



**REQUEST FOR PROPOSAL [RFP]
FOR**

**“Disposal of Old/Unusable/Obsolete Computer Hardware,
Peripherals etc. lying at Branches/Offices 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
3rd Floor, Luv Kush Tower,
Exhibition Road, PATNA
BIHAR. PIN - 800001**

Phone No : 0612 2323917
Email : tmscopat@canarabank.com /
abhak@canarabank.com





Details in Brief

Sl. No.	Description	Details
1.	RFP No. and Date	RFP COPATNA/TM/RFP-03/2020-21 dated :31/03/2021
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/ Email: tmscopat@canarabank.com abhak@canarabank.com
3.	Date of Issue	Date: 31/03/2021
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 15/04/2021, 5:00PM.
5.	Date of Pre Bid Meeting	17/04/2021
6.	Last Date of Submission of Bids	20/04/2021 - 5:00 PM
7.	Date and Time of Opening Bid	21/04/2021 - 11:00AM
8.	Date and Time opening of Commercial Bid.	Will be intimated at a later date.
9.	Cost of Application Money	Rs. 100 /- (including GST)
10.	Earnest Money Deposit(Refundable)	Rs. 2000/- (including GST)
This document can be downloaded from Bank's website http://canarabank.com/english/announcements/tenders		





A. Instructions to Bidders (ISB)

Disposal of Old/Unusable/Obsolete Computer Hardware, Peripherals, lying at various branches/Offices of Canara Bank, Bihar

1. Introduction:

Canara Bank, Patna Circle, intends to dispose old/unusable/obsolete Computer Hardware, Peripherals, etc. (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 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 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., Harddisk, 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 **15.04.2021, 5:00 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:**

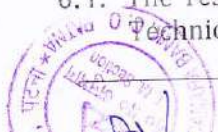
- 5.1. The bid should be submitted in sealed cover addressed to the Bank at the following address within the date and time specified in the (Bid details in Brief) above.

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

Contact Person/s: **Mr. BIJAY 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, Peripherals etc. 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.2000/- (Rupees Two 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
1	CPU					
2	Monitor					
3	Keyboard					
4	Printer					
5	Scanner					
6	ATM					
	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



Location of e-waste	Monitor	Cpu	Keyboard	Printer	Scanner	ATM
BIHAR SHARIFF	20	20	20	11	1	1
GAYA GB ROAD MAIN	21	21	21	22	1	
KHAIRA	10	10	10	8	1	
NALANDA	9	9	9	6	1	
PACHNA	3	3	3	6	1	
KATARI	4	4	4	5	1	
RAJLA ORAIYA	2	2	2	6	1	
KEWA	7	7	7	9	1	
DIBHIYA	6	6	6	4	1	
HATHIA	5	5	5	5	1	
KURTHA	5	5	5	5	1	
GAYA BAJAJA ROAD	9	9	9	6	1	
SASARAM	14	14	14	5	2	
SHEIKHPURA	19	19	19	8	1	
BODH GAYA	1	1	1	1	1	
JAMUI	2	2	2	3	1	
AURANGABAD	1	1	1	3	1	
CHEWARA	4	4	4	1	1	
LAKHI SARAI	4	4	4	0	0	
JEHANABAD	4	4	4	1	0	
NAWADA	4	4	4	1	1	
Muktapur	8	11	7	2	1	
Bapura	6	6	6	3	1	
Durlakh	2	2	2	0	0	
Rampur Atauli	6	6	6	4	1	
Chapra Telpa	12	12	12	5	1	
Samastipur	8	8	8	2	0	
Hajipur	18	18	18	5	2	
Arrah	14	14	14	8	1	
Jandah	9	9	9	2	2	
Bithauli	6	6	6	3	1	
Manganpur	6	6	6	3	1	
Jamuaon	6	6	6	2	1	
Kaithi	9	9	9	3	1	
Chechar	10	10	10	3	1	
Lalganj	15	15	15	5	3	
Darbhanga	8	7	18	3	1	1
Darbhanga - 2	0	0	0	0	0	1
Rajgir	4	4	4	2	1	1
Pakri	0	0	0	0	0	1
Saguna more	0	0	0	0	0	1

Asja mowaiya	0	0	0	0	0	1
Madanpur West	0	0	0	0	0	1
TOTAL	301	303	310	171	39	8

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	BIHAR SHARIFF	Pulpur, 803101	8210998533
2	GAYA GB ROAD MAIN	P.B.54, 85, G.B.Road, 823001	8210998543
3	KHAIRA	Main Road, 811317	8210998551
4	NALANDA	Opp.Police Station, Museum Link Road, 803111	8210998557
5	PACHNA	Girhinda Chowk, 811107	8210998560
6	KATARI	At & Post Katari, 811102	8210998549
7	RAJLA ORAIYA	Village & Post Rajla Oraiya, 811308	8210998563
8	KEWA	P.O.- Chainpur, 821103	8210998550
9	DIBHIYA	At & Po Dhibhiya, 821107	8210998539
10	HATHIA	Village Hathia, P.O. Jhajha, 811308	8210998545
11	KURTHA	Kurtha Village, G.P.O.- Sheosagar , 821111	8210998553
12	GAYA BAJAJA ROAD	Swarajpuri Road, Mirza Ghalib College, More, Near Gaya Club, 823001	8210998542
13	SASARAM	1 Floor, Raj Lakhnan Complex, GT Road, 821115	8210998565
14	SHEIKHPURA	Prince Market, Chandini Chowk, 811105	8210998568
15	BODHGAYA	HOTEL TAJ INN BUILDING, NEAR CHINESE TEMPLE MAIN ROAD, 824231	8210998535
16	JAMUI	SRI. SHYAM SUNDER SINGH KHATA NO 1, KHASRA 332 STATION ROAD, I FLOOR, BESIDES SBI, 811307	8210998547
17	AURANGABAD	INFRONT OF ANSM COLLEGE, OLD G T ROAD, 824104	8210998526
18	CHEWARA	VILLAGE & POST: CHEWARA, NEAR POST OFFICE, 811304	8210998537
19	LAKHISARAI	FIRST FLOOR, MISHRA MARKET, NAYA BAZAR, 811311	8210998554
20	JEHANABAD	FIRST FLOOR ARWAL MORE, 804408	8210998548
21	NAWADA	I FLOOR, MADHURI COMPLEX, BANK ROAD , 805110	8210998558
22	Muktapur	P B No. 87, Opp Railway Station, Dharbanga Road, 848101	8210998496
23	Banpura	Chuchuwara Post, 841204	8210998466
24	DHURLAKH	#2218, Kishanpur Post, 848301	8210998481
25	Rampur Atauli	A.T. & Po Rampur, Atauli Block, Tariaya P.S., Ishwarpur, Saran, 841421	8210998509
26	Chapra Telpa	Gandhi Chowk, Telpa , 841301	8210998476
27	Samastipur	Ganesh Chowk, 848101	8210998513
28	Hajipur	Bhagwati State, Cinema Road, Near Anwarpur Chowk, 844101	8210998316
29	Arrah	Post Box No.28, Bahubali Market, Jail Road, I Floor, 802301	8210998301
30	Jandah	Near Gandhi Chowk, 844505	8210998321
31	Bithauli	Village & P.O.Bithauli, Lalganj Block, 844114	8210998308



32	Manganpur	Manganpur Vill & Post, 844118	8210998415
33	Jamuaon	GROUND FLOOR, HOUSE OF BAIJNATH RAY, 802159	8210998320
34	Kaithi	Vill Kaithee, P.O., Raghunathpur, 802134	8210998338
35	Chechar	VPO: Chechar , Block Bidupur, 844503	8210998311
36	Lalganj	Main Road, 844121	8210998411
37	Darbhanga	Madhuri Complex, I Floor, Punam Cinema Road, Lalbagh, 846004	8210998590
38	Darbhanga - 2	MIRZAPUR ROAD, RAJKUMAR GANJ, TEH.CHARBHANGA, 846004	8102915955
39	Rajgir	Dharmshala Road, 803116	8210998562
40	Pakri	VPO: Pakri, 841417	8210998505
41	Sagunamore	Shashidhar Kunj, I Floor, Danapur-Khagaul Road, Saguna More, 801503	8210998448
42	Asja mowaiya	Asja Mowaiya (Janata Hat), Via Bhaisim, 854315	8210998574
43	Madanpur West	BUILDING NO. 224, Madanpur West, 854333	8210998610

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

**

