

**REQUEST FOR PROPOSAL [RFP] FOR
DISPOSAL OF ATM, CASH ACCEPTANCE MACHINE & PASSBOOK UPDATION
MACHINE LYING AT BRANCHES/OFFICES UNDER CANARA BANK CIRCLE
OFFICE CHENNAI**

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

Issued By:

Technology Management Section

Canara Bank Circle Office Chennai
P B 1078, 563/1, Anna Salai, Teynampet, -600018

email: tmscochn@canarabank.com
Phone No: 044 - 24349732/48595541



DETAILS IN BRIEF

	Description	Details
1.	RFPNo.and Date	CBCOCHN:TM:RFP:04:2021-2022 dated 28/12/2021
2.	Location Addressfor submission of Bid/s [AddressforCommunication]	The Senior Manager Technology Management Section, Canara Bank Circle Office, P B 1078, 563/1, Anna Salai, Teynampet, - 600018 Tel- 044 - 24349732/ 48595541 Email:tmscochn@canarabank.com
3.	DateofIssue	28-Dec-2021
4.	Last Dateof Submission of Queries for Pre Bid Through E mail/writing	The Pre Bid Queries on the RFP maybe sent through email or in writing at the address specified above, on or before 31-Dec-2021 03:00 PM.
5.	Date of Pre Bid Through E mail/writing	31-Dec-2021 03:00 PM.
6.	Last Dateof Submission of Bids	06-Jan-2022 05:00PM
7.	Date and Time of Opening Bid	07-Jan-2022 04:00 PM
8.	Date and Time opening of Commercial Bid.	07-Jan-2022 04:00 PM
9.	Cost of Application Money	NIL
10.	Earnest MoneyDeposit(Refundable)	Rs.10,000/- (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 ATM, CASH ACCEPTANCE MACHINE AND PASSBOOK UPDATE MACHINE LYING AT BRANCHES/OFFICES UNDER CANARA BANK CIRCLE OFFICE CHENNAI

1. Introduction:

Canara Bank, Chennai Circle, intends to dispose IT Hardware such as ATM, Cash Acceptance Machine and Passbook Updating Machine lying at different branches/offices under Chennai 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 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 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 submitted 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 06-Jan-2022, 03:00PM 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. The Items are to be taken from the various branch/office premises and locations 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 the 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 favouring Canara Bank and send it to our Office or can remit by way of NEFT/RTGS (account details will be mentioned in work order) within 15 Working days of intimation of being H1 Bidder.
- 4.10. The Successful bidder has to lift all the items from disposal sites as given in Annexure C within 2-3 weeks, after issuance of Order. 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 Chennai 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 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 anytime, 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 Senior Manager
Technology Management Section,
Canara Bank Circle Office,
P B 1078, 563/1, Anna Salai, Teynampet, -600018

Contact Person/s:
Mr. Suresh S
Phone No-8056058625, 044-24349732



6. BidSystemOffer:

- 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 Government Pollution Control Board certificate along with the EMD by way of DD.
- 6.1.2. **Commercial Bid:** furnishing all relevant information as required under Bill of Material (as perAnnexure-B)
- 6.1.3. Both the Commercial and Technical Bids should be submitted in a closed envelope and should be superscribed as "Offer for Disposal of old/unusable/obsolete ATM, Cash Acceptance Machine and Passbook Updating Machine lying at branches/offices under Canara Bank Circle Office Chennai" 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 and 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, whatsoever, 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 for 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)ofRs.**10,000/- (Rupees TEN THOUSAND Only)** by way of Demand Draft drawn on any scheduled bank in favour of Canara Bank, payable at Chennai 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. Any Bid offer 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 the specified date/time mentioned in the Bid (refer page 2).

11.2. The authorized representative of the bidder may be present for attending the Bid Opening Process. 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 present at the time of opening of the Bid.

11.3. Non-attendance at the bid opening will not be a cause for disqualification of a bidder.

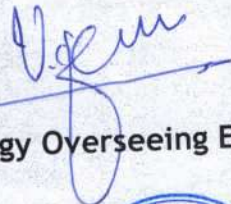
12. Evaluation Criteria:

12.1. The Bids which qualify under the Eligibility/Technical Criteria only 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 Chennai shall have the right to dispose the items to H2/H3 bidder on matching the H1 (Highest) prices.


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 Senior Manager
Canara Bank
T M Section
Circle Office Chennai

Dear Sir,

SUB: RFP for old/unusable/obsolete ATM, Cash Acceptance Machine and Passbook Updating Machine lying at branches/offices under Canara Bank Circle Office Chennai.

Ref: RFP No.CBCOCHN:TM:RFP:04:2021-22 dated 28/12/2021.

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.

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., Harddisk, Tapes, DATs. Etc. and the same has 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.10,000/-favouring Canara Bank payable at Chennai.
- 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

BillofMaterialPrice Schedule for Hardware items to be disposed

To,
The Manager
CanaraBank
T M Section
Circle Office, Chennai

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:

	ITEM DESCRIPTION	QTY	UNIT PRICE (Rs)	TOTAL COST (Rs)	GST	TOTAL WITH GST (Rs)
1	PUM	17				
2	CAM	12				
3	ATM	22				
4	WALL MOUNTED ATM	1				
5						
TOTAL BID OFFER						

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 decimalplaces).
- ✓ 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&SignatureofAuthorized signatoryoftheBidder

ANNEXURE-C

DETAILS OF THE BANK LOCATIONS (BRANCHES/OFFICES) WHERE THE E -WASTE IS AVAILABLE FOR INSPECTION.

DP CODE	Branch Name	Regional Office	Branch Address	Count of Assests	Contact Person NO.
16031	Koyambedu II	Chennai North	No.33/56,Raghavendra Colonykalamman Koil Street, Virugambakkam, Chennai-600092	1 * ATM	9940199813
1834	Chennai Annanagar West	Chennai North	Tnhb Shopping Complex, School Road, Anna Nagar West Extension, Chennai - 600101	1 * ATM	9490653767
2782	Koyambedu	Chennai North	No 5/1, Kalamman Koil Street, Koyambedu, Chennai - 600107	1 * ATM	9494748431
16025	Fort St George	Chennai South	Fort Saint George, Secretariat Campus, -600009	1 * ATM	8667780543, 9524077733
1281	Mowbrays Road	Chennai South	23, Mowbray'S Road, Chennai-600018	1 * ATM	8147180585, 8072408407
0942	K B Nagar	Chennai South	36 Bv Nagar, 1st Cross, Kasturba Nagar Adyar, -600020	1 * ATM	9986225801
16383	Putlur	Chennai Thiruvallur	Canara Bank(E Syndicate) Putlur Branch, # 1, Ambedkar Road, G.G.Nagar, Thiruvallur Tq-602025	1 * ATM	9444396964, 9791109321, 9940410650
16381	Poonamalle	Chennai Thiruvallur	Canara Bank(E Syndicate) Poonamalle Branch, 387, Trunk Road, Karayanchavadi, -600056	1 * ATM	9444397355, 9789028476, 8559842146
0935	Poonamalle	Chennai Thiruvallur	Canara Bank Poonamalle Branch, No.9, Sannathy Street, Poonamallee -600056	1 * ATM	7013844265, 7012219413, 9940062718
5480	Kovai Pudur	Coimbatore I	T-22, Kovaipudur, Coimbatore, Tamilnadu-641042	1 * ATM	9489043578
16159	Thondamuthur	Coimbatore I	Door No.11/34, S.F.No.803/1C, Narasipuram Main Road, Kallikanaickenpalayam Village, Thondamuthur, Coimbatore	1 * ATM	9489043572
16148	Kolarpatti	Coimbatore li	Canara Bank Kolarpatti Branch, 1/199 -6, Udumalai Main Road, Kolarpatti, Coimbatore - 642107	1 * ATM	9489050602, 9488769790, 8778983424
5483	Sulthanpet	Coimbatore li	1/281 -F, Sencheri Pirivu, Kumarapalayam Panchayat, Palladam - Pollachi Main Road, Sultanpet, Coimbatore -641669	1 * ATM	9010428101, 9489043928
5587	Poolambadi	Pondicherry	At Poolambadi, Veppur Pannadam Mail Road Cuddalore Dist- 606304, Tamilnadu State	1 * ATM	8618595516
1630	Puduchatram	Pondicherry	R S No.49/2, A 4, Main Road, Cuddalor Distt -608501 Tamilnadu State	1 * ATM	9566729406
4071	Poovam	Pondicherry	Canara Bank 38 Bharathiyar Street Poovam 609609, Dist Karaikal, Pondicherry	1 * ATM	9995558616

1891	Kizhairyur	Pondicherry	Canara Bank Keezhaiyur Udaruppu Street Keezhaiyur, Distt Nagapattinum, Tamilnadu	1 * ATM	7339575199
1782	Ozhugur	Vellore	52, Bajanaoi Koil Street Ozhugur-632 501 Vellore Dist	1 * ATM	9994705032
6810	Cheyar	Vellore	173,Gandhi Road Opp Indian Bank Cheyyar 604407Tiruvannamalai	1 * ATM	9360892764
4072	Kalambur	Vellore	Survey No.1130/1A(Udr), Arni To Polur Road, Kalambur Thuiruvanamalai Dst - 606903	1 * ATM	6305071300
1618	Kalathur	Vellore	105 Pillayar Koil Street Kalathur Vellore Dst 632531	1 * ATM	8639534485
1046	Panapakkam	Vellore	No:1, Bazaar Street Panapakkam- 631 052 Vellore Dist.	1 * ATM	9444241046 / 9941890517
976	Park Town	Chennai North	34, Near Golden Tower / Lodge, Thiruvengadam Street, Periamet, Chennai-600 003	1 * CAM	7012542705
940	Chennai Ayanavaram	Chennai North	123, Konnur High Road, Aynavaram, Chennai -600 023	1 * CAM	9953265801
416	Chennai Teynampet	Chennai South	No.563/1, Anna Salai (Ground Floor), Teynampet, -600018	1 * CAM	9444260416
942	Chennai Kasturba Nagar	Chennai South	36 Bv Nagar, 1St Cross, Kasturba Nagar Adyar, -600020	1 * CAM	9986225801
3556	Sundarapuram	Coimbatore- I	Site No.13, Renganathan Complex,Reddiar Colony, Pollachi Main Road,Sidco Post,Coimbatore- 641021	1 * CAM	9489043536
5482	Thudiyalur	Coimbatore- I	3/230 Mettupalayam Road,Thudiyalur, K Vadamadurai,Coimbatore-641017	1 * CAM	7010280204
1031	Sirumugai	Coimbatore- li	20, Sathy Road, Ganapathypudur, Sirumugai, Coimbatore - 641302	1 * CAM	9489043407
1314	Mettupalayam	Coimbatore- li	5A, Railway Station Road, Mettupalayam, Coimbatore - 641301	1 * CAM	9489043575
2697	Villupuram	Dharmapuri	Canara Bank, 21/6 first floor trichy chennai main road, Villupuram-605602	1 * CAM	8375944855
1267	Thirukazhikundram	Kancheepuram	29,Mahabalipuram Road, -603109	1 * CAM	9999109898
1233	Pennadam	Pondicherry	Canara Bank, East Raja Street, Pennadam, Cuddalore District 606105	1 * CAM	8099611898
950	Gudiyatham	Vellore	Plot #9, Police Line Street, Thalayattam Bazaar, -632602	1 * CAM	9444720950
16000	Armenian St Chennai	Chennai North	69,Armenian St.P.B.No 1543,Madraschennai Armenian Street, Chennai -600 001	1 * PUM	9840623354
5215	Chennai Tangedco	Chennai South	#144, Ground Floor, Eastern Wing, M/S Tangedco Office Complex (Erstwhile Ms/ Tneb), Annasalali, - 600002	1 * PUM	7010696862
16004	Nandanam Chennai	Chennai South	Tnhb Bldgs,36, Annasalai Nandanam,B.No 3359,Madras-35, - 600035	1 * PUM	9791343752

6161	Thirunindravur	Chennai Thiruvallur	No1, Krishnapuram Main Road, Thirunindravur, Thiruvallur - 602024	1 * PUM	9047979394, 9003330582
1031	Sirumugai	Coimbatore-li	20, Sathy Road, Ganapathypudur, Sirumugai, Coimbatore - 641302	1 * PUM	9489043407
1235	Yellanahalli	Coimbatore-li	Sbg Nilayam Main Road, Yellanahalli, Ooty - 643243	1 * PUM	9442579488
1056	Aruvankadu	Coimbatore-li	10/97, 10, 105 Opp Cordite Factory, Aruvankadu, Ooty- 643202	1 * PUM	9489043414
1376	Talavady	Erode	St. Mary Building, Kongahalli Road, Talavady,Erode - 638461	1 * PUM	9489043472, 9841103587, 4295-245255
1440	Kalpakkam	Kancheepuram	Dae Township, -603102	1 * PUM	8568880705
2394	Namakkal	Salem Rural	31C, Chellam Plaza, First Floor, Mohanur Road , Namakkal - 637001	1 * PUM	9489045772, 9543250704
985	Rasipuram	Salem Rural	32, C P Kannaiya Naidu Street, Rasipuram 637408	1 * PUM	9489045853, 9150864430
735	Seerapally	Salem Rural	8, Devasthaanamputhur,Attur Main Rd, Naamagiripettai, Rasipuram Tk, Namakkal -637406	1 * PUM	8985639070, 9489045854
16300	Johnsonpet Salem	Salem Urban	No.60, Sai Kamchinatesapandram Colonyjohnsonpet Salem 636007	1 * PUM	9442203612 - 0427 - 2419257
1612	Thekkalur	Tiruppur	2/300, Saravana Complex, Govt Hr Sec School Road, Thekkalur, Avinashi Tk,Tiruppur, Tamilnadu - 641654	1 * PUM	9489043487 / 9715867198
1359	Thungavi	Tiruppur	Dharpuram Road, Thungavi, Madathukulam Tk,Tiruppur, Tamilnadu - 642203	1 * PUM	9489043468 / 9524205040
1352	Managlapatti	Tiruppur	Managalapatti, Muthur Post, Kangeyam Tk, Tiruppur, Tamilandu 638105	1 * PUM	9489043466 / 9443289287
3453	Tiruppur Karanampettai	Tiruppur	4/687, Trichy Road, Knagyamapalayam Post, Karanampettai, Tiruppur -641401.	1 * PUM	9489043534 / 8903673856
985	Rasipuram	Salem Rural	32, C P Kannaiya Naidu Street, Namakkal -637408	1 * Wall mounted ATM	9150864430

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

