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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].

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Issued By:

Canara Bank
T S 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 04/2025-26 dt: 01/12/2025
2.	Location Address for submission of Bid/s [Address for Communication]	Canara Bank T S 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: 01/12/2025
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 30/06/2025@ 04.00 PM.
5.	Date of Pre Bid Meeting	15/12/2025@ 10.00 AM
6.	Last Date of Submission of Bids	15/12/2025@ 3.00 PM
7.	Date and Time of Opening Bid	15/12/2025@ 4.00 PM
8.	Date and Time opening of Commercial Bid.	15/12/2025@ 4.00 PM
9.	Cost of Application Money	Nil
10.	Earnest Money Deposit(Refundable)	Valid MSME certificate (or) 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, 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 15/12/2025, 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 the following if the make of ATM is other than AGS:
- Take out all the cash inside the ATM cassettes.
 - Take back-up of images of in-built camera in ATMs/CRs.
 - Delete all the data from the ATMs/CRs.
 - Ensure to make respective ATM/CR cash GL head zero.
 - ATM/CR grouting should be carefully removed.
- 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 / B V Ramana
Phone No : 9110500327/8332980489/040-27725273

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.

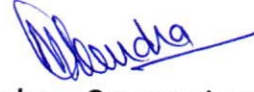


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12. Evaluation Criteria:

- 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



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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	ATM/BNA	49				

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

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Annexure-II

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

Sl No	BRANCH NAME	Details of Canara Bank Branch/Office where the E-Waste is available.	ITEM	Qty	DPCD	CONTACT PERSON NAME	Contact Person Details
1	BHEEMADEVARAPALLE	MULUKANOR WOMEN'S CO-OPERATIVE DAIRY, BHEEMADEVARAPALLE VILLAGE, BHEEMADEVARAPALLE, Bheemadevarapally S.O Bheemadevarapalle-505497	AGS	1	13609	SAI CHARAN ANCHURI	9618353589
2	CHELLEPALLI	#2-43, MAIN ROAD, Bodaladinne B.O Chillepalli-508218	LIPI	1	13446	KORRA BICHYA	9182540089
3	HYDERABAD IBRAHIMBAGH	#72,SURVEY NO.11/1 TO 11/5,NEAR SUN CITY BUS STOP, CHILKUR BALAJI TEMPLE ROAD,MUNICIPAL CORP, HYDERABAD, SHAH KOTE POST,RAJENDRA NAGAR ,GREATER HYDERABAD,	AGS	1	13057	P SRINU	7338848161
4	HYDERABAD BORABANDA	PLOT NO.1,AT.D NO.8/3/167/K/1, VISWA HEIGHTS, KALYAN NAGAR,VENTURE-3,HYDERABAD,	AGS	1	13044	GUNTHA MURALIDHAR	9177704554
5	KYATOOR	Near Temple, Kyatoor,Kyathur B.O,509153,JOGULAMBA,	AGS	1	1364	BEERA VENKATESH	9490899124
6	HYDERABAD TOLI CHOWKI-II	CANARA BANK CIRCLE OFFICE, BESIDE RAIL NILAYAM, SECUNDERABAD.	AGS	1	13054	B V RAMANA	9110500327
7	HYDERABAD LINGAMPALLY	3/4/781, UNChief ManagerERSITY ROAD, LINGAMPALLY,	AGS	1	13014	M DEVENDAR	7382461265
8	HYDERABAD SITARAMBAGH	D.NO.14/1-326 GR.FL,AGAPURA, SITARAMABGH	AGS	1	13011	MANJU ESLAVATH	9441022649
9	HYDERABAD MUKRAMJAH ROAD	5-4-413/415,NAMPALLY, MUKARAMJAH ROAD,	AGS	1	13024	DEV KUMAR	9650879620
10	HYDERABAD MOULA ALI	#A-1/H, ECIL X ROAD, KUSTIGUDA ROAD,ECIL	AGS	1	13028	SALOMI BINA SIMON	8328136082



11	HYDERABAD NIZAMSHAHI ROAD	5-3-1062, VEERJI TOWERS, OPP. HOTEL JEWEL RESIDENCY, OSMANGUNJ, NIZAM SHAHI ROAD,	AGS	1	13000	GUGULOT HU RAVEEND AR	9036126456
12	HYDERABAD BALAPUR	PLOT NO.198 & 199, R C I MAIN ROAD, MITHILA NAGAR COLONY,	AGS	1	13314	RAGADEEP VENNA	7483864008
13	HYDERABAD BAHADURPUR	I FLOOR,NO.19-4-400/1, BAHADURPUR X ROADS,	AGS	1	13041	AZHAR AKHTAR	9492418662
14	HYDERABAD NIZAMPET	3-9, SAI LAKSHMI NILAYAM, MAIN ROAD, NIZAMPET,	AGS	1	13071	A V S SHARMA	8249837442
15	HYDERABAD CHANDRAYANGUTTA	PLOT NO. 115, DURGANAGAR COLONY, OPP.MAILARDEVPALLY POLICE STATION, RAJENDRANAGAR CIRCLE,	WINCO RE	1	13114	ANIL RANJAN	9308010793
16	HYDERABAD NACHARAM	Plot No.15/1A, Nacharam Cross Road, IDA, Nacharam,	AGS	1	4523	MARRY JOHN KARUNAK AR	6302732326
17	RUDRUR	HOUSE NO.13-85, MAIN ROAD RUDRUR VARNI MANDAL,RUDRUR 503188	AGS	1	13517	EERU DHARAVATH	9989878793
18	DONKESHWAR	DONKESHWAR, ARMOOR TEHSIL, DONKESHWAR 503212	AGS	1	13521	SANDEEP BHOKRE	9182875915
19	BICKKUNDA	DOOR NO.6-16/1, MAIN ROAD, BICKKUNDA 503306	AGS	1	13512	DURVA BHEEMRA O	9866600134
20	MENoor	MAIN ROAD, MENOOR VILLAGE, MADNOOR MANDAL, DIST KAMAREDDY, 503309	AGS	1	13530	VISHAL BABURAO BIRAJDAR	9422151196
21	BANSWADA-II	MAIN ROAD, Banswada S.O, Banswada, 503187	AGS	1	13513	GONE SRIKANTH	9912822058
22	POTHANSETTY PALLI	VIA RANGAMPET, POTHANSETTY PALLI, KULCHARAM MANDAL, 502381	AGS	1	13413	SHEELAM SRAVANK UMARRED DY	8019983684
23	HYDERABAD BHEL	#23-59 60, SEVEN HILLS BLDG, ASHOK NAGAR, RAMACHANDRAPURAM, BHEL, 502032	AGS	1	13410	GUNAGAN TI LINGA SWAMY	8978103009
24	BASAVAPUR	H.NO. 2-21, NEAR SARASWATHI SISHU MANDIR,, BASAVAPUR VILLAGE, 503101	AGS	1	13531	ABHINAV KUMAR SINGH	8867787464
25	DURKI	VIA MIRZAPUR, DURKI, TEH. BANASWADA, DURKI, 503301	AGS	1	13526	MEGAVAT H SANDEEP	9493705565
26	SATWAR	PLOT NO. 21, SY. NO. 471/A, SATWAR VILLAGE, ZAHEERABAD (M), 502221	AGS	1	13411	SHWETHA KAWLAS	8008860836





27	ZAHEERABAD	#3-4-5,MAIN ROAD, OPP.TRAVELLERS BUNGALOW,ZAHEERABAD,502220	AGS	1	13401	KANDUKU RI SRIKANTH	9448167313
28	JANNAPALLI	D.NO.3-71/2, JANNAPALLI,503246	AGS	1	13529	D MADHU	8143428031
29	AMBARIPET	AMBARIPET DOMAKONDA MANDAL, MAIN ROAD,AMBARIPET,503123	AGS	1	13533	BOJJA RAMA KRISHNA	9491745552
30	NIZAMABAD PANGRA	PLOT NO. 21 & 22, S.NO. 421.425 & 426, I FLOOR, ADJACENT TO UPPALA MALLAIAH PETROL PUMP, VINAYAK NAGAR,NIZAMABAD,503003	AGS	1	13540	SRIRAM SHIVA PRASAD	9550218416
31	HYDERABAD GACHIBOWLI-II	DNO 2-58 PLOT NO 460 GROUND FLOOR SRI SAI GAYATRI TOWERS NEAR DELOIT TOWERS NANAKRAMGUDA SERILIMGAMPALLY MANDAL HYDERABAD 500008	AGS	1	13311	GUGULOT HU SAIDA	8184922568
32	MANIKONDA-II	PLOT NO 72 SAI RAM COLONY PUPPALAGUDA MANIKONDA RAJENDRANAGAR MANDAL RANGAREDDY 500089	AGS	1	13091	BHANUPR ASAD EDDUM	9490434007
33	HYDERABAD MADHAPUR HI TECH CITY	PLOT NO 21 GUTTALA BEGUMPET MADHAPUR HYDERABAD 500033	AGS	1	13081	KRISHNA CHANDRA SAHU	7504664990
34	MANNEGUDA	HNO 2-112 ABDULLAPURMET MANDAL MANNEGUDA RANGAREDDY 501510	AGS	1	13099	KETHAVAT H RAMESH KUMAR	9948994432
35	MANCHIREVULA	DNO 1-112 MANCHIREVULA RAJENDRANAGAR MANDAL RANGAREDDY 500089	WINCO RE	1	13097	DIVYA ROJA GANDIPAL LI	7337010430
36	MANKHAL	MAIN ROAD OPP NEW BUS STAND TUKKUGUDA MAHESHWARAM RANGAREDDY 501359	AGS	1	13075	BHUKYA SANTHOSH	8142115205
37	KUNTLOOR	PLOT NO 32 3 SYSY NO 21 AND 22 KUNTLOOR VILLAGE RANGAREDDY 501505	AGS	1	13308	RAGHAVE NDRA KUMAR GANJI	7090932426
38	SHAMSHABAD	PLOT NO 38/B RALLAGUDA ROAD SHAMSHABAD RANGAREDDY	AGS	1	13094	PRAVEENA KONERU	9742644138
39	JADCHERLA	HNO 11-88 TO 92 NETAJI ROAD BADEPALLY STN JADCHERLA MAHABUBNAGAR 509301	AGS	1	13421	SANDEEP KUMAR M	9490763463
40	NAGARKURNOOL	DNO 15-93/A/1 CHERUVU SAI	AGS	1	7291	R RAMESH	9182833820



		RAM COMPLEX 1ST FLOOR RAGHAVENDRA COLONY NEAR BSL OFFICE MAIN ROAD NAGARKURNOOL 509209					
41	MUNAGANOOOR	HNO4/33 MUNAGANOOOR VILLAGE HAYATHNAGAR MANDAL RANGAREDDY 501505	LIPI	1	13319	MUDAVAT H NAGARAJU	9866610098
42	NEDUNOOR	CANARA BANK NEDUNOOR VILLAGR KANDUKUR MANDAL RANGAREDDY 500113	AGS	1	13077	G RADHA KRISHNA	9491382817
43	TADVAI	TADVAI -506344	AGS	1	13603	LAKAVAT H SUNIL KUMAR	7989838965
44	MOGILPET	MOGILPET-505331	WINCO RE	1	13302	SURESH GANJE	6305041270
45	ASIFABAD	#5-168, Beside Sri Satya Hospital, K B Chowk, ASIFABAD-504293	WINCO RE	1	13543	BONU SAIKRISHA NA	7382197337
46	KONDAPUR	Kondapur B.O-506314	AGS	1	13605	DEDLA SREENU	9618527434
47	ANNARAM SHARIFF	H.NO.3-123, ANNARAM SHARIFF VILLAGE, PARVATHAGIRI MANDAL -506365	AGS	1	13607	KIRAN KUMAR MEKALA	9866191959
48	RAJUPET	H.No.1-3, RAJUPET-506172	AGS	1	1301	A PRAVEEN KUMAR	9866604065
49	KAGAZNAGAR	SRI ARSID RAME, S/O KISHAN SA, H.NO.1-14-764-4, KAGHAZ NAGAR SHIVAR, YELLAREDDYGOU D THOTA-504296	AGS	1	13544	KETHAVATH NAGU	9030516848

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

