



**REQUEST FOR PROPOSAL [RFP]
FOR**

**“Disposal of Old/Unusable/Obsolete Computer Hardware,
Peripherals etc. lying at Branches/Offices under Canara
Bank Circle Office PATNA.**

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

**Issued By:
Canara Bank
T M Section
3rd Floor, Luv Kush Tower,
Exhibition Road, PATNA
BIHAR. PIN - 800001**

**Phone No : 0612 2323917
Email : tmscopat@canarabank.com /
abhak@canarabank.com**



Details in Brief

Sl. No.	Description	Details
1.	RFP No. and Date	RFP COPATNA/TM/RFP-01/2020-21 dated :18/12/2020
2.	Location Address for submission of Bid/s [Address for Communication]	Senior Manager Canara Bank T M Section 3rd Floor, Luv Kush Tower, Exhibition Road, PATNA BIHAR. PIN - 800001 Tel - 7763819927 /0612 2323917/ Email: tmscopat@canarabank.com abhak@canarabank.com
3.	Date of Issue	Date: 18/12/2020
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 02/01/2021, 5:00PM.
5.	Date of Pre Bid Meeting	04/01/2021
6.	Last Date of Submission of Bids	11/01/2021 - 5:00 PM
7.	Date and Time of Opening Bid	12/01/2020 - 11:00AM
8.	Date and Time opening of Commercial Bid.	Will be intimated at a later date.
9.	Cost of Application Money	Rs. 100 /- (including GST)
10.	Earnest Money Deposit(Refundable)	Rs. 2000/- (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, lying at various branches/Offices of Canara Bank, Bihar

1. Introduction:

Canara Bank, Patna Circle, intends to dispose old/unusable/obsolete Computer Hardware, Peripherals, etc. (identified by Bank), lying at different branches in Patna 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 quoting for this RFP should agree to the condition to "remove the storage media viz., Harddisk, 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 application money remitted will be forfeited.
- 4.4. **Price Schedule (Commercial Offer)** is attached with this Tender notice as **Annexure-II**.
- 4.5. The empanelled vendors may inspect the items on or before **02.01.2021, 5:00 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 **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 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 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 2-3 weeks, after issuance of Order. On failure to do so, Canara Bank, T M Section, Circle Office Patna 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.**
- 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
T M Section
3rd Floor, Luv Kush Tower,
Exhibition Road, PATNA
BIHAR. PIN - 800001

Contact Person/s: **Mr. BIJAY KUMAR**
Phone No : 0612-2323917
Mobile: 7763819927

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 along with the EMD by way of DD.
- 6.1.2. **Commercial Bid:** furnishing all relevant information as required as per Bill of Material as per Annexure-II.
- 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 PATNA "** 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. <https://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.2000/- (Rupees Two Thousand Only)** by way of Demand Draft drawn on any scheduled bank in favour of Canara Bank, payable at Patna 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.

Annexure-II

Bill of Material

Price Schedule for Hardware items to be disposed

To,

**The Senior Manager
Canara Bank
T M Section
Circle Office
Patna**

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	CPU					
2	Monitor					
3	Keyboard					
4	Printer					
5	Scanner					
Total Bid Price						

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 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

Location of e-waste	CPU	Monitor	Keyboard	Printer	Scanner
PATNA SOUTH GANDHI MAIDAN	13	13	13	18	3
PATNA KADAM KUAN	4	4	4	0	0
PATNA GOVIND MITRA ROAD	2	2	7	8	0
PATNA CITY	9	9	9	5	2
PATNA BORING ROAD	10	8	17	1	5
PATNA PATALIPUTRA COLONY	13	13	13	3	1
PATNA KANKARBAGH	6	4	25	2	0
PATNA RAJENDRANAGAR	5	5	0	1	0
CIRCLE OFFICE	38	41	33	21	6
Total	100	100	121	59	17

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.	Addresss	Contact Person Details
1	PATNA SOUTH GANDHI MAIDAN (0352)	Post Box No. 132, South Gandhi Maidan, PATNA -800001	Mr. Ashwani Kumar
2	PATNA KADAM KUAN (0357)	Nawal Kishore Road, Kadam Kuan, Patna -800003 Bihar	Mr. Manoj Kumar
3	PATNA GOVIND MITRA ROAD (1500)	Saraf Bhawan, Govind Mitra Road, -800004	Mrs. Stuti Mishra
4	PATNA CITY (1592)	N.A.Bldg, Jhauganj, Patna City -800008	Mr. Mukesh Kumar
5	PATNA BORING ROAD (1967)	5-B,S K Puri Sahdeo Mahto Marg, Boring Road, Patna -800001 Bihar	Mr. Rakesh Kumar Tiwary
6	PATNA PATALIPUTRA COLONY (2518)	18 A, Patliputra Colony Patna-800013 Bihar	Mrs. Sadhana Kumari
7	PATNA KANKARBAGH (2520)	Sada Shivam,B-51, People Co-Op Colony KANKAR BAGH, Patna-800020 Bihar	Mr. Ajeet Kumar Mallick
8	PATNA RAJENDRANAGAR (2729)	147B, Arya Kumar Road, PATNA-800016	Mr. Sujit Kumar
9	CIRCLE OFFICE(7150)	Canara Bank T M Section, 3rd Floor, Luv Kush Tower, Exhibition Road, PATNA, BIHAR. PIN - 800001	Mr. Bijay Kumar

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