



CIRCLE OFFICE MANIPAL

REQUEST FOR PROPOSAL[RFP] FOR

**DISPOSAL OF OLD/UNUSABLE/OBSOLETE IT HARDWARE ITEMS [e-WASTE]
COLLECTED AT REGIONAL OFFICE GOA AND CIRCLE OFFICE MANIPAL**

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

Issued By:

Technology Management Section

Canara Bank, Circle Office, MANIPAL
3RD Floor, HO Annex Building,
MANIPAL- 576104

email: tmscompl@canarabank.com

Phone No: 9449846873, 0820 - 257 3363

DETAILS IN BRIEF

| | Description | Details |
|--|---|--|
| 1. | RFP No. and Date | 0209/7740/COMPL/2023/TMS/RFP Dated 11/04/2023 |
| 2. | Location Address for submission of Bid/s [Address for Communication] | The Manager Technology Management Section, Canara Bank, Circle Office, MANIPAL 3RD Floor, HO Annex Building, MANIPAL- 576104. email: tmscompl@canarabank.com Phone No: 9449846873, 0820 - 257 3363 |
| 3. | Date of Issue | 11/04/2023 |
| 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 18/04/2023 11AM |
| 5. | Date of Pre-Bid Meeting | 18/04/2023 3PM |
| 6. | Last Date of Submission of Bids | 20/04/2023 11:30 AM [Bids received after this will not be Opened] |
| 7. | Date and Time of Opening Technical Bid | 20/04/2023 03:00 PM |
| 8. | Date and Time opening of Commercial Bid. | 20/04/2023 after opening Technical Bid |
| 9. | Cost of Application Money | NIL |
| 10. | Earnest Money Deposit (Refundable) | Rs.10,000/- (Ten Thousand Only) |
| <p>This document can be downloaded from Bank's website https://canarabank.com/ → <u>Tenders</u></p> | | |

A. INSTRUCTIONS TO BIDDERS (ISB)**DISPOSAL OF OLD/UNUSABLE/OBSOLETE IT HARDWARE ITEMS [e-WASTE]
COLLECTED AT REGIONAL OFFICE GOA AND CIRCLE OFFICE MANIPAL****1. Introduction:**

Canara Bank, MANIPAL Circle, intends to dispose IT Hardware such as Old Computers and accessories, various types of Printers, Scanners, Modems, PIGMY Machines, Biometric Devices, FAX Machines and Miscellaneous e-Waste items etc. lying at specified location. 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 IT Hardware items (*identified by the Bank for disposal*) from our branch premises on “as is where is” basis for disposal 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 quoting for this RFP should agree to the condition to “remove the storage media viz., Hard-disk, Tapes, DATs, etc. and the same has to be either destroyed by Degaussing in front of Bank Officials or handed over to 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. Bid without EMD will not be evaluated and rejected.

4.4. **Price Schedule (Commercial Offer)** is attached with this Tender notice as **Annexure-B**.

4.5. The empanelled vendors may inspect the items on or before 20/04/2023 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-C**. Items are to be taken from the various branch/office premises and locations in “**As is where is**” condition as referred in **Annexure-C** 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 has to remit the total amount quoted in the bid by way of NEFT/ Demand Draft favouring Canara Bank and send it to our Office **within 7 Working days of intimation of being H1 Bidder** On realization of the same an order will be placed on H1 firm for lifting the Hardware from the locations as annexed in this Document.
- On failure to do so, Canara Bank, TM Section, Circle Office MANIPAL shall have the right to forfeit the entire EMD. Bank may dispose the items through H2/H3 Bidders.
- 4.10. The Successful bidder has to lift all the items from disposal sites as given in Annexure C by 28th April 2023. Changes in location of disposal sites due to unavoidable situations like Branch closures, the bidder shall be informed by us in advance before lifting and the same has to be agreed by the bidder without any additional cost to the bank. On failure to do so, Canara Bank, TM Section, Circle Office MANIPAL shall have the right to forfeit the entire EMD. Bank may dispose the items through H2/H3 Bidders.
- 4.11. The Successful bidder to comply and ensure with the Tender Clause on removal of Storage media 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 there by incurring any liability to the affected empanelled bidder or bidders or any obligation to inform the affected empanelled bidder or bidders of the ground or 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.

| | |
|--|---|
| <p>The Senior Manager Technology Management Section, Canara Bank, Circle Office Manipal 3RD Floor, HO Annex Building, MANIPAL- 576104.</p> | <p>Contact Person/s: Mr. Gireesh Hegde Phone No - 9449846873, 0820 - 257 3363 Mr. Santosh Kumar Phone No - 7004523768, 0820 - 257 3363</p> |
|--|---|

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 by submitting the following documents.

- (a) Bid Covering Letter as per Annexure-A.
- (b) Central / State Govt. Pollution Control Board certificate valid till date of RFQ.
- (c) EMD by way of DD favouring Canara Bank, payable at Manipal.
- (d) PAN Copy of the Company.
- (e) GST particulars of the Company.

6.1.2. Commercial Bid: Furnishing all relevant information as required as per Bill of Material as per **Annexure-B**.

6.1.3. Both the sealed and covered Bids should be put in a closed envelop and should be super scribed as “**Offer for Disposal of Old/ Unusable/ Obsolete IT Hardware Items [e-waste] collected at Regional Office Goa and Circle Office Manipal**” on the top of the envelope.

6.1.4. The envelop 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 authorised signatory of the bidder. No over writing, 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://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. 10000/- (RUPEES TEN THOUSAND ONLY)** by way of Demand Draft drawn on any scheduled bank in favour of Canara Bank, payable at MANIPAL and should be kept along with the Bid. The Demand Draft of 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/ remit the Bid amount within 7 Days of intimation in accordance with the terms of the RFP.

8.2.3 If bidder fail to lift all the items from disposal site by 28th April 2023, after issuance of Order. On failure to do so, Canara Bank, T M Section, Circle Office Manipal shall have the right to forfeit the entire EMD remitted and Bank may dispose the items through H2/H3 Bidders.

9. Bid Validity Period:

The Offer submitted and the prices quoted there in 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-B.

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. 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. Bidders must bid for all the items offered under the RFP to be eligible for participation.

12.3. 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.

12.4. 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 MANIPAL shall have the right to cancel the order and forfeit the EMD.

-Sd-

Technology Overseeing Executive

ANNEXURE-A

Bid Covering Letter
[On Firm's/Company's Letter Head]
[To be included in Part A - Conformity to Technical Criteria Envelope]

Reference No:

Date:

The Manager
Canara Bank
T M Section
Circle Office MANIPAL

Dear Sir,

SUB: RFP for Disposal of Old/ Unusable/ Obsolete IT Hardware Items [e-waste] collected at Regional Office Goa and Circle Office Manipal

Ref: RFP No. 0209/7740/COMPL/2022/TMS/RFP dated 11/04/2023

We have examined the above mentioned RFQ document including all annexures the receipt of which is hereby duly acknowledged and subsequent pre-bid clarifications/ modifications/ amendments, if any, furnished by the Bank and we, the undersigned, offer to lift the old hardware items in conformity with the said RFP in accordance with the schedule of prices indicated in the commercial offer and made part of this offer. We note that there may be variation of 10% to 15% in actual numbers. We have quoted the price as per Annexure-B. Evaluation shall be based on the our quote. While issuing the Work Order, bank may provide exact numbers, amount calculated by multiplying the variation with unit price as quoted. If we are chosen as Successful Bidder, we shall accept the Work Order with enhanced amount if any.

The undersigned is authorized to sign on behalf of the Bidder Company.

We accept all the instructions, Terms and Conditions and Scope of Work of the subject RFP. We agree to the condition of "remove the storage media viz., Hard disk, Tapes, DATs. etc. and the same has to either be destroyed In front of Bank Staff or to be given back to concerned Bank officials before lifting the E-Waste from the identified locations of the Bank."

We undertake 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. We agree to abide by this offer till 60 days from the date of Commercial Bid opening. We agree to abide by and fulfil all the terms and conditions of the RFP.

All the details mentioned by us are true and correct and if Bank observes any misrepresentation of facts on any matter at any stage, Bank has absolute right to reject the proposal and disqualify us from the selection process. Bank reserves the right to verify/evaluate the claims made by the Bidder independently.

We are enclosing the following documents along with Bid Covering Letter:

- 1) EMD DD for Rs.10000/= favouring Canara Bank payable at MANIPAL.
- 2) Copy of the valid Certificate from State Pollution Control Board/Govt. Authorities for undertaking E-Waste disposal.
- 3) Copy of the PAN Card.
- 4) Copy of the GST Registration.

Date: Signature with seal

Name:

Designation:

ANNEXURE B**Bill of Material****Price Schedule for Hardware items to be disposed**

To,
The Manager
Canara Bank
T M Section
Circle Office, MANIPAL

We declare that we have inspected the hardware (identified by the Bank for disposal) items and are interested to purchase the same for disposal as per State/Central Government guidelines 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) | GST | TOTAL WITH GST (Rs) |
|--------------------------------|--|-------|-----------------|-----------------|-----|---------------------|
| 1 | CPU | 591 | | | | |
| 2 | MONITOR | 623 | | | | |
| 3 | KEYBOARD | 800 | | | | |
| 4 | All In One PCs of various make | 138 | | | | |
| 5 | Laserjet Printers | 139 | | | | |
| 6 | Dot Matrix Printers | 41 | | | | |
| 7 | SCANNERS | 31 | | | | |
| 8 | PASS BOOK PRINTERS | 19 | | | | |
| 9 | Bio Metric Devices | 46 | | | | |
| 10 | Server CPUs | 2 | | | | |
| 11 | Misc E-Waste including cables, tonners, cartridges, adaptors etc | 3 Lot | | | | |
| 12 | CTS SCANNERS | 3 | | | | |
| 13 | Copier | 1 | | | | |
| 14 | Inkjet Printer | 2 | | | | |
| 15 | Router | 37 | | | | |
| 16 | Network Switch | 49 | | | | |
| 17 | TV | 2 | | | | |
| 18 | VSAT Equipment | 4 | | | | |
| 19 | Passbook/Internet Banking Kiosk | 6 | | | | |
| TOTAL BID OFFER FOR 2537 ITEMS | | Total | | | | |

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.
- ✓ The bidder has to quote for each 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.

Seal & Signature of Authorized
signatory of the Bidder

Place:
Date:

Annexure-C

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

| Sl. No. | Details of Canara Bank Branch/Office where the E-Waste is available for Inspection. | Contact Person Details |
|---------|--|--|
| 1 | Canara Bank Circle Office Manipal Head office Annex Building, Manipal Udupi District Karnataka PIN - 576 104 | Mr. Gireesh Hegde Phone No - 9449846873, 0820 - 257 3363 Mr. Santosh Kumar Phone No - 7004523768, 0820 - 257 3363 |

| Sl. No. | ITEM DESCRIPTION | QTY |
|---------|---|-------|
| 1 | CPU | 275 |
| 2 | MONITOR | 277 |
| 3 | KEYBOARD | 500 |
| 4 | All In One PCs of various make | 111 |
| 5 | Laserjet Printers | 99 |
| 6 | Dot Matrix Printers | 19 |
| 7 | SCANNERS | 6 |
| 8 | Server CPUs | 2 |
| 9 | Misc E-Waste like Mouse, including cables, power cards, tonners, cartridges, adaptors etc | 2 Lot |
| 10 | Copier | 1 |
| 11 | Inkjet Printer | 2 |
| 12 | Router | 36 |
| 13 | Network Switch | 49 |
| 14 | TV | 2 |
| 15 | VSAT Equipment | 4 |
| 16 | Passbook/Internet Banking Kiosk | 4 |

| | | |
|---|---|---|
| 2 | Canara Bank Staff Quarters CANSHREYAS Apartment Dauna Paulo Caranzalem Near our Lady of Rosary North Goa Goa 403004 | Mr. Jitendra N Laguri Manager 918789324824 Mr. K SRINIVASULU Probationary Officer 919010753520 |
|---|---|---|

| Sl. No. | ITEM DESCRIPTION | QTY |
|---------|------------------|-----|
| 1 | CPU | 316 |
| 2 | MONITOR | 346 |

| | | | |
|----|---|-------|-----|
| 3 | KEYBOARD | | 300 |
| 4 | All In One PCs of various make | | 27 |
| 5 | Laserjet Printers | | 40 |
| 6 | Dot Matrix Printers | | 22 |
| 7 | SCANNERS | | 25 |
| 8 | PASS BOOK PRINTERS | | 19 |
| 9 | Bio Metric Devices | | 46 |
| 10 | Misc E-Waste like Mouse, including cables, power cards, tonners, cartridges, adaptors etc | 1 Lot | |
| 11 | CTS SCANNERS | | 3 |
| 12 | Router | | 1 |
| 13 | Passbook/Internet Banking Kiosk | | 2 |

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