

**REQUEST FOR PROPOSAL [RFP]  
FOR**

**"Disposal of Old/Unusable/Obsolete computer, Hardware and peripheral device under Canara Bank Circle Office PATNA.**

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

**Issued By:  
Canara Bank  
T M Section  
3<sup>rd</sup> Floor, Luv Kush Tower,  
Exhibition Road, PATNA  
BIHAR. PIN - 800001**

**Phone No : 7763819927  
Email : [tmscopat@canarabank.com](mailto:tmscopat@canarabank.com) /  
[kanchankumarc@canarabank.com](mailto:kanchankumarc@canarabank.com)**



**Details in Brief**

Sl. No.	Description	Details
1.	RFP No. and Date	RFP-08 COPATNA/TM/2021-22 dated : 23/02/2022
2.	Location Address for submission of Bid/s [Address for Communication]	Senior Manager Canara Bank T M Section 3rd Floor, Luv Kush Tower, Exhibition Road, PATNA BIHAR. PIN - 800001  Tel - 7763819927 /0612 2323917/7710026550 Email: <a href="mailto:tmscopat@canarabank.com">tmscopat@canarabank.com</a> <a href="mailto:kanchankumarc@canarabank.com">kanchankumarc@canarabank.com</a>
3.	Date of Issue	Date: 23/02/2022
4.	Last Date of Submission of Queries for Pre Bid Meeting	The Pre Bid Queries on the RFP may be sent through email <u>or</u> in writing at the address specified above, on or before 08/03/2022, 3:00PM.
5.	Date of Pre Bid Meeting	09/03/2022
6.	Last Date of Submission of Bids	16/03/2022 - 3:00 PM
7.	Date and Time of Opening Bid	17/03/2022 - 3:00PM
8.	Date and Time opening of Commercial Bid.	Will be intimated at a later date.
9.	Cost of Application Money	Rs. 500 /- (including GST)
10.	Earnest Money Deposit(Refundable)	Rs. 1000/- (including GST)
This document can be downloaded from Bank's website <a href="http://canarabank.com/english/announcements/tenders">http://canarabank.com/english/announcements/tenders</a>		



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

**Disposal of Old/Unusable/Obsolete computer, Hardware and peripheral device lying at various branches/Offices of Canara Bank, Bihar**

**1. Introduction:**

Canara Bank, Patna Circle, intends to dispose old/unusable/obsolete computer, Hardware and peripheral device (identified by Bank), lying at different branches in Patna 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 old/unusable/obsolete computer, Hardware and peripheral device lying at various locations across the state of Bihar 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 **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 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-II**.
- 4.5. The empanelled vendors may inspect the items on or before **08.03.2022, 3:00 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-III**. 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 Patna shall have the right to forfeit the entire EMD remitted and Bank may dispose the items through H2/H3 Bidders.**
- 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 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.

**Canara Bank**  
**T M Section**  
**3rd Floor, Luv Kush Tower,**  
**Exhibition Road, PATNA**  
**BIHAR. PIN - 800001**

Contact Person/s: **Mr. ROHIT KUMAR**

Phone No : 0612-2323917

Mobile: 7763819927



**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 and submission of valid Central / State Govt Pollution Control Board certificate along with the EMD by way of DD.
  - 6.1.2. **Commercial Bid:** furnishing all relevant information as required as per Bill of Material as per Annexure-II.
  - 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 and peripheral device lying at Branches/Offices under Canara Bank, CO PATNA "** on the top of the envelope.
  - 6.1.4. The envelope shall bear the RFP No., RFP Details, name & complete postal address of the bidder and authority to whom the Bid is submitted.
  - 6.1.5. 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. <https://www.canarabank.com/english/announcements/tenders>) 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.1000/- (Rupees One Thousand Only)** by way of Demand Draft drawn on any scheduled bank in favour of Canara Bank, payable at Patna 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 RFP.



**9. 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.

**10. Price Composition:**

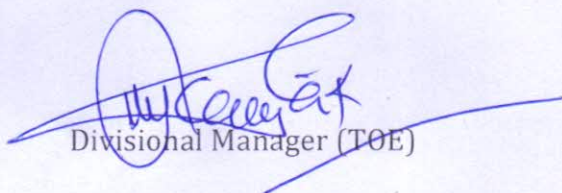
- 10.1. The price quoted should be only in Indian Rupees.
- 10.2. The bidder has to give price of all the items separately, as mentioned in Bill of Material as per Annexure-II.
- 10.3. The bidders should alone bear the expenses like transportation, loading/unloading charges etc.
- 10.4. The bidder has 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. 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 execute the order, Canara Bank, TM Section, Circle Office Patna shall have the right to dispose the items to H2/H3 bidder on matching the H1 (Highest) prices.

  
Divisional Manager (TOE)



**Annexure-II**

**Bill of Material**

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

To,

The Senior Manager  
Canara Bank  
T M Section  
Circle Office  
Patna

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
	Total Bid Price					

**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-III

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

SL	DP CODE	LOCATION OF E- WASTE	MONITOR	CPU	KEY-BOARD	PRINTER	SCANNER	BIOMETRIC DEVICE	others
1	4191	BIKRAMGANJ BRANCH	2	1	2	1		2	
2	17581	NARAYANPUR	14	15	10	13		4	mouse - 17
3	5199	SHEIKHOPURSARAI	2	2	2	0	0	0	
4	3347	BHABHUA	6	4	4	0	1	1	
5	17566	BIHARSHARIFF-II	4	4	1	6	0	0	
6	8813	SEANI	2	2	2	0	0	0	
7	4573	TEKARI	3	3	3	1	0	0	
8	4585	BEDA	3	3	3	0	0	0	
9	1736	KEWA	0	0	0	10	0	0	
10	1193	NALANDA	4	4	4	1	0	0	
11	1722	KATARI	9	8	12	1			
12	5622	GAYA MANPUR	2	2	2	0	0	0	
13	3135	AURANGABAD	1	0	0	0	0	0	
14	4580	KHUNUPUR	3	3	0	0	0	0	
15	1939	KURTHA	3	2	0	0	0	0	
16	3289	JEHANABAD	3	3	3	4	0	0	
17	2315	SASARAM	5	4	8	5	0	2	
18	17416	AURANGABAD - 2	8	7	8	6	2	0	
19	2314	MOTIHARI	5	2	4	0	0	0	
20	991	BARHARIA	4	2	5	2	1		
21	258	MUZAFFARPUR	7	8	6	4			
22	3134	MAIRWA	1						
23	7495	HARCHANDA	1	1		2	1		
24	7540	KACHAUR	11	13	15	7	4		
25	7545	MUBARAKPUR	2	2		2			
26	6245	DUMRA	1	1					
27	6262	NARKATIAGANJ				1			
28	4189	KANTI	0	0	6	1	0		
29	4951	DEORIA	2	2					
30	5741	SARAIYAGANJ	2	2					
31	7575	SIWAN	7	6	3	1	1	3	
32	4564	SASAMUSA				1			
33	4950	KREA BETTIAH	3	3	4	2	0	0	
34	3626	BADHANAGRA	3	3		0		2	
35	2312	SITAMARHI	6	6	4				
36	5751	BHAGWANPUR	3		6				
37	7544	MARPA	2	1	1			1	
38	7484	MOTIHARI	5	4	3	1	1	0	



39	1913	SARAIYA	5	3	2	2	1	4	
40	7491	BHAGWANPUR	10	10	1	5	1	4	
41	7492	RP CHOWK	7	6	0	0	0	0	
42	1160	SIWAN	14	13	1				
43	7543	BAGHA	3	4	9	3	1	2	
44	17490	MUZAFFARPUR	10	4	1	0		4	
45	4188	MAHARJGANJ	2	2	5	1	1		
46	7493	TCD MUZAFFARPUR	13	0	0	4	1	0	
47	3362	ZIRADEI	5	5	0	5	2		
48	6185	BIKRAM	3	3	3	0	0	1	
49	5860	RAMNAGARI	6	4	3	1	1	0	
50	2519	RAJA BAZAAR	8	12		1	1	8	
51	6111	WALMI	4	4	4	0	0	2	
52	4952	SAMPATCHAK	6	5	5	0	0	0	
53	6244	AMHARA IIT	3	3	3	0	0	0	
54	3052	RAJEEV NAGAR	5	5	7	1	1	0	
55	352	SOUTH GANDHI BRANCH	3	0	0	0	0	0	
56	141	MUNGER BRANCH	2	2	2	1	0	2	
57	984	PANJWARA	10	10	40	2	2	0	
58	1161	PURNEA MAIN	1	1					
59	1761	KATIHAR	2	2					
60	1860	ASJA MOWAIYA	4	4	2				
61	1917	BANGALWA (MUNGER)	14	17	20	7	0	0	
62	2313	MADHUBANI	5	2	4	2	1		
63	3133	SAHARSHA	3	3		1	1		
64	3291	KHAGARIA	3	3		1			
65	3361	BANKA	8	8		3	1		
66	3875	MADANPUR WEST	2	2	4	1			
67	4194	BASOPATTI				3			
68	4574	KATAILI MORE	1	1					
69	5243	Genrabari branch	3	3	3	0	0	0	
70	17473	KATIHAR	3	3	3	1	0	0	
71	4575	MAHADPUR	2	2	3	0	0	1	
72	4577	BAIRGACHHI	5	3		2			
73	4949	NAUGACHIA	1			1			
74	1738	BHAWNATHPUR	17	12	6	7	2		5 mouse
75	5472	KAJHI	2	2	2				
76	3346	MADHEPURA	5	5	14	0	1	3	
77	17532	DHOBGAMA	0	0	5	4	2	1	
78	17550	CHAPRA II	5	3	7	1	1	0	
79	4565	DALSINGHSARAI	2	2	2	2	0	0	
80	4588	PAKARI							
81	1830	CHECHAR	4	3	4	1	1	3	
82	6016	KUARI BUZURG	2	2	2			2	
83	4587	BALBHADRAPUR KHAJURI	3	3	3	2	1	2	



84	1831	JASO	8	7	6	3	2	0	
85	6959	RO II PATNA	13	14	12	1		6	
86	376	ARRAH	5	15	10	4	2	0	
87	1675	MANGANPUR	8	5	12	0	1	0	
88	2865	LAHERIASARAI	17	17	17	8	1	0	
89	987	bhore	12	13	17	7	1	0	
90	1708	rajwara	2	2	2		1		
91	2312	sitamarhi	17	25	6	5			
92	3873	BANU CHAPAR	1	1	0	0	0	0	
93	1708	RAJWARA	2	2	2	0	1	1	mouse-2
94	2316	RAXAUL	2	2	11	2			
95	3682	RAJAPUR	3	3		1	1		
96	3132	SHEOHAR	3	3	5	1	1	0	
97	992	BARHARIA	4	2	5	2	1		
98	4566	MIRGANJ	4	3	3	2			
99	3373	SRINAGAR SIWAN	6	4	1				
100	17575	SIWAN	7	6	3	1	1	3	
101	1365	GUTHANI	8	7	15	2	0	2	
102	2821	Juran Chapra	10	9	15	3	1		
103	1486	BAGOURA	12	13	17	5	1		
104	140	BIHARSHARIFF	2	2	0	0	0	0	
105	6112	WARSLIGANJ	3	3	3	0	0	0	
106	4581	RUKUNPUR	1	1	3		1		
107	17403	DANAPUR NIYAMAT	3	4					
108	5740	DIGHA	3	3				2	
109	2520	KANKARBAGH	1	1	2			3	
110	2820	HANUMAN NAGAR	2		3	1		2	
111	17406	BAILEY ROAD	1	1		1		3	
112	357	KADAMKUAN	2	1	3	1			
113	1405	DANAPUR CANT	3	3	2	1			
114	287	BIHTA	3	3	4		1	2	
115	5468	GORGAWAN	2	2	3			1	
116	1256	KHAGAUL	3	4	5				
117	17434	ASHOK RAJPATH-II	3	2		5			
118	286	FATWAN	1	2					
119	4192	MASAUHRI	2	3	7	1		3	
120	8361	REGIONAL OFFICE PAT-1	8	12	6	4	3	11	
121	17405	DANAPUR CANT-II	4	4	5	1		3	MOUSE-7
122	5487	MITHAPUR BUS STAND	4	4	3				MOUSE-2
Total			548	511	497	198	54	94	33

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

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