

**REQUEST FOR PROPOSAL [RFQ]  
FOR  
“Disposal of Old/Unusable/Obsolete Computer  
Hardware, Peripherals etc., lying at  
Branches/Offices under Canara Bank Circle Office  
KOLKATA.**

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



Issued By:  
Canara Bank  
T M Section  
Circle Office Kolkata  
Address: 2<sup>nd</sup> Floor, Bells House, 21 Camac Street, Kolkata - 700016

Phone No:033 (22831507, 22833517)  
Email: tmscokol@canarabank.com

Sl No.	Description	Details
1.	RFQ No. and Date	RFQ/TMSKOL-02/2025-26 dated 08.09.2025
2.	Location Address for submission of Bid/s	CANARA BANK, T M SECTION CIRCLE OFFICE KOLKATA 2 <sup>nd</sup> Floor, Bells House, 21 Camac Street Kolkata - 700016 Ph: (033) 22807764 Mobile: 8334999082, 9101291879 Email: tmscokol@canarabank.com
3.	Date of Issue	08.09.2025
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 12.09.2025 day & 2.00 PM.
5.	Date of Pre-Bid Meeting	15.09.2025 3.00 PM
6.	Details of the site visit by the vendors to be furnished along with dates till when they can inspect the goods as per para 4.5	16.09.2025 3.00 PM
7.	Last Date of Submission of Bids	20.09.2025
8.	Date & Time of opening Bid	22.09.2025
9.	Date & Time of opening of Commercial bid	Will be intimate on later date
10.	Earnest Money Deposit (Refundable)	Rs.3000.00
This document can be downloaded from Bank's website <a href="https://www.canarabank.com/tenders.aspx">https://www.canarabank.com/tenders.aspx</a>		

## Details in Brief

### A. Instructions to Bidders (ISB)

Disposal of Old/Unusable/Obsolete Computer Hardware, ATMs, Kiosk and other Peripherals, lying at Canara bank, (Locations)

#### 1. Introduction:

Canara Bank, KOLKATA Circle, intends to dispose old/unusable/obsolete Computer Hardware, Peripherals, etc. (identified by Bank), lying at different branches in Kolkata 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 16.09.2025, 4.00 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 (H1) 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 on or before 26.09.2025.

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, T M Section, Circle Office Kolkata 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, Circle Office  
T M Section,  
2<sup>nd</sup> floor, Bells house, 21 Camac Street  
KOLKATA 700016

Contact Person/s: Mr. J P HAJONG, Contact No. 8334999082  
Mr. SNEHASISH DAS, Contact No. 8928507405

#### 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 Kolkata" 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.3000.00/- (Rupees Three Thousand Only) by way of DD drawn on any scheduled bank in favour of Canara Bank, payable at Kolkata 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 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, TM Section, Circle Office Kolkata shall have the right cancel the RFQ at the sole discretion of the Bank and to disqualify the vendor to participate in future RFQs.

## Technology Overseeing Executive

Form-A

Bill of Material

Price Schedule for Hardware items to be disposed

To,  
The Senior Manager  
Canara Bank, T M Section  
Circle Office  
KOLKATA

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 (Rs)
TOTAL:						

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 noncompliance 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.

REFER ANNEXURE II

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