

REQUEST FOR PROPOSAL (RFP)  
FOR

“DISPOSAL OF OLD/ UNUSABLE/ OBSOLETE COMPUTER HARDWARE E-WASTE LYING AT  
DIFFERENT BRANCHES/OFFICES OF CANARA BANK”

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

Issued By  
Canara Bank  
Technology Management Section  
Bengaluru Circle Office  
BENGALURU

Address: CANARA BANK, BENGALURU CIRCLE OFFICE  
SPENCERS TOWERS, NO 86, M G ROAD, BENGALURU - 560001

Phone No: 080- 25310045 / 25310046

Email : [blrtms@canarabank.com](mailto:blrtms@canarabank.com)

Email : [blrrnap@canarabank.com](mailto:blrrnap@canarabank.com)



| SL. No.                                                                                                                                              | Description                                                              | Details                                                                                                                                                                                     |
|------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1                                                                                                                                                    | RFP NO. and Date                                                         | 01/2022-23<br>dated 24.08.2022                                                                                                                                                              |
| 2                                                                                                                                                    | Location Address for submission of Bids<br>[ Address for Communication ] | The Senior Manager<br>Canara Bank, T M section<br>Circle Office, BENGALURU<br>Spencer's Towers, No 86,<br>M G ROAD. PIN - 560001<br><br>Tel - 080-25310045<br>E-mail -blrtms@canarabank.com |
| 3                                                                                                                                                    | Date of Issue                                                            | 24 AUG 2022                                                                                                                                                                                 |
| 4                                                                                                                                                    | Last Date of Submission of Queries for pre Bid Meeting                   | The Pre Bid Queries on RFP may be sent through email or in writing at the address specified above, on or before<br>15 SEP 2022                                                              |
| 5                                                                                                                                                    | Date of Pre Bid Meeting                                                  | 15 SEP 2022 03:00PM                                                                                                                                                                         |
| 6                                                                                                                                                    | Last Date of Submission of Bids                                          | 17 SEP 2022 BEFORE 03:00PM                                                                                                                                                                  |
| 7                                                                                                                                                    | Date and Time of Opening Bid                                             | 17 SEP 2022 03:30PM                                                                                                                                                                         |
| 8                                                                                                                                                    | Date and Time opening of Commercial Bid                                  | 17 SEP 2022 03:30PM                                                                                                                                                                         |
| 9                                                                                                                                                    | Cost of Application Money                                                | NIL                                                                                                                                                                                         |
| 10                                                                                                                                                   | Earnest Money Deposit ( Refundable)                                      | Rs 20,000/- Rupees Twenty Thousand Only ( Excl GST )                                                                                                                                        |
| This Document can be downloaded from Bank's website<br><a href="https://www.canarabank.com/tenders.aspx">https://www.canarabank.com/tenders.aspx</a> |                                                                          |                                                                                                                                                                                             |



A. Instructions to Bidders (ISB)

**“DISPOSAL OF OLD/ UNUSABLE/ OBSOLETE COMPUTER HARDWARE E-WASTE LYING AT DIFFERENT BRANCHES/OFFICES OF CANARA BANK, BENGALURU CIRCLE”**

1. Introduction: Canara Bank, Bengaluru Circle Office intends to dispose Old / Unusable / Obsolete Computer hardware E-waste lying at different branches/Offices of Canara Bank, Bengaluru 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 old/unusable/obsolete Computer hardware E-Waste lying at different branches/Offices of Canara Bank. (*identified by the Bank for disposal*).

3. Eligibility Criteria:

- 3.1. This RFP is limited to the Empanelled vendors of Canara Bank for disposal of E-Waste.
- 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 and the same has to be degaussed in front of the Concerned Bank officials before lifting the E-Waste from the Bank”.
- 3.4. The Empanelled vendors need to submit an undertaking that all the Computer hardware E-waste, *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. EMD amount to be remitted by way of Demand Draft only favoring Canara Bank payable at Bengaluru
- 4.4. **Price Schedule (Commercial Offer)** is attached with this Tender notice as **Annexure-IV**.
- 4.5. The empanelled vendors may inspect the items on or before 15 SEP 2022, before 03:00 PM and satisfy themselves about the items for which they are bidding for.



- 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 de-grouting if grouted, 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 incl GST quoted in the bid by way of Demand Draft favoring Canara Bank or NEFT to our account within 7 working days of intimation of being H1 Bidder lest the EMD will be forfeited without any intimation. Account details will be shared to H1 bidder.
- 4.10. The Successful bidder has to lift all the items from disposal site within 4-6 weeks after Issuance of Order. On failure to do so, Canara Bank, T M Section, Circle Office Bengaluru shall have the right to forfeit the entire EMD remitted and Bank may dispose the items through H2/H3 Bidders or any other bidder.
- 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 assigning any reason, thereby without 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 Bank's location 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 (Bid details in Brief) above.

|                                                                                                                                                                  |                                                                                                                                        |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| <p>The Senior Manager<br/>Canara Bank<br/>Technology Management<br/>Section<br/>Circle Office, No.86, M G<br/>Road, Spencer's Towers,<br/>Bengaluru - 560001</p> | <p>Contact Person/s:<br/>Mr.C H Babu Mahesh Kumar, Senior Manager /<br/>Ravi Kishore A -Officer<br/>Phone No 080-25310045/25310046</p> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|



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-IV.
- 6.1.3. Both the bids sealed and covered should be put in a closed envelope and should be super scribed as "Offer to Disposal of old/ unusable/ obsolete Computer hardware E-waste lying at different branches of Canara Bank.
- 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/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 favor of Canara Bank payable at Bengaluru / or MSE Certificate 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 and make the full bid amount within 7 working days in accordance with the terms of the RFP or fails to lift the items within 4-6 weeks after issuance of order.

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-IV.
- 9.3. The bidders should alone bear the expenses like de-grouting, 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. 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, 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 Bengaluru shall have the right to dispose the items to H2/H3 bidder or any other bidder on matching the H1 (Highest) prices.

कते केनरा बैंक/For CANARA BANK

  
मंडल प्रबंधक/Divisional Manager  
अंचल कार्यालय, एम.जी. रोड, बेंगलूरु-560001  
M. M. Road, Bengaluru-1

  
DIVISIONAL MANAGER

Annexure-IV

Bill of Material

Price Schedule for Hardware items to be disposed

To,

The Senior Manager

Canara Bank

Technology Management Section

Bengaluru Circle Office

Spencer's Towers, No. 86, M G Road, Bengaluru - 560 001

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 5% | Total Cost with GST |
|--------|--------------------|------|-----------------|-----------------|-------------------|---------------------|
| 1      | CPU                | 800  |                 |                 |                   |                     |
| 2      | TFT/CRT MONITOR    | 890  |                 |                 |                   |                     |
| 3      | BIO METRIC DEVICE  | 285  |                 |                 |                   |                     |
| 4      | DOT MATRIX PRINTER | 95   |                 |                 |                   |                     |
| 5      | MOUSE              | 600  |                 |                 |                   |                     |
| 6      | SCANNER            | 88   |                 |                 |                   |                     |
| 8      | LASERJET PRINTER   | 117  |                 |                 |                   |                     |
| 10     | KEY BOARD          | 913  |                 |                 |                   |                     |
| 11     | PASSBOOK PRINTER   | 117  |                 |                 |                   |                     |
| 12     | NETWORK RACK       | 26   |                 |                 |                   |                     |
| 13     | ROUTERS            | 46   |                 |                 |                   |                     |
| 14     | ATM                | 20   |                 |                 |                   |                     |
| 15     | D LINK SWITCH      | 30   |                 |                 |                   |                     |
| 16     | SERVERS            | 2    |                 |                 |                   |                     |

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-V

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

| Sl No | Details of Canara Bank Office where the Computer hardware E-waste is available for inspection               | Contact Person Details                          |
|-------|-------------------------------------------------------------------------------------------------------------|-------------------------------------------------|
| 1.    | Canara Bank, Technology Management Section<br>Bengaluru Circle Office, NO 86 M G Road<br>Bengaluru - 560001 | MR. Ravi Kishore A<br>OFFICER -<br>080-25310046 |

**Note:** Details of Canara Bank offices where the E waste has to be lifted is as per the Annexure VI

तकनीकी प्रबंधन अनुभाग/TM Section  
अंचल कार्यालय/Circle Office  
बेंगलूर/Bangalore

Ph : (080) 25008800 – Ext – 130 / 080-25310036

E-mail: blrtms@canarabank.com

