULAKHA	1	0	0	0	0	0	1
30	KUAN KHERA	0	0	1	0	0	0	1
31	KUNDOL	1	0	1	0	0	0	2
32	LOHAMANDI	2	0	2	0	0	0	4
33	MADHUNAGAR	0	0	1	0	0	0	1
34	MANKHEDA	0	0	1	0	0	0	1
35	MG ROAD	2	0	1	0	0	0	3
36	NARAICH	2	0	1	0	0	0	3
37	NARIPURA	0	0	1	0	0	0	1
38	RAJA KI MANDI	0	0	2	0	0	0	2



39	SHASTRIPURAM	0	0	1	0	0	0	1
40	SHRI RAMCHOWK KAMLANAGAR	0	0	1	0	0	0	1
41	SIKANDRA	2	0	0	0	0	0	2
42	SIKANDRA BODLA AGRA	0	0	1	0	0	0	1
43	T P NAGAR	2	0	0	0	0	0	2
44	TRANS YAMUNA	0	0	1	0	0	0	1
45	VIBHAVNAGAR	4	0	1	0	0	0	5
46	Achhnera	0	0	0	1	0	0	1
47	Asfabad	0	0	0	1	0	0	1
48	Brithala	0	. 2	1	0	0	0	3
49	Etmadpur	1	0	3	1	0	0	5
50	Fathepur Sikri	1	0	1	0	0	0	2
51	Firozabad (Tilaknagar)	0	0	0	1	0	0	1
52	Jarar	0	0	0	2	0	0	2
53	Khergarh	1	0	0	0	0	0	1
54	Lalau	0	2	2	0	0	0	4
55	Mewali Kalan	0	0	1	0	0	0	1
56	Nagla Jhamman	2	0	0	0	0	0	2
57	Tantpur	0	0	2	0	0	0	2
58	Dola	0	0	1	0	0	- 0	1
59	Balochpura	1	0	0	0	0	0	1
60	Tabelagarhi	0	2	0	0	0	0	2
61	Baraut Digambar Jain	1	0	0	0	0	0	1
62	College Baraut J V College	3	0	0	0	0	0	3
63	Palri	2	0	0	0	0	0	2
64	Kakor Kalan	1	, 0	0	0	0	0	1
65	Baleni	0	0	1	0	0	0	1
66	Kurdi	0	2	1	0	0	0	3
67	Daha	0	0	2	0	0	0	2
68	Katha	1	0	0	0	0	0	1
69	Rathora	2	0	0	0	0	0	2
70	AASPUR	2	0	0	0	0	0	2
71	DEWARI PRAHLADPUR	0	0	1	0	0	0	1
72	KURAOLI	1	0	0	0	0	0	1
73	MALAWAN	0	1	0	0	. 0	0	1
74	MANAURA	1	0	0	0	0	0	1
75	MUSAWALI	0	1	1	0	0	1	3
76	PRAHLADPUR NARDAULI	0	1	2	2	0	0	5
77	NIDHAULI KALAN	0	2	0	1	0	0	3
78	RAJA KA RAMPUR	0	0	1	2	0	0	3
79	SANODI KHAS{SANORI	0	0	2	3	0	0	5
80	KHAS} SHAHNAGAR TIMARUA	0	2	1	0	0	0	3
81	SIDHPURA	0	6	0	0	0	0	6
82	SORON	0	13	1	1	0	0	15



83	SPECIALISED SME BRANCH, MOHKAMPUR	0	0	2	0	0	0	2
84	MEERUT SAKET	0	0	1	3	0	0	4
85	SPECIALISED SME	1	0	0	0	0	0	1
86	BRANCH, MEERUT - II	1	0	0	0	0	0	1
87	MEERUT KAISERGUNJ	0	1	2	5	1	0	9
88	PARTAPUR MEERUT JAHIDPUR	0	2	2	0	0	0	4
89	MEERUT KHAIRNAGAR	0	2	1	0	1	0	4
90	MEERUT CANTONMENT	0	0	1	2	0	0	3
91	MEERUT UNIVERSITY ROAD	2	0	0	0	0	0	2
92	MEERUT COLLECTORATE	3	0	2	0	0	0	5
93	MEERUT PALLAVPURAM	0	0	0	1	0	0	1
94	MEERUT GANGANAGAR	1	2	1	1	0	0	5
95	MEERUT NAI SARAK	0	2	2	0	1	0	5
96	MEERUT BAGHPAT ROAD	0	0	2	0	0	0	2
97	MEERUT ROHTA ROAD	0	0	1	0	0	0	1
98	MEERUT VED VYAS PURI	0	0	1	1	0	0	2
99	ASIFABAD	0	0	1	1	0	0	2
100	JANGETHI	5	5	2	2	0	0	14
101	PANCHALI KHURD	0	0	1	0	0	0	1
102	RAGUNATHPUR	1	0	1	0	0	0	2
103	KAMALPUR	0	1	0	3	0	0	4
104	KAPSADH	5	2	2	10	0	0	19
105	MOHIUDDINPUR	2	0	0	0	0	0	2
106	KHANDAWALI	0	0	1	0	0	0	1
107	MULHERA	5	4	0	2	1	0	12
108	ALIPUR	0	1	1	0	0	0	2
109	NAGLI AZADPUR SALEMPUR	2	0	1	3	0	0	6
110	MEERPUR	0	0	1	0	0	0	1
111	BAHADURPUR	1	1	1	2	0	0	5
112	MISHRIPUR	1	0	1	0	0	0	2
113	MAIL (MAHAL)	0	0	1	1	0	0	2
114	PITHLOKAR	2	0	1	4	0	0	7
115	PARIKSHITGARH	1	0	2	4	0	0	7
116	KHARKAUDA	7	6	2	1	0	0	16
117	Chharra	0	0	0	0	1	0	1
118	Mawana Khurd	0	0	0	0	1	0	1
119	PALSON	0	0	1	0	0	1	2
120	SHORON	4	0	0	2	0	0	6
121	MUZAFFARNAGAR REGIONAL OFFICE	2	0	2	0	0	0	4
122	JANSATH ROAD	2	0	0	2	0	0	4
123	ChandauS	3	0	0	1	0	0	4
124	BAUNER	0	0	1	0	0	0	1



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125	KARKOLI	3	0	0	0	0	0	3
126	ATRAULI	0	0	1	0	0	0	1
127	MAI	0	0	0	1	0	0	1
128	IGLAS	1	0	0	0	0	0	1
129	CHANDOLA	3	0	2	0	0	0	5
130	NAGLA GAJUA	1	0	1	0	0	0	2
131	REGIONAL OFFICE	8	0	2	3	0	0	13
	TOTAL	126	63	109	70	6	2	377



### Form-B/ Annexure-III

## Pooling Locations: Details of the Bank Locations (Branches/Offices) from where E-Waste to be picked up by the Successful Bidder

SL NO	DETAILS OF CANARA BANK BRANCH/OFFICE WHERE THE E-WASTE IS AVAILABLE FOR INSPECTION.	BRANCH/OFFICE WHERE THE E-WASTE IS AVAILABLE FOR	
1.	CANARA BANK REGIONAL OFFICE -1 AGRA	71 NEHRU NAGAR, MG ROAD, AGRA	KRISHNA KUMAR NIGAM (7217037607)
2.	CANARA BANK REGIONAL OFFICE-2 AGRA	PADAM BUSINESS PARK, SECTOR-12A, AVAS VIKAS, SIKANDARA YOJNA, AGRA, UP, PIN - 282007	FAKHRESHABA KHAN (7599235243)
3.	CANARA BANK REGIONAL OFFICE ALIGARH	5/89, BEEMA NAGAR, SOOTMILL, GT ROAD, SARSAUL, ALIGARH - 202001	ATUL KUMAR SINGH (9149031676)
4.	CANARA BANK REGIONAL OFFCE BAGHPAT	OPPOSITE SALES TAX OFFICE, MEERUT ROAD, BAGHPAT 250609	NISHANT GROVER (9520879316)
5.	CANARA BANK REGIONAL OFFICE - ETAH	CIVIL LINES, KACHEHRI ROAD ETAH	AJAY GOPAL SHARMA (8272082304 , 7599471046)
6.	CANARA BANK REGIONAL OFFICE MATHURA	SAURABH SINGH (9759600838)	
7.	CANARA BANK REGIONAL OFFICE MEERUT	C-5/6 RATAN TOWER GARH ROAD, JAGRITI VIHAR, MEERUT- 250004 UTTAR PRADESH	MR. PRAKASH PANDEY-9415918554 MR. SUNIL RAWAT- 9936481700
8.	CANARA BANK REGIONAL OFFICE MUZAFFARNAGAR	VISHNU VIHAR IST FLOOR, NEAR TVS SHOWROOM, JANSATH ROAD, MUZAFFARNAGAR- 251001	LALIT KAUSHIK (9412710784, 8810002003)
9.	CANARA BANK,CHHARRA BRANCH	CANARA BANK,CHHARRA BRANCH,WARD NO-5 HOUSE NO 131 ALIGARH ROAD CHHRRA-202130	ATUL KUMAR SINGH (9149031676)
10.	CANARA BANK, NAI SADAK BRANCH	NAI SADAK SHASTRI NAGARMEERUTMEERUTUTTAR PRADESH-250004	MR. PRAKASH PANDEY-9415918554 MR. SUNIL RAWAT- 9936481700
11.	CANARA BANK, MAWANA KHURD BRANCH	VPO MAWANA KHURD,TEHSIL:MAWANA,DIST:MEERUT,MAWANA KHURD,UTTAR PRADESH,250 401	MR. PRAKASH PANDEY-9415918554 MR. SUNIL RAWAT- 9936481700
12.	CANARA BANK DELHI ROAD BRANCH	CANARA BANK,OPP DN INTER COLLEGE,DELHI ROAD BRANCH,MEERUT,UTTAR PRADESH-250002	MR. PRAKASH PANDEY-9415918554 MR. SUNIL RAWAT- 9936481700
13.	CANARA BANK MULHERA BRANCH	VPO MULHERA DIST MEERUT U P-250342	MR. PRAKASH PANDEY-9415918554 MR. SUNIL RAWAT- 9936481700
14.	CANARA BANK PARTAPUR BRANCH	B-3, INDL. ESTATE,PARTAPUR,,MEERUT,UTTAR PRADESH,250103	MR. PRAKASH PANDEY-9415918554 MR. SUNIL RAWAT- 9936481700



# TENDER FEE AND BID SECURITY DECLARATION (TO BE PROVIDED ON LETTER HEAD)

To,

The Assistant General Manager, Canara Bank, TM Section Circle Office Agra-282007

Sub: RFP for Disposal of Old/Unusable/Obsolete Computer Hardware, Peripherals etc. lying at Branches/Offices under Canara Bank Circle Office Agra.

Ref: RFP COAGRA/TM/RFP-03/2024-25 DATED 23.09.2024.

Dear Sir

We declare that if we withdraw or modify our Bids 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 RFP/EOI, we note that we will be suspended for the period of three years from being eligible to submit Bids for contracts with Canara Bank.

Place: Date: [Signature of Authorised Signatory]

Name:

Designation:

Seal: