

REQUEST FOR QUOTE [RFQ]

FOR

**“Disposal of Old/Unusable/Obsolete Computer Hardware, Peripherals
etc., lying at Branches/Offices under Canara Bank
South Delhi Regional Office”**

**[This RFQ is limited to Vendors Empanelled by Canara Bank for Disposal
of Waste]**

Issued By:
Canara Bank,
South Delhi Regional Office
1st Floor, DDA Building,
Vardhaman Trade Center,
Nehru Place,
New Delhi -110019



Phone No.: 8088182092
Email No.: dssrosdel@canarabank.com

Sl. No.	Description	Details
1.	RFQ No. and Date	6971-60/DSS-391/RFQ/2024 DATED 25/09/2024
2.	Name of the Wing	Digital Services Section, South Delhi RO
3.	Brief Description of the RFQ	Disposal of old computer, printer, scanner, network devices and other devices at various places under South Delhi Regional Office
4.	Location Address for submission of Bid/s [Address for Communication]	The Manager Canara Bank, South Delhi Regional Office, 1st Floor, DDA Building, Vardhaman Trade Center, Nehru Place, New Delhi -110019
5.	Last Date, Time and Venue for Submission of Bids	30/09/2024, Monday till 03:30 PM Canara Bank, South Delhi Regional Office, 1st Floor, DDA Building, Vardhaman Trade Center, Nehru Place, New Delhi -110019
6.	Date, Time & Venue for opening of Technical Proposals.	01/10/2024, Tuesday at 01:30 PM Canara Bank, South Delhi Regional Office, 1st Floor, DDA Building, Vardhaman Trade Center, Nehru Place, New Delhi -110019
7.	Date, Time & Venue for opening of Commercial Proposals	01/10/2024, Tuesday at 01:30 PM
8.	Earnest Money Deposit (Refundable)	Bid Security Declaration/ MSME Certificate/ Rs.5,000/- (Rupees Five 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). Note: Bids sent through post/courier/email will not be accepted/evaluated. Bids should be deposited in the Tender Box only.



A. Instructions to Bidders (ISB)

Disposal of Old/Unusable/Obsolete Computer Hardware, Peripherals, lying at Canara Bank, (Location).

1. Introduction:

Canara Bank, South Delhi Regional Office, intends to dispose old/unusable/obsolete Computer Hardware, Peripherals, etc. (identified by Bank), lying at different branches in South Delhi Regional Office. 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 RFQ is limited to the Empanelled vendors for disposal of E-Waste with Canara Bank as communicated as per IC ref. No. 858/2023 dated 01/12/2023

- 3.1.1. M/s AIMS Technologies
- 3.1.2. M/s Aqsa Stamping,
- 3.1.3. M/s Arihant e-Recycling Pvt Ltd
- 3.1.4. M/s Bin Bay Recyling Pvt Ltd.,
- 3.1.5. M/s Dubey Brothers E-Waste Management.
- 3.1.6. M/s E-Clean E-Green Recycling
- 3.1.7. M/s Environmental Experts
- 3.1.8. M/s E-scrappy Recyclers
- 3.1.9. M/s E-Waste Recyclers India
- 3.1.10. M/s Exigo Recycling Pvt Ltd
- 3.1.11. M/s Green India Recyclers
- 3.1.12. M/s HAQ processing Pvt Ltd
- 3.1.13. M/s Hindustan Recycling
- 3.1.14. M/s Krishna Metal Refinery
- 3.1.15. M/s Lilashana Sales
- 3.1.16. M/s Maharashtra Enterprises
- 3.1.17. M/s Mangalam ECS
- 3.1.18. M/s Ortech India Corporation
- 3.1.19. M/s Reboot Resources Pvt Ltd
- 3.1.20. M/s Re-Claim Enviro Pvt Ltd
- 3.1.21. M/s Recycle Mitra Eco Care LLP
- 3.1.22. M/s Regreen Recyclers
- 3.1.23. M/s Resource E-waste Solutions
- 3.1.24. M/s Sahara Enterprises
- 3.1.25. M/s Shabbir Traders
- 3.1.26. M/s Shivalik Solid Waste Management Pvt Ltd



- 3.1.27. M/s Star Recycling
- 3.1.28. M/s Trittech Sysytems
- 3.1.29. M/s US W-Waste Recycling
- 3.1.30. M/s Z Enviro Industries Pvt Ltd

- 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 Tender Fee remitted will be forfeited.
- 4.4. Price Schedule (Commercial Offer) is attached with this Tender notice as Form-A.
- 4.5. The empanelled vendors may inspect the items on or before 30/09/2024, 02:00 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 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 RTGS/ Demand Draft favouring Canara Bank and send it to our Office within 4 Working days of intimation of being H1 Bidder.
- 4.10. The Successful bidder has to lift all the items from disposal site within 2 week, after issuance of Order. On failure to do so, Canara Bank, Digital Service Section, Regional Office South Delhi shall have the right to forfeit the entire EMD remitted and may dispose the items through H2/H3 Bidders. However, the committee will be final deciding authority based on course of action 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 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".
- 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:

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
Canara Bank,
1st Floor, DDA Building,
Vardhaman Trade Center,
Nehru Place,
New Delhi - 110019
Contact Person/s: Mr. Nihal Bhandari, Manager
Phone No 8088182092



6. Bid System Offer:

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. **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.
- 6.2. **Commercial Bid:** furnishing all relevant information as required as per Bill of Material as per Form-A.
- 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, RO South Delhi” on the top of the envelope.
- 6.4. The envelope shall bear the RFQ No., RFQ Details, name & complete postal address of the bidder and authority to whom the Bid is submitted.
- 6.5. 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 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. 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.5,000/- (Rupees Five Thousand Only)** by way of RTGS/ DD drawn on any



scheduled bank in favor of Canara Bank, payable at New Delhi 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.

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.

9.3. **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 Form-C of this RFQ.

10. **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.

11. **Price Composition:**

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

11.2. The bidder has to give price of all the items separately, as mentioned in Bill of Material as per Form-A.

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

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

12. **Opening of Bids:**

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

12.2. 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.

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



13. Evaluation Criteria:

- 13.1. The Bids which are qualified in Eligibility/Technical Criteria would be considered for Commercial Evaluation.
- 13.2. 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.
- 13.3. 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, Digital Service Section, Regional Office South Delhi shall have the right cancel the RFQ at the sole discretion of the Bank and to disqualify the vendor to participate in future RFQs.


**DEPUTY GENERAL MANAGER
SOUTH DELHI REGIONAL OFFICE**





Form-A

Bill of Material

Price Schedule for Hardware items to be disposed

To,
The Manager
Canara Bank,
Digital Service Section
Regional Office
South Delhi,

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 (Rs.)	Total Cost with GST (Rs.)

Note:

1. 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.
2. The bidder has to quote for each line item.
3. The Unit Cost should be given in full INR (i.e. without decimal places).
4. In case of discrepancy between unit price and Total price, the unit price shall prevail.
5. In case of wrong % of GST, the Total Bid Price will be considered for the purpose of arriving H1 and the vendor needs to provide the BOM accordingly.
6. 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.

Sl. No.	Details of Canara Bank Branch/Office where the E-Waste is available for Inspection.	Address	Contact Person Details
1.	Lajpathnagar (341)	A-9 DDA Shopping Complex, Defence Colony, New Delhi - 110024	RAVI BEHAL (8448120129)
2.	S D Area (346)	C-16, Community Centre, Opp. III Main, Hauz Khas, Safdarjung Development Area, -110016	PREKSHA CHANDER (9724552709)
3.	Maharanibagh (349)	4 Siddarth Enclave, Commercial Complex, Maharanibagh, New Delhi -110014	ARKA BANDYOPADHYAY (9476236868)
4.	Green Park Extension (350)	No. 9, Community Centre, Gulmohar Enclave, Green Park Market, Green Park Extension, 110016	MAHESH KUMAR SAHU (8295447164)
5.	Hauz Khas (1445)	A 27, Hauz Khas Enclave, New Delhi -110016	VARUN SINGH (9870624179)
6.	Jit Singh Marg (1484)	Secular House, 9/1, Special Institutional Area, Jit Singh Marg, Near Jawaharlal Nehru University, Delhi 110067	SANJAY (9994291944)
7.	Triveni Phase-II (1768)	2-4 & 5, I Floor, Triveni Phase II, N.S.C. Shopping Complex, New Delhi -110017	NISHANT (7011262379)
8.	Kalkaji (2020)	N 9/A GROUND FLOOR, KALKAJI NEW DELHI -110019	VISHEVRAJ PRATAP SINGH NIRWAN (8285215264)
9.	Sarita Vihar (2591)	No. 7, P OFFICERCKET H & J, Local Shopping Complex, Saritha Vihar, -110076	SORABH DHOUNDIYAL, (8826416744)
10.	New Friend'S Colony (2823)	C-10 & 11, Community Centre, New Friend's Colony, -110065	S K MADHUKAR (8700756129)
11.	Kisangarh (5154)	#158/BV/9, Kisangarh, Vasantkunj, Delhi, 110070	RATNESH KUMAR, (9721080534)
12.	Lado Sarai (5422)	F-213-A/1, Old Mehrauli-Badarpur Road, Lado Sarai, - 110030	AJIT SINGH (8703534919)
13.	Chittaranjan Park [C R Park] (6062)	I-1805, Chittaranjan Park, New Delhi -110019	PREETI KUMARI, (9634496604)



Sl. No.	Details of Canara Bank Branch/Office where the E-Waste is available for Inspection.	Address	Contact Person Details
14.	Aurobindo College (8462)	Aurobindo College, Malavianagar, -110017	SANDEEP KUMAR SINGH (8755143480)
15.	Holy Family Hospital (8593)	Holy Family Hospital, Okhla Road, -110025	SUMAN (9999657256)
16.	ICMR (8595)	ICMR Campus, Ansari Nagar, V Ramalingam Swami Bhawan, South Extension Part-I, -110049	ANAND SINGH (9719427447)
17.	Indian Instt Of Technology (8599)	IIT Campus, Hauz Khas New Delhi, -110016	SAKSHI. (8588025175)
18.	Office Of The C-Dot (8657)	CDOT Campus, Mandi Road, Chhatarpur, New Delhi-110074	PRASHANT GAURI (8295113004)
19.	Chattarpur (19013)	D-95, CHATTARPUR ENCLAVE, PHASE II, 100 FT ROAD, OPP.AGARWAL DHARAMSHALA, 100 FT ROAD, OPP.AGARWAL DHARAMSHALA, CHATTARPUR - 110074	ABHIMANYU KUMAR (9830067285)
20.	Fatehpur Beri-li (19016)	MAIN ROAD FATEHPUR BERI, - 110030	KASEEM AHMAD, (7618587000)
21.	Airforce Stn. Arjungarh (19081)	AIR FORCE STATION, ARJUNGARH, P.O.IIT GATE MAHRAULI, -110047	HENA SAHA, (9830840076)
22.	Dtc Depot Ambedkar Nagar (19082)	DTC, DR.AMBEDKAR NAGAR, P.O.IIT GATE MAHRAULI,-110001	AMAR SINGH, (9354335896)
23.	Safdarjung Airport (19110)	RAJIV GANDHI BHAVAN, SAFDARJUNG, AIRP OFFICERRT SAFDARJUNG, -110003	ALKA, (7294934564)
24.	Sangam Vihar (19189)	F-2/145, RATIYA MARG OPP.KSK PUBLIC SCHOOL, SANGAM VIHAR DELHI, -110062	RAJENDRA PRATAP SINGH (9566627382)
25.	Lajpat Nagar Iv (19198)	35, RING ROAD, LAJPAT NAGAR IV, -110024	AMARENDRA KUMAR AMAR, (8150843415)
26.	Regional Office South Delhi (6971)	SOUTH DELHI REGIONAL OFFICE, 1ST FLOOR, DDA BUILDING, VARDHAMAN TRADE CENTER, NEHRU PLACE, NEW DELHI -110019	Regional Office South Delhi (6971)

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



Form-C

Tender Fee and Bid Security Declaration

(To be provided on Letter Head)

To,
The Manager
Canara Bank,
Digital Service Section
Regional Office
South Delhi,

Sub: RFP on Disposal of old computer, printer, scanner, network devices and other devices at various places under South Delhi Regional Office

Ref: 6971-60/DSS-391/RFQ/2024 DATED 25/09/2024

Dear Sir,

We declare that if we withdraw or modify our Bids during the period validity, or if we are awarded the contract and we fail to sign the contract, or to submit a performance security before the deadline in the RFP, 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 Authorized Signatory]

Name:

Designation:

Seal:

Details of computer hardware to be disposed along with Branch/Office Details

S. No.	Branch Name	ATM Component	Computer	Monitor	Network Equipment	Printer & Accessories	Grand Total
1	Lajpathnagar (341)	0	2	0	3	1	6
2	S D Area (346)	2	2	5	5	10	24
3	Maharanibagh (349)	0	4	0	0	0	4
4	Green Park Extension (350)	0	3	7	0	13	23
5	Hauz Khas (1445)	0	2	0	0	1	3
6	Jit Singh Marg (1484)	0	10	0	6	4	20
7	Triveni Phase-Ii (1768)	0	0	1	0	4	5
8	Kalkaji (2020)	0	2	3	0	3	8
9	Sarita Vihar (2591)	0	0	0	0	2	2
10	New Friend'S Colony (2823)	0	0	1	0	0	1
11	Kisangarh (5154)	0	0	0	2	2	4
12	Lado Sarai (5422)	0	2	0	0	0	2
13	Chittaranjan Park [C R Park] (6062)	0	5	0	0	1	6
14	Aurobindo College (8462)	0	2	0	3	9	14
15	Holy Family Hospital (8593)	0	0	0	1	3	4
16	ICMR (8595)	0	1	0	1	3	5
17	Indian Instt Of Technology (8599)	0	2	0	0	1	3
18	Office Of The C-Dot (8657)	0	1	0	0	0	1
19	Chattarpur (19013)	0	4	0	0	2	6
20	Fatehpur Beri-Ii (19016)	0	2	0	0	3	5
21	Airforce Stn. Arjungarh (19081)	0	2	0	0	6	8
22	Dtc Depot Ambedkar Nagar (19082)	0	1	0	5	4	10
23	Safdarjung Airport (19110)	0	0	0	0	1	1
24	Sangam Vihar (19189)	0	2	0	1	18	21
25	Lajpat Nagar Iv (19198)	0	2	0	1	0	3
26	Regional Office South Delhi (6971)	5	48	9	3	45	110
TOTAL		7	99	26	31	136	299

