

केनरा बैंक  Canara Bank

**REQUEST FOR PROPOSAL [RFQ] FOR**

“Disposal of old/obsolete Computer IT hardware, which are completed 5 years and non-working lying at various Branches/Offices under Canara Bank Circle Office, Tirupati”.

[This RFQ is limited to Vendors Empaneled by Canara Bank for Disposal of E-Waste].

**Issued By:**

Canara Bank  
T M Section  
Tirupati C.O.

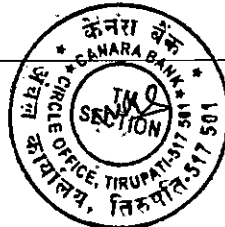
**Address :**

Canara Bank  
T M Section  
Circle Office  
D No.15-2-118 to 122  
Sri Govindaraja Swamy Temple  
South Mada Street.Tirupati 517501

GSTIN No.37AAACC6106G2ZZ

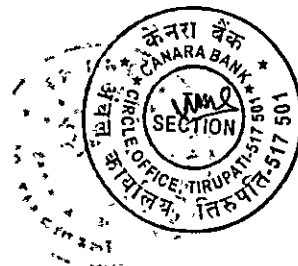
Phone No: 9440400877/8919096381

Email: tmscotpt@canarabank.com



Details in brief

Sl. No	Description	Details
1.	RFQ No. and Date	RFQ 01/2024-25 dt: 19/10/2024
2.	Location Address for submission of Bid/s [Address for Communication]	Canara Bank T M Section Circle Office D No.15-2-118 to 122 Sri Govindaraja Swamy Temple South Mada Street. Tirupati 517501  Phone No: 9154166731/8919096381 Email:tmcotpt@canarabank.com
3.	Date of Issue	Date: 19/10/2024
4.	Last Date of Submission of Queries for Pre Bid Meeting	The Pre Bid Queries on the RFQ may be sent through email <u>or</u> in writing at the address specified above, on or before 28/10/2024@ 3.00 PM.
5.	Date of Pre Bid Meeting	28/10/2024@ 4.00 PM
6.	Last Date of Submission of Bids	29/10/2024@ 3.00 PM
7.	Date and Time of Opening Bid	29/10/2024@ 4.00 PM
8.	Date and Time opening of Commercial Bid.	29/10/2024@ 5.00 PM
9.	Tender Fee	Nil
10.	Earnest Money Deposit(Refundable)	Rs. 20,000 /- (including GST)
This document can be downloaded from Bank's website <a href="https://canarabank.com/tenders.aspx">https://canarabank.com/tenders.aspx</a>		



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

**Disposal of Old/Unusable/Obsolete Computer Hardware, Peripherals, ATMs/BNAs, etc lying at various Branches / Offices as per Annexure**

**1. Introduction:**

Canara Bank, Tirupati Circle, intends to dispose old/unusable/obsolete Computer Hardware, Peripherals, etc. (identified by Bank), lying at various Branches/Offices in Tirupati 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 RFQ 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 RFQ. The copy of the certificate should be submitted along with the bid.

3.3. The Empanelled vendors quoting for this RFQ 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:**

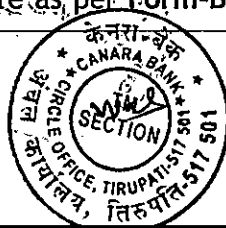
4.1. The bid is non-transferable.

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 Form-A.

4.5. The empaneled vendors may inspect the items on or before 28/10/2024, 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 Form-B. Items are to be taken from the



various branch/office premises and locations as referred in Form-B by the successful Vendor.

- 4.6. 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.
- 4.7. 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 Tirupati shall have the right to forfeit the entire EMD remitted and Bank reserves the right to cancel the RFQ at its sole discretion.
- 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.



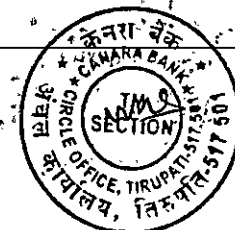
The Manager/Senior Manager  
CANARA BANK, TM SECTION,  
CIRCLE OFFICE,  
DNo.15-2-118 to 122  
Sri Govindaraja Swamy Temple  
South Mada Street, Tirupati 517501  
Contact Person: Mr. V V N S Vamsi Krishna  
Phone No : 9440400877/8919096381

## 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 and need to submit relevant documents & declarations as per eligibility criteria along with EMD Amount by way of DD in Technical Criteria Bid. The envelope should be superscribed as "Technical Bid".
- 6.1.2. **Commercial Bid:** furnishing all relevant information as required as per Bill of Material as per Form-A in separate envelope superscribed as "Commercial Bid".
- 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/Unusable/Obsolete Computer Hardware, Peripherals etc. lying at Branches/Offices under Canara Bank, CO Tirupati" 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 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/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 Rs.20,000/- (Rupees Twenty Thousand Only) by way of Demand Draft drawn on any scheduled bank in favour of Canara Bank, payable at Tirupati, 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 RFQ.

## 9. Bid Validity Period:

The Offer submitted and the prices quoted therein shall be valid for 60 days from the date of opening of Commercial Bid. Bid valid for any shorter period shall be rejected by the Bank.

## 10. Price Composition:

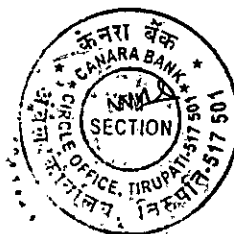
- 10.1. The price quoted should be only in Indian Rupees.
- 10.2. The bidder has to give price of all the items separately, as mentioned in Bill of Material as per Form-A.
- 10.3. The bidders should alone bear the expenses like transportation, loading/unloading charges etc.
- 10.4. The bidder has to 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 along with authorization letter. 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:

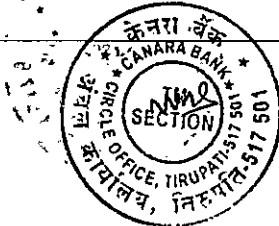
- 12.1. The Bids which are qualified in Eligibility/Technical Criteria would be considered for Commercial Evaluation.
- 12.2. For Commercial evaluation, Total Bid Price i.e. Total Cost of all the units will be the basis of comparison amongst the eligible bidders to rank them, in order to determine the 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 Tirupati shall have the right to cancel the RFQ at the sole discretion of the Bank and to disqualify the vendor to participate in future RFQs.



Technology Overseeing Executive



**Form-A**

**Bill of Material**

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

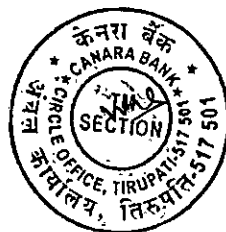
To,  
The Manager/Senior Manager  
Canara Bank, T M Section  
Circle Office  
Tirupati.

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	Desktop Monitors	38				
2	CPUs	9				
3	Laser Jet Printers	45				
4	Pass Book Printers	99				
5	Flatbed Scanners	42				
6	Biometric Devices	93				
7	All In One Desktop	220				
8	CTS Scanners	4				
9	Keyboards	7				
10	Mouses	2				
11	ATM	24				
12	Modems	25				
13	Routers	71				
14	Switches	1				
15	Miscellaneous Hardware	11 PUMS 8 PBK 7 SERVERS 8 ATM CASSETTES 1 ATM JPT PRINTER LCD MONITORS 15 DD PRINTERS 5				

**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.
- ✓ 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.



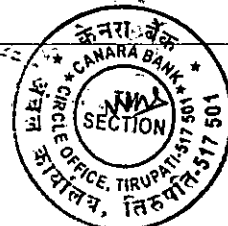


- ✓ The Unit Cost should be given in full INR (i.e. without decimal places).
- ✓ In case of discrepancy between unit price and Total price, the unit price shall prevail.
- ✓ In case of wrong % of GST, the Total Bid Price will be considered for the purpose of arriving H! and the vendor needs to provide the BOM accordingly.
- ✓ 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: \_\_\_\_\_

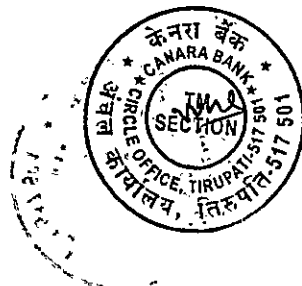
Seal & Signature of Authorized signatory of the Bidder



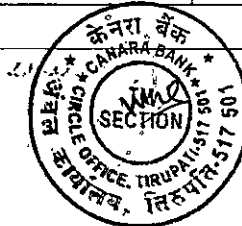
**Form-B**

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

Sl No	Details of Canara Bank Branch/Office where the E-Waste is available.	ITEMS	Qty	DPCD	Contact Person Details
01	Canara Bank Anantapur Regional Office SREENIVASA NAGAR, ANANTAPURAMU 515001	Desktop Monitors,CPUs,Laser Jet Printers Pass Book Printers,Flatbed Scanners,Biometric Devices,All In One Desktop,CTS Scanners,Keyboards,Mouses,Modems,RoutersSwitches,Miscellaneous Hardware	196	6937	ANIL KUMAR KANDULA SM 9440905487
02	Canara Bank Kurnool Regional Office SHOP NO: 11 TO 19A, 3RD FLOOR, TJ SHOPPING MALL, NEAR SBI CIRCLE, KURNOOL - PIN: 518004,	Desktop Monitors,CPUs,Laser Jet Printers Pass Book Printers,Flatbed Scanners,Biometric Devices,All In One Desktop,CTS Scanners,Keyboards,Mouses,Modems,RoutersSwitches,Miscellaneous Hardware	76	8366	USMAN MANAGER 9533383356
03	Canara Bank Nellore Regional Office PLOT NO:5 OM SHANTI TOWERS, RITHWIK ENCLAVE,A K	Desktop Monitors,CPUs,Laser Jet Printers Pass Book	131	6941	DIVYA KAMAL MANAGER 9494793378



	NAGAR, NELLORE-524004	Printers, Flatbed Scanners, Biometric Devices, All In One Desktop, CTS Scanners, Keyboards, Mouses, Modems, Routers Switches, Miscellaneous Hardware			
04	Canara Bank Tirupati Regional Office D NO.15-2-118 TO 122, SRI GOVINDARAJA SWAMY TEMPLE, SOUTH MADA STREET, TIRUPATI - 517 501	Desktop Monitors, CPUs, Laser Jet Printers Pass Book Printers, Flatbed Scanners, Biometric Devices, All In One Desktop, CTS Scanners, Keyboards, Mouses, Modems, Routers Switches, Miscellaneous Hardware	133	8368	SUCHITRA PAMUJULA MANAGER 9790849554
05	Canara Bank Kadapa Regional Office 2ND FLOOR, SYNDICATE BANK BUILDINGS, 7 ROADS, KADAPA-516001	Desktop Monitors, CPUs, Laser Jet Printers Pass Book Printers, Flatbed Scanners, Biometric Devices, All In One Desktop, CTS Scanners, Keyboards, Mouses, Modems, Routers Switches, Miscellaneous Hardware	55	6939	P SANDEEP MANAGER 7975302898



		Hardware			
06	Canara Bank Ongole Regional Office 1ST & 2ND FLOOR, D NO: 37-1-407/12, SRI VASU PLAZA, 2ND LINE, BHAGYA NAGAR, ONGOLE, PRAKASAM DISTRICT, ANDHRA PRADESH, PIN- 523001	Desktop Monitors,CPUs,L aser Jet Printers Pass Book Printers,Flatbed Scanners,Biome tric Devices,All In One Desktop,CTS Scanners,Keybo ards,Mouses,Mo dems,RoutersSw itches,Miscellan ious Hardware	122	6944	P PRANEETH MANAGER 8106035566
07	A3136001-KONANONDALA	ATM	1	13136	BALAJI(BM)- 9642140139
08	A3123001-URAVAKONDA	ATM	1	13123	G VEERA KISHORE- 9985516517
09	A3196001-SIMHADRIPURAM	ATM	1	13196	RUDRA PRASANTH REDDY-8074525163
10	A3198001-MUDDANUR	ATM	1	13198	KRISHNA REDDY K V- 9000900419
11	A3199001-TSUNDUPALLI	ATM	1	13199	RAYAPATI MASTAN VALID-9581587770
12	6608L001- JAMMALAMADUGU	ATM	1	6608	K ESWARAI AH- 9538303492
13	A3204001-RAJAMPET	ATM	1	13204	MOUNESH B- 9880771470
14	A3374001-NANDYAL	AGS-ATM	1	13374	IMRAN-7095382292
15	A3377001-SIRVEL	AGS-ATM	1	13377	SANJEEV-8106175536
16	A3382001-YALLUR	AGS-ATM	1	13382	ZAHED BASHA- 9110625267
17	A3386001-ORVAKAL	AGS-ATM	1	13386	PRASANNA- 8984687999
18	6801L001-NANDIKOTKUR	LIPI-ATM	1	6801	SUBRAMANYAM- 9000375744
19	A3483001-VAIKUNTAPADU	ATM	1	13483	GUJJALA CHANDRA SEKHAR 9703042262
20	A3469001-TADA	ATM	1	13469	O V KARTHIK REDDY-- 9966445144,8247432 353,9440905310



21	A3470001-UDAYAGIRI	ATM	1	13470	8186847692
22	A3558001-NAWABPET	ATM	1	13558	9989850510
23	A3687001-PEDDA ERLAPADU	ATM	1	13687	9440905293- 8106982079
24	A3719001-GADDALAGUNTA	ATM	1	13719	8332958709
25	A3187001-CHOWDEPALLI	ATM	1	13187	UDAY KUMAR CH- 7032002707
26	A3173001-MADANAPALLE-II	ATM	1	13173	KOLA VYKUNTA KAMALANADHUDU- 9440458153
27	A3395001-KURNOOL RYTHU BAZAR	LIPI-ATM	1	13395	YOGESHWAR- 8639656791
28	A3388001-PAGIDALA	LIPI-ATM	1	13388	VENUGOPAL- 9666602341
29	A3394001-KURNOOL ST MARYS HIGH SCHOOL	AGS-ATM	1	13394	PRIYADARSHINI- 8121148271
30	A3474002-SULLURPETA	LIPI-ATM	1	13474	SHYAM-8919417007

\* \* \* \* Kindly note that the Successful Bidder has to lift the ATMs/CR from these locations only. \* \* \* \*

