

केनरा बैंक  Canara Bank

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 :

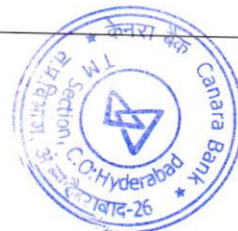
Canara Bank
T M Section(EDP)
Circle Office
MCH No. 10-3-163 & 10-3-163/A
Plot No. 85, Sy. No. 628, Beside Rail Nilayam
SECUNDERABAD - 500026
GSTIN No.36AAACC6106G3Z0

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



Details in brief

Sl. No	Description	Details
1.	RFP No. and Date	RFP 03/2025-26 dt: 06/09/2025
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: 06/09/2025
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 15/09/2025@ 04.00 PM.
5.	Date of Pre Bid Meeting	22/09/2025@ 10.00 AM
6.	Last Date of Submission of Bids	22/09/2025@ 3.00 PM
7.	Date and Time of Opening Bid	22/09/2025@ 4.00 PM
8.	Date and Time opening of Commercial Bid.	22/09/2025@ 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 http://canarabank.com/english/announcements/tenders		



A. Instructions to Bidders (ISB)

Disposal of Old/Unusable/Obsolete Computer Hardware, Peripherals, ATMs/BNAs,PUMs, etc lying at various Branches / Offices as per Annexure

1. Introduction:

Canara Bank, Hyderabad Circle, intends to dispose old/unusable/obsolete Computer Hardware, Peripherals,ATMs,PUMs 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. If vendor is not MSME registered vendor, 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 **22/09/2025**, 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-II**. Items are to be taken from the various branch/office premises and locations as referred in **Annexure-II** 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. The H1 bidder has to ensure that the ATM/CR if grouted should be carefully removed if the make of ATM is other than AGS
- 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.

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. S Ravi / B V Ramana
Phone No : 9110500327/ 9480200924 /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. The authorized signatory of the bidder must duly sign all documents. 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
01	ATMs	06				
02	PUMs	15				
03	Scanners	19				
04	CPUs	21				
05	Key Boards	145				
06	Biometrics	58				
07	Mouses	132				
08	Barcode Printers	07				
09	Wepx Printers	03				
10	Passbook Printers	29				
11	DD Printers	06				
12	Multi-function Printers	01				
13	Printers	12				
14	Fax Machine	03				
15	Monitors	20				
16	CRD Monitors	01				
17	All In One PCs	170				

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.

Sl No	Details of Canara Bank Branch/Office where the E-Waste is available.	ITEM	Qty	DPC D	CONTACT PERSON NAME	Contact Person Details
1	CANARA BANK, 95B, PB NO.1560, PARK LANE, SECUNDERABAD,500003	KRISFO/KC 158 - PUM	1	616	RAJINIKANTH NEELAM	8179153781
2	CANARA BANK, D NO 8-2-577 ROAD, NO 7 BANJARA HILLS,HYDERABAD -500034	KRISFO/KS-091 - PUM	1	13006	RAJASEKHARA REDDY	9490303530
3	CANARA BANK, PLOT NO.12, SURVEY NO.804(OLD) 906 (NEW), GEETNAGAR, MALKAJGIRI, HYDERABAD-500047	KRISFO/kc 226 - PUM	1	1089	MUDE NARAYANA SWAMY NAIK	7799379934
4	CANARA BANK, 1-1-180/17, RTC CROSS ROAD, CHIKKADAPALLY, HYDERABAD-500020	TSPL AMC/FTLK181 92234- PUM	1	13003	RAJU NAIK	9398385758
5	CANARA BANK, METTUGUDA P.O., LALAGUDA, SECUNDERABAD-500017	TSPL AMC/FTLK17182565 - PUM	1	799	SHAIK SADDAM	9951673161
6	CANARA BANK, 5-3-1062, VEERJI TOWERS, OPP. HOTEL JEWEL RESIDENCY, OSMANGUNJ, NIZAM SHAHI ROAD, HYDERABAD-500012	TSPL AMC/FTLK181 92242- PUM	1	13000	ANIKET KUMAR	8553418613
7	CANARA BANK, H.NO.7-2-949, POONAM COMPLEX, MANKAMMATHOTA, KARIMNAGAR. PIN:505001	TSPL AMC/FTLK171 82196 - PUM	1	6653	HEMANT KUMAR HIMANSHU	8600621828
8	CANARA BANK, 4-89/2/A, SURVEY NO 797, MAIN ROAD, THUNGATHURTHI S.O THUNGATHURTHY-508280	CBSL/CB00011 938 - PUM	1	1938	SADAM VENGALARAO	919505136251 / 9014105344
9	CANARA BANK, H.NO:D.NO:4-171 KANDIBANDA VILLAGE, MELLACHERUVU MDL, SURYAPET DIST, TELANGANA. 508238	CBSL/CB00013 994 -PUM	1	3994	VANKUDOTHU RAMESH	919912163205
10	CANARA BANK, 131,132 KPHB COLONY, PHASE VI, MALAYSIAN TOWNSHIP AREA, KUKATPALLY-500072	CBSL/CB00011 3434 - PUM	1	13434	VAMSI KRISHNA NAIK K	9160009990
11	CANARA BANK, #A-1/H, ECIL X ROAD, KUSTIGUDA ROAD, ECIL-500062	CBSL/CB00011 3028 - PUM	1	13028	DHARAVATH NAGESHWARA RAO	9908565996



केनरा बैंक Canara Bank

भारत सरकार का उपक्रम

A Government of India Undertaking

सिंडिकेट Syndicate

12	CANARA BANK, DOOR NO 114/E, HEMALATHA NILAYAM, NH- 7,MASAI PET,YELDURTHY,MEDAK,TELA NAGANA-502335	CBSL/CB00011 320 - PUM	1	1320	DONDA PRASAD	9964627281
13	CANARA BANK, D.NO.8-195/1, MAIN ROAD,GAJWEL. PIN:502278	CBSL/CB00014 174 - PUM	1	4174	RANJEET KUMAR	7033813609
14	CANARA BANK, #3-6-91, KARIMNAGAR MAIN ROAD,JAGITYAL,PIN:505327	CBSL/CB00014 492 - PUM	1	4492	ABHISEK ARUK	9438550600
15	CANARA BANK, H.NO.4-47/5, BELLAMPALLY ROAD,MANCHERIAL,PIN:504208	CBSL/CB00014 169 - PUM	1	4169	SANDANA VENI SRIKANTH	9380967851
16	CANARA BANK PEDDAKODAPAGAL,S.NO.19-AA1, MAIN ROAD, VIA PITLAM, BICHKUNDA MANDAL,PEDDA KODAPAGAL,NIZAMABAD-503310	A3527001- ATM				
17	CANARA BANK GANDIVET, NO 5-93 GANDIVET,KAMAREDDY DIST, NIZAMABAD-503122	A3524001- ATM				
18	CANARA BANK , 1-10-67,MAIN ROAD, ASHOK NAGAR,HYD- 500020	A3010001- ATM				
19	CANARA BANK, 4-89/2/A, SURVEY NO 797, MAIN ROAD, THUNGATHURTHY,SURYAPET DIST - 508280	1938A001- ATM				
20	CANARA BANK KHANAPUR 18-139, BESIDE HERO SHOWROOM, VIDYANAGAR,KHANAPUR, NIRMAL DIST-504203	7623A001- ATM				
21	CANARA BANK JARASANGAM, SRI SANGAMESHWARA SWAMY DEVASTHANA BLDG, JHARASANGAM, SANGAREDDY DIST-502246	A3402002- ATM				
22	CANARA BANK, CIRCLE OFFICE,MCH NO. 10-3-163 & 10-3-163/A, BESIDE RAIL NILAYAM,PIN- 500026	Scanners	19	7700	S Saranya	9618348175
23		CPUs	21	7700		
24		Key Boards	14	7700		
25		Biometrics	58	7700		
26		Mouses	13	7700		
27		Barcode Printers	07	7700		
28		Wepx Printers	03	7700		
29		Passbook printers	29	7700		



30		DD Printers	06	7700		
		Multi-function Printers	01	7700		
31						
32		Printers	12	7700		
33		Fax Machine	03	7700		
34		Monitors	20	7700		
35		CRD Monitors	01	7700		
36		All In One PCs	17 0	7700		

**** Kindly note that the Successful Bidder has to lift the ATMs/PUMs and obsolete IT hardware from these locations only. ****

