



## REQUEST FOR PROPOSAL [RFP] FOR

“Disposal of old/obsolete Computer IT hardware , which are completed 5 years and non-working lying at various Branches/Offices under Canara Bank Circle Office, Hyderabad”.

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

### Issued By:

Canara Bank  
T M Section  
Hyderabad C.O.

### Address :

Canara Bank  
T M Section(EDP)  
Circle Office  
MCH No. 10-3-163 & 10-3-163/A  
Plot No. 85, Sy. No. 628, Beside Rail Nilayam  
SECUNDERABAD - 500026  
GSTIN No.36AAACC6106G3Z0

Phone No: 040-27725271/73  
Email : tmscohyd@canarabank.com



**Details in brief**

Sl. No	Description	Details
1.	RFP No. and Date	RFP 01/2024-25 dt: 13/08/2024
2.	Location Address for submission of Bid/s [Address for Communication]	Canara Bank T M Section(EDP) Circle Office MCH No. 10-3-163 & 10-3-163/A Plot No. 85, Sy. No. 628, Beside Rail Nilayam SECUNDERABAD - 500026  Tel - 040-27725271/73 Email: tmscohyd@canarabank.com
3.	Date of Issue	Date: 13/08/2024
4.	Last Date of Submission of Queries for Pre Bid Meeting	The Pre Bid Queries on the RFP may be sent through email or in writing at the address specified above, on or before 28/08/2024@ 11.00 AM.
5.	Date of Pre Bid Meeting	28/08/2024@ 11.00 AM
6.	Last Date of Submission of Bids	28/08/2024@ 3.00 PM
7.	Date and Time of Opening Bid	28/08/2024@ 4.00 PM
8.	Date and Time opening of Commercial Bid.	28/08/2024@ 4.00 PM
9.	Cost of Application Money	Nil
10.	Earnest Money Deposit(Refundable)	Rs. 50,000 /- (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, Peripherals, ATMs/BNAs, etc lying at various Branches / Offices as per Annexure**

**1. Introduction:**

Canara Bank, Hyderabad Circle, intends to dispose old/unusable/obsolete Computer Hardware, Peripherals, etc. (identified by Bank), lying at various Branches/Offices in Hyderabad 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 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-I**.

4.5. The empaneled vendors may inspect the items on **28/08/2024**, 11:00 AM 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 empaneled 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 One week, after issuance of Order. On failure to do so, Canara Bank, T M Section, Circle Office Hyderabad 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 and submit appropriate confirmation documentation declaration for the same.
- 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.

The Manager/Senior Manager  
CANARA BANK, TM SECTION,  
CIRCLE OFFICE,  
MCH No. 10-3-163 & 10-3-163/A  
Plot No. 85, Sy. No. 628, Beside Rail Nilayam  
SECUNDERABAD - 500026  
Contact Person: Mr. Khaja M / Raj kumar  
Phone No : 9490799749/040-27725273

**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 and need to submit relevant documents & declarations as per eligibility criteria along with EMD Amount by way of DD in Technical Criteria Bid. The envelope should be superscribed as "Technical Bid".
- 6.1.2. **Commercial Bid:** furnishing all relevant information as required as per Bill of Material as per Annexure-I in separate envelope superscribed as "Commercial Bid".
- 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 Hyderabad" 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. <http://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.50,000/- (Rupees Fifty Thousand Only) by way of Demand Draft drawn on any scheduled bank in favour of Canara Bank, payable at Hyderabad, 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-I.

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.

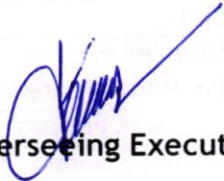
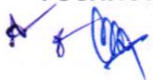
11.2. The representative of the bidder can be present for the opening of the Bid along with authorization letter. No separate intimation will be given in this regard to the bidders for deputing their representative. The bid will be opened in the presence of Bidder's representative and Bank Officials.

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 Hyderabad shall have the right to dispose the items to H2/H3 bidder on matching the H1 (Highest) prices.

  
**Technology Overseeing Executive**  




**Annexure-I**  
**Bill of Material**

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

To,  
The Manager/Senior Manager  
Canara Bank, T M Section  
Circle Office  
Hyderabad.

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	Desktop Monitors	20				
2	CPUs	11				
3	Laser Jet Printers	22				
4	Dot Matrix Printers	04				
5	Pass Book Printers	07				
6	Flatbed Scanners	05				
7	Biometric	24				
8	Color Laserjet	02				
9	All In One Desktop	84				
10	Laptop's	07				
11	Webex Printers	03				
12	Network Racks	52				
13	CPU Empty Cabinets	11				
14	High Speed Scanner	01				
15	Multi Functional Printers	03				
16	CTS Scanners	03				
17	Keyboards	42				
18	Mouses	44				
19	Display Screens of AIO Desktop	72				
20	ATM	19				
21	BNA	01				
22	Projectors	02				
23	Modems	122				
24	Routers	147				
25	Switches	111				
26	Misllanious Hardware	01				

**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.
- ✓ We undertake that we have checked the available material & specified quantity as mentioned above at respective



locations with respect to availability of CPU's, Cabinets, Motherboards, Processors, Hard disks, Cables etc. and have quoted accordingly.

- ✓ 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-II**

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

SI No	Details of Canara Bank Branch/Office where the E-Waste is available.	ITEM	Qty	DPCD	Contact Person Details
01	CANARA BANK, TM SECTION CIRCLE OFFICE, MCH No. 10-3-163 & 10-3-163/A Plot No. 85, Sy. No. 628, Beside Rail Nilayam SECUNDERABAD – 500026	Computer systems, laser jet & Inkjet printers, dot matrix, passbook printers, scanners, Fax Machine, Biometric etc..	800	7700	KHAJA M /8332980489/9963369839 040-27725271/73
02	Mettuguda P.O., Lalaguda, Secunderabad -500017	LIPI-ATM	1	7700	8790850708, 9963369839
03	CANARA BANK GOLCONDA BRANCH; 9-1-364/B/1/4; MARIA PLATZ; 1ST FLOOR; OPPOSITE BAPU GHAT; LANGER HOUSE; HYDERABAD	LIPI-ATM	1	13009	7708228143, 9336338335
04	CANARA BANK SHAIKPET BRANCH; 8-1-322-3/B/L; ARVINDNAGAR COLONY; SHAIKPET; HYDERABAD	AGS-ATM	1	13074	9441288396, 9963451542
05	CANARA BANK WANAPARTHY BRANCH; PLOT NO. 21; OPP. HAPPY BAKERY; KURNOOL ROAD; WANAPARTHY	NCR-ATM	1	7283	9751305397, 9972711383
06	CHITTEMA BHAVAN,PB NO:2 ALWAL, MAIN ROAD,	AGS-ATM	1	13020	8340250532, 9949667622
07	H.NO B-32(OLD), 4-238(NEW), MOHANRAO COLONY, BALAJI NAGAR, PO : YAPRAL & TEHSIL : SHAMIR PET,	LIPI-ATM	1	13431	9176028552, 9000102025
08	CANARA BANK, 17-134, KAMALA NAGAR, DILSHUKNAGAR, HYDERABAD-500060.	LIPI-ATM	1	13043	9177230359, 9440484742
09	KUKATPALLY, HYDERABAD, 500072	AGS-ATM	1	13082	9912847783, 7386516053
10	24-88/49/A/6-1, NEAR BUS STOP EAST ANANDBAGH, MALKAJGIRI, COLLEGE OF DEFENCE MANAGEMENT	LIPI-ATM	1	13063	6300909695

11	CANARA BANK OLD DAIRY FARM BRANCH PLOT NO. 30; HNO. 1-21-889/2; OLD DAIRY FARM ROAD; KANAJIGUDA; HYDERABAD	AGS-ATM	1	13313	9440847362, 8639093479
12	P.NO.5,LAXMINAGAR,WELLINGTON RD,PICKET,0SECUNDERABAD PICKET-500026	AGS-ATM	1	13032	9849231555, 9000297441
13	CANARA BANK, 576, SADAR BAZAR BOLARAM, SECUNDERABAD CANTONMENT	LIPI-ATM	1	13025	9505910674, 8585852323
14	CANARA BANK PEERZADIGUDA BRANCH 9-15 & 16; BESIDE UPPAL BUS DEPOT; SREERAM NAGAR COLONY; PEERZADIGUDA; UPPAL; HYDERABAD	AGS-ATM	1	13062	7674075704, 8106364796
15	CANARA BANK, HNO:1-4-1030, GOSSALA ROAD, BODHAN, NIZAMABAD - 503185	NCR-ATM	1	4497	7674023434, 9848748109
16	NIZAM SUGAR FACTORY ROAD, KOTHUR, DIDGI PO;ZAMEERABAD TALUK,	AGS-ATM	1	13400	8179054203, 8801803796
17	CANARA BANK D NO 5-1-106 GROUND FLOOR OPP KAPILA HOTEL DWARAKA NAGAR NIZAMABAD	AGS-ATM	1	13510	9492458549, 9440372308
18	SY.NO.209/1/C MANJEERA NAGAR, MAIN ROAD OPP.APE AUTO SHOW ROOM, SANGAREDDY	OKI-RECYCLER	1	2986	9444936910, 8019782793
19	CANARA BANK ATTAPUR BRANCH; PILLAR NO.: 143; BPN SQAURE; 4-8-149/3/2; ATTAPUR MAIN ROAD; RAMBAGH COLONY; HYDERABAD	AGS-ATM	1	13112	8610533702, 7799671636
20	CANARA BANK MANIKONDA BRANCH; PLOT NO. 12; SURVEY NO. 461; SRI NARASIMHA COLONY; MANIOKONDA; HYDERABAD	NCR-ATM	1	4524	7382932294, 8790907569
21	CANARA BANK MAHABOONNAGAR BRANCH; D.NO. 1-5-107/4/2; NEWTON CHOWRASTA; MAHABOONNAGAR	LIPI-ATM	1	13420	8217065096, 9902055684

\*\*\*\* Kindly note that the Successful Bidder has to lift the ATMs/CR from these locations only. \*\*\*\*

