



**REQUEST FOR PROPOSAL [RFP]
FOR**

“Disposal of Old/Obsolete Computer Hardware, Peripherals / ATMs/ CDMs/ Cash recyclers/ Cheque deposit Kiosk etc. lying at Branches/Offices under Canara Bank Thiruvananthapuram Circle.”

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

**Issued By:
Canara Bank
T M Section
Circle Office
Trivandrum**

**Address: 5th Floor, Spencer Building,
MG Road, Trivandrum
PIN -695001**

**Phone No:0471 2471 222 / 2465207 /8281991598
Email :tmscotvm@canarabank.com**



Details in Brief

Sl. No.	Description	Details
1.	RFP No. and Date	RFP 01/2020-21 dated 08/03/2021
2.	Location Address for submission of Bid/s [Address for Communication]	The Manager Canara Bank, T M Section, Circle Office Trivandrum Tel - 0471 2471 222/ 2465207 Email: tmscotvm@canarabank.com
3.	Date of Issue	Date: 08/03/2021
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 15/03/2021 3:00pm.
5.	Date of Pre Bid Meeting	10/03/2021 3:00pm
6.	Last Date of Submission of Bids	15/03/2021 3:00pm
7.	Date and Time of Opening Bid	15/03/2021 4:00 pm
8.	Date and Time opening of Commercial Bid.	17/03/2021 4:00 pm
9.	Cost of Application Money	Rs. 1180/- (including GST)
10.	Earnest Money Deposit(Refundable)	Rs. 30000/- (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 Canara Bank in Kerala

1. Introduction:

Canara Bank, Trivandrum Circle, intends to dispose old/unusable/obsolete Computer Hardware, Peripherals, etc. (identified by Bank), lying at different branches of Trivandrum 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. Successful bidder has to confirm that he will comply with all the legal requirements connected with disposal of e-waste.

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-IV**.

4.5. The empanelled vendors may inspect the items on or before **12/03/2021 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-V**. Items are to be taken from the various branch/office premises and locations as referred in **Annexure-V** 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. On failure to do so, Canara Bank, T M Section, Circle Office Trivandrum shall have the right to forfeit the entire EMD remitted and Bank may dispose the items through H2/H3 Bidders.
- 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 Trivandrum 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.

The Manager
Canara Bank,
T M Section,
Circle Office
TRIVANDRUM

Contact Person/s: Mrs. Shini S H

Phone No : 0471 2471 222 / 2465207



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-IV**.
 - 6.1.3. Both the sealed and covered Bids should be put in a closed envelope and should be superscribed as "Disposal of Old/Unusable/Obsolete Computer Hardware, Peripherals /ATMs/CDMs/Cash recyclers/Cheque deposit Kiosk etc. lying at Branches/Offices under Canara Bank Thiruvananthapuram Circle" 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.30000/- (Rupees Thirty Thousand Only)** by way of Demand Draft drawn on any scheduled bank in favour of Canara Bank, payable at Trivandrum 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-IV.
- 10.3. Final amount will be derived based on the actual no of items.
- 10.4. The bidders should alone bear the expenses like transportation, loading/unloading charges etc.
- 10.5. 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. 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 Trivandrum shall have the right to dispose the items to H2/H3 bidder on matching the H1 (Highest) prices.

कृते केनरा बैंक/For Canara Bank,

[Signature]

Technology Overseeing Executive
Asst. General Manager
Trivandrum / TRIVANDRUM



Bill of Material

To,

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 (Rs.)	Price	Total (Rs.)	Cost	Applicable GST	Total Cost with GST
1	ATM	14						
2	DESKTOP	1450						
3	Cheque Deposit Kiosk	10						
4	Passbook Printer	240						
5	Laser PRINTER	175						
6	SCANNER	100						
7	Cash Deposit Kiosk	28						
8	Cash recycler	2						
	Total Bid Price							

- ✓ 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.

Date: _____

Seal & Signature of Authorized signatory of the Bidder



Annexure-V

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

No	Details of Canara Bank Branch/Office where the E-Waste is available for Inspection.	Contact Person Details
1	TM Section, Canara Bank Circle Office, 5th Floor, Spencer Building, Spencer Jn., MG Road, Trivandrum-1 (computers, servers, printers, scanners, network equipments etc)	Smt. Shini S H 0471 2471 222/ 2465207/ 8281991598
2	Canara Bank Chalai Branch, 3rd floor, Powerhouse Road, Trivandrum (ATM, CDM, computers, printers, scanners, network equipments etc.)	Shri. Sreekanth, 9744558709
3	Canara Bank Velland branch. 3-2988 NO.6-1-8 ARYANAD RD, Velland, Trivandrum-695543	Shri. Anzio 9495045001
4	Canara Bank Anandavalleeswaram Branch, Pai's Building, MC No.26/847, Anandavalleeswaram, KOLLAM-691013 (computers, printers, scanners, network equipments etc.)	Krishnakumar Mob: 8281991329/ 0474 2794973
5	Canara Bank Regional Office Kottayam, Payyil Kohinoor Arcade, Samkranthi Junction, M C Road, Perumbaikkad PO, Kottayam -16 (computers, printers, scanners, network equipments etc.)	Shri Dinesh 9447515656
6	Canara Bank B.J Road branch, Boat Jetty Road, P.B.4004, Alappuzha - 688001	Shri. Jayakrishnan 9188528674 Smt Binu Nair 8281991314
7	Canara Bank Regional Office, Pukalakkattu Lakshmbai Tower, T D Road, North End, Ernakulam-682035 (computers, printers, scanners, network equipments etc.)	Shri. Manu Krishnan 9633193309
8	Canara Bank Cherpu Branch, Opp. CNN Boys School, P.B.No.1, Thrissur -680561 (Computers, printers, scanners, network equipments etc.)	Shri. Binu Pavithran 8281991412/ Smt. Hima 9495004312
9	Canara Bank Manapullikkavu Branch, Kunnathurmedu-Kalmandapam Road, Kunnathurmedu PO, Manapullikkavu, Palakkad - 678013 (Computers, printers, scanners, network equipments etc.)	Santhosh V 9808778840
10	Canara Bank Malappuram Downhill Branch Tirur Road, Down Hill P.o, Malappuram -676519 (Computers, printers, scanners, network equipments etc.)	Ms. Krishnaprashanth 8075756955



11	Canara Bank Regional Office, Tali Samootham Rd, Chalappuram, Kozhikode-2 (ATM, computers, printers, scanners, network equipments etc.)	Shri. Rajagopal 9496130004
12	Canara Bank Regional Office, Neelankol Complex, PM Road, Talap, Kannur- 2 (computers, printers, scanners, network equipments etc.)	Smt. Synita 9895795230
13	Canara Bank Regional Office ,Syndicate Bank Building, II Floor, Nayakâs Road, Kasargod-671121	Smt. Niveditha 9188522844

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

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