

REQUEST FOR PROPOSAL [RFQ]

FOR

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

**RFQ Ref. No.: RFQ-01/ CO:GUW/ eWaste/2025 dated 26-Sep-2025**

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

*Issued By:*

Canara Bank

Technology Services Section,

Circle Office, Guwahati

1<sup>st</sup> Floor, Dee Bee Grande

6 Mile, Panjabari Road,

Guwahati – 781 022

Phone No.: 7411004517, 7099072870

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



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### Details in Brief

Sl. No.	Description	Details
1.	RFQ No. and Date	RFQ-01/ CO:GUW/ eWaste/2025 dated 26-Sep-2025
2.	Location Address for submission of Bid/s [Address for Communication]	The Senior Manager Canara Bank Technology Services Section, Circle Office, Guwahati 1 <sup>st</sup> Floor, Dee Bee Grande 6 Mile, Panjabari Road, Guwahati – 781 022 Phone No.: 7411004517, 7099072870 Email : tmscoguw@canarabank.com
3.	Date of Issue	26-Sep-2025
4.	Last Date of Submission of Queries for Pre-Bid Meeting	The Pre-Bid Queries on the RFQ may be sent through email or in writing at the address specified above, on or before 03-Oct-2025 day by 1500 Hours
5.	Date of Pre-Bid Meeting	03-Oct-2025, 1630 Hours
6.	Last Date of Submission of Bids	06-Oct-2025, up to 1500 Hours
7.	Date and Time of Opening Bid	06-Oct-2025, up to 1530 Hours
8.	Date and Time opening of Commercial Bid	06-Oct-2025, up to 1630 Hours
9.	Tender Fee	Rs. NIL /- (including GST)
10.	Earnest Money Deposit (Refundable)	Bid Security Declaration / MSME Certificate / Rs. 5,000/- (including GST)
This document can be downloaded from Bank's website <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, Peripherals, lying at Canara Bank, CO Guwahati**

1. Introduction:

Canara Bank, Guwahati Circle, intends to dispose old/unusable/obsolete Computer Hardware, Peripherals, etc. (identified by Bank), lying at different branches in Guwahati Circle. 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.
- 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 03-Oct-2025, 1500 Hours 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.

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 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 or as decided by the bank and furnished in this document, after issuance of Order. On failure to do so, Canara Bank, Technology Services Section, Circle Office Guwahati 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.
- 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 Senior Manager  
Canara Bank,  
Technology Services Section,  
Circle Office, Guwahati  
1st Floor, Dee Bee Grande  
6 Mile, Panjabari Road,  
Guwahati – 781 022  
Contact Person/s: Mr. Rishabh Raj  
Phone No.: +91-7411-00-4517  
+91-70990-72870  
Email : tmscoguw@canarabank.com



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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, CO Guwahati" 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://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.\_5,000/- (Rupees Five Thousand Only) by way of RTGS/ DD drawn on any scheduled bank in favor of Canara Bank, payable at Guwahati and should be kept along with the Bid. The EMD of the unsuccessful 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. 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, 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, Technology Services Section, Circle Office Guwahati shall have the right cancel the RFQ at the sole discretion of the Bank and to disqualify the vendor to participate in future RFQs.

13. Conditions of Disposal Applicable to all Modes of Disposal

13.1. 'As-Is-Where-Is' basis

Notwithstanding anything contained in the e-auction or advertisement issued on the description and particulars of material for sale, the sale is on 'as-iswhere-is' basis only and the principle of caveat emptor (let the Bank official be aware) will apply. As is where is means that the description/quality/quantity indicated are approximate and the seller does not give any assurance or guarantee that the material will strictly adhere to the advertisement or e- auction. All items shall be taken delivery of from the site by the successful bidders, with its faults and errors in description, if any. Neither can the sale be invalidated nor the bidder make any claim/compensation, whatsoever, on account of any



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defect in description or deficiency in the quantity and quality. No plea of misunderstanding or ignorance of conditions put forth subsequent to a confirmation of sale shall be accepted.

### 13.2. Inspection by Bidders

In view of the 'as-is-where-is' condition, bidders are advised to quote rates only after inspection of items at the site. The bidder or his authorized representative may inspect the materials as per the inspection schedule mentioned in the auction details, between 11 am to 4 pm (excluding lunch hours) on any working day at the location specified against each lot with the prior permission from the contact person, as given in the auction details. The detailed description of all lots, including the list of spare parts, if any, is available at the site.

### 13.3. Right to Reject all Bids

The seller reserves the right to accept/reject and cancel any bid, amend the quantity under any lot or withdraw any lot at any stage before or after acceptance of bid/issue of acceptance letter/sale order/delivery order/deposit of the full sale value by the bidder, without assigning any reason thereof and the value of such material, if paid for, shall be refundable. The seller shall not be responsible for damage/loss to bidders on account of such withdrawal at any stage from the sale.

### 13.4. Excise Duty and Taxes

Any statutory variations in the rate of taxes/duties are to be borne by the Bank. GST/excise duty rates indicated in the e-auction catalogue or Tender advertisement are only indicative and the actual GST rates as applicable on the date shall be payable by the successful bidders directly to the seller at the time of taking delivery of materials. Form 'C' will be accepted. In order to avoid the imposition of penalty, the amount deposited by the successful bidder towards taxes and duties will be immediately deposited with the concerned tax authorities without waiting for the actual delivery.

  
Technology Overseeing Executive





**Form-A**

**Bill of Material**

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

To,  
The Senior Manager  
Canara Bank, Technology Services Section  
Circle Office, Guwahati

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.)
1.	ATM	36				
2.	Passbook Update Machine	2				
Total Bid Price						

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



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

<b>Sl. No.</b>	<b>Details of Canara Bank Branch/Office where the E-Waste is available for Inspection.</b>	<b>Contact Person Details</b>
1.	Canara Bank: Maligaon, Express Towers, li Floor, Maligaon, Guwahati, Assam Pin-781011	Rishabh Raj, 7411004517
2.	Canara Bank: Hatigaon-li, Ward No 60, Bhetapara Road, Hatigaon, Guwahati, Assam Pin - 781028	Rishabh Raj, 7411004517
3.	Canara Bank: Lunglei-li, C-50 Super Market, Chanmari Lunglei, Mizoram, Pin - 796701	Rishabh Raj, 7411004517
4.	Canara Bank: Dibrugarh, Chiring Chapori, T.R. Phukan Road, Near Bpcl Petrol Pump, P.O. Dibrugarh, Assam Pin- 786001	Rishabh Raj, 7411004517
5.	Canara Bank: Tinsukia-li, Ankit Tower, S R Lohia Road, Tinsukia Chirwa Patty, Tinsukia, Assam Pin-786125	Rishabh Raj, 7411004517
6.	Canara Bank: Sivasagar, Bharali Commercial Complex, Hospital Road, Sibsagar, Assam Pin-785640	Rishabh Raj, 7411004517
7.	Canara Bank: Metuakuchi, B.B. Road, Metuakuchi, Barpeta, Assam, Pin- 781314	Rishabh Raj, 7411004517
8.	Canara Bank: Duliajan-li, Near Sonapur Namghar Tiniali, Station Road, Duliajan, Dibrugarh, Assam Pin- 786602	Rishabh Raj, 7411004517
9.	Canara Bank: Dispur Guwahati-li, Upasana Complex, Dr. R P Road, Ganesh Guri, Dispur, Assam 781005	Rishabh Raj, 7411004517
10.	Canara Bank: Shillong, G.S. Road, Shillong Tehsil, Shillong, Meghalaya 793002	Rishabh Raj, 7411004517
11.	Canara Bank: Nongmynsong, Neigriihms Road, Tehsil: Mawpat, Nongmynsong, East Khasi Hills, Meghalaya 793019	Rishabh Raj, 7411004517
12.	Canara Bank: Imphal New Checkon Road, Imphal New Checkon Road, No 89 Khwailalambung, Rims Road, Imphal West, Manipur, Pin - 795001	Rishabh Raj, 7411004517
13.	Canara Bank: Laljuri, Ward No 1, Laljuri Bazar, Unakoti, Tripura, Tripura, Pin - 799270	Rishabh Raj, 7411004517
14.	Canara Bank: Udaipur, New Town Road, Udaipur, South Tripura, Tripura Pin - 799120	Rishabh Raj, 7411004517
15.	Canara Bank: Kharupetia, I Floor, Chandra Complex, Mahavir Road, Kharupetia, Assam, 784115	Rishabh Raj, 7411004517
16.	Canara Bank: Jagi Road, Opp Shiva Mandir, Jagi Road, Marigaon, Guwahati Assam 782410	Rishabh Raj, 7411004517
17.	Canara Bank: Jakhlabandha, J B Market, A T Road, Near Post Office, P.O. Jakhlabandha, Dist. Nagaon, Assam Pin- 782136	Rishabh Raj, 7411004517



Sl. No.	Details of Canara Bank Branch/Office where the E-Waste is available for Inspection.	Contact Person Details
18.	Canara Bank: Guwahati Beltola-li, Jai Kamkhya Mkt., Nh-37, Khanapura, P.O., Beltola, Guwahati, Assam 781029	Rishabh Raj, 7411004517
19.	Canara Bank: Nagaon Baihata Chariali, Opp.Rural Library, Goreswar Road, Assam, Pin- 781381	Rishabh Raj, 7411004517
20.	Canara Bank: Bijoynagar, Nh-15, Bijoynagar S.O., Bijoynagar, Assam- 781122	Rishabh Raj, 7411004517
21.	Canara Bank: Guwahati Fancy Bazar, Post Box No.109, #14a Hem Barua Road, Opp. Taxi Stand, Fancy Bazar, Guwahati, Assam 781001	Rishabh Raj, 7411004517
22.	Canara Bank: Byrnihat-li, Amjok, Byrnihat, Meghalaya 793101	Rishabh Raj, 7411004517
23.	Canara Bank: Itanagar, Gojen Gadi RCC Bldg, Tadar Marg, Opp Post Office, Bank Tinali, Itanagar, Arunachal Pradesh 791111	Rishabh Raj, 7411004517
24.	Canara Bank: Moran Town, Patta No.308, Dag No.123, A T Road, Motan Town (Hat) Po: Moran Hat, Moran Town, Dibrugarh , Assam 785670	Rishabh Raj, 7411004517
25.	Canara Bank: Guwahati, Investment Building, M N Road, Panbazar, Guwahati, Assam 781001	Rishabh Raj, 7411004517
26.	Canara Bank: Agarthala, 1st Floor, Above Rms Office, Durgabari Road, West Tripura, Agartala, Tripurapin - 799001	Rishabh Raj, 7411004517
27.	Canara Bank: Kadamtala, Kadamtala Bazar, Kadamtala, North Tripura, Tripura Pin - 799261	Rishabh Raj, 7411004517
28.	Canara Bank: Guwahati Jayanagar, Ganesh Market, Jayanagar-Beltola Road, Guwahati, Assam 781028	Rishabh Raj, 7411004517
29.	Canara Bank: Shillong Arasu, Arasu Assam, Rifles Bazar, Shillong, Meghalaya, 793007	Rishabh Raj, 7411004517
30.	Canara Bank: Kajalgaon [Uttar Kajalgaon], Ward No.01, Nh-31c, Beside Fly Over, Kajalgaon, Assam 783385	Rishabh Raj, 7411004517
31.	Canara Bank: Nalbari, I Floor, Holding No 235, Ward No 11, Palla Road, Nalbari, Assam, Pin-781335	Rishabh Raj, 7411004517
32.	Canara Bank: Hojai, I Floor, Masjid Road, P.O. Hojai, Dist. Hojai, Assam Pin- 782435	Rishabh Raj, 7411004517
33.	Canara Bank: Kamarkuchi, National Highway-37, Po: Tepesia, Guwahati Tehsil, Kamarkuchi , Assam 782402	Rishabh Raj, 7411004517
34.	Canara Bank: Panikhaiti, Narengi-Chandrapur Road, Po: Bonda, The: Panikhaiti, Assam, Pin- 781026	Rishabh Raj, 7411004517
35.	Canara Bank: Jorhat Kendriya Vidyalaya, O N G C Complex, Chinnamara Jorhat, Kendriya Vidyalaya, P.O. Jorhat, Dist. Jorhat, Assam Pin- 785001	Rishabh Raj, 7411004517
36.	Canara Bank: Bongaigaon, Kanitara Complex, I Floor, Chapaguri Road, North Bongaigaon, Assam - 783380	Rishabh Raj, 7411004517
37.	Canara Bank: Garmur, Garmur Tinali, Near Petrol Depot, Majuli, Assam Pin- 785104	Rishabh Raj, 7411004517

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



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