

REF: ZO/CDEL/EDP/2021-22/RFQ-3

Date: 27.08.2021

**SUB: REQUEST FOR QUOTATION (RFQ) FOR DISPOSAL OF OBSOLETE IT HARDWARE/EQUIPMENTS AT ZONAL OFFICE DELHI CENTRAL.**

Indian Bank invites sealed quotations for disposal of obsolete IT Hardware/equipment as E-Waste (As detailed in Annexure-I) at Zonal Office Delhi Central on "**As is where is basis**" from **eligible registered and empanelled e-waste dismantler or recycler with Central/State Pollution Control Board whose license is currently valid.**

You are requested to submit the quotation as per the tender format enclosed. Please note that your quotation is subject to the terms and conditions mentioned below.

**TERMS AND CONDITIONS**

1. The completed tender form (Annexure-II) with Bid Security Declaration (Annexure-IV) along with related documents as mentioned in checklist shall be submitted in a **sealed envelope** to following address duly signed by Authorized Signatory of the Company on their letter head on or before **03.09.2021 at 05.00 PM.**

**"Indian Bank, Delhi Central Zonal Office,  
EDP Department, 1st Floor, 17 Parliament Street  
New Delhi - 110 001"**

2. Quotations will be opened on **03.09.2021 at 5:30 PM** and sale order will be issued to **Highest Quoted (H1) bidder.**
3. The tender schedule should be filled in both figures and words in legible handwriting (Capital Letters). In case of discrepancy, between amount written in words and figures, the higher amount written in words/figures will be taken into consideration.
4. Ineligible / Incomplete tenders are liable for rejection.
5. All the items are to be sold on "**As is where is basis**" and no correspondence will be entertained in this regard.
6. The bidders can inspect the items available for disposal at Indian Bank, Delhi Central Zonal Office before the tender opening date. It is the responsibility of the bidder to inspect the items before submitting the tender.

Complete Address of Zonal Office, Delhi Central is as detailed below:

**Indian Bank, Delhi Central Zonal Office,  
EDP Department, 1st Floor,  
17 Parliament Street  
New Delhi - 110 001**

**Contact Person: Mr. Surendra Kumar (SM)- Mobile No: 9654967611  
Ms.Akanksha Agarwal (AM)- Mobile No: 8788130602**



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7. The successful bidder should deposit the full amount quoted in the form of DD favoring "Indian Bank" payable at Delhi/Online Transfer through NEFT/RTGS/IMPS/UPI etc. in below mentioned account within **1 week** from the date of sale order:

Account No.: 438331297  
Account Name: ZONAL OFFICE, NEW DELHI  
IFSC Code: IDIB000N022  
Branch: NEW DELHI MAIN

8. In case of failure to deposit the DD/Online Transfer for full amount quoted or withdrawal of the Bid by successful bidder, Bank may take appropriate action against the bidder including Blacklisting of the Firm and rejection of tender.
9. The successful bidder after depositing the amount quoted in the bid and accepted by the Bank in full should remove the materials after **physically punching the hard disk drive/storage** at their own cost at Bank's Location.
10. After depositing the full amount quoted, successful bidder has to remove the e-waste equipments from the premises of the Bank within **1 week**.
11. It would be the responsibility of the bidder for safe transit of the e-waste from Bank's location to bidder location. In case of any untoward incident happened during transition of e-waste, the bidder should be held sole responsible for the loss/consequences.
12. The Bank reserves its right to accept or reject any or all tenders at any point without assigning any reason and the decision of the Bank will be final.
13. The successful bidder has to submit the certificate (as per Annexure-III) stating that the material is disposed off as per e-Waste disposal guidelines in force.
14. The Bids should remain valid for the period of 90 days after the last date for submission of bid prescribed. A bid valid for a shorter period shall be rejected by the Bank as non-responsive. Bank may seek extension of bid validity, if required.



Chief Manager  
ZO Delhi Central





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**ANNEXURE-I**

**Details of Items at Parliament Street building:**

No	Item Description	Quantity
1	Desktop Computer CPU	33
2	Server (Tower model)	1
3	LCD/TFT Monitor	11
4	CRT Monitor	3
5	Key Boards	44
6	Laser Printer (all in one)	3
7	Laser Printer	1
8	Line Printer (DMP)	2
9	Dot matrix Printer	4
10	Document Scanner	4
11	ADF Scanner	3
12	Fax machine	1
13	Passbook Printer	1
14	UPS 5 KVA	1
15	UPS 3 KVA	1
16	UPS 1 KVA	20
17	Network Router	12
18	Telephone instruments	29
19	Servo Stabilizer 7.5 KVA	2
20	Router/Modem	4
21	Mouse	15
22	Wires/Cables	50
23	Web Camera 10	10

**Details of Items at World Trade Centre building:**

No	Item Description	Quantity
1	UPS 5 KVA	1
2	UPS 3 KVA	1



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**ANNEXURE-II**  
**TENDER FORM**

**From**

**To**  
**The Chief Manager,**  
**Indian Bank,**  
**Zonal Office Delhi Central**  
**New Delhi -110001.**

**Sub:** DISPOSAL OF OBSOLETE IT HARDWARE/EQUIPMENT AT ZONAL OFFICE DELHI CENTRAL

**Ref:** RFQ No. ZO/CDEL/EDP/2021-22/RFQ-3 dated 27.08.2021

With reference to the above, we are pleased to inform our offer as below.

No	Item Description	Quantity	Unit Rate	Total Amount
No	Item Description	Quantity		
1	Desktop Computer CPU	33		
2	Server (Tower model)	1		
3	LCD/TFT Monitor	11		
4	CRT Monitor	3		
5	Key Boards	44		
6	Laser Printer (all in one)	3		
7	Laser Printer	1		
8	Line Printer (DMP)	2		
9	Dot matrix Printer	4		
10	Document Scanner	4		
11	ADF Scanner	3		
12	Fax machine	1		
13	Passbook Printer	1		





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14	UPS 5 KVA	1		
15	UPS 3 KVA	1		
16	UPS 1 KVA	20		
17	Network Router	12		
18	Telephone instruments	29		
19	Servo Stabiliser 7.5 KVA	2		
20	Router/Modem	4		
21	Mouse	15		
22	Wires/Cables	50		
23	Web Camera 10	10		
24	UPS 5 KVA (WTC)	1		
25	UPS 3 KVA (WTC)	1		
	<b>Total Amount (A)</b>			
	<b>GST @ 5% on A (B)</b>			
	<b>Grand Total (A+B)</b>			

The amount quoted in words: \_\_\_\_\_

The total price is inclusive of all misc. charges like transportation, labor, all taxes or any other expenses.

We are registered e-waste dismantler or recycler with Central/State Pollution Control Board and our registration is valid upto \_\_\_\_\_ - Proof of registration with validity period should be attached.

We will dispose off the e-Waste in accordance with the timelines laid down in the GOI Guidelines currently in force and provide the certificate to this effect to the bank within 30 days of receipt of e-Waste.

We understood the terms and conditions of tender and also we will abide by the rules and regulations of Bank applicable for this tender.

**Signature of the bidder with Seal**  
**Address of the bidder with Tel No.**

**Date:** \_\_\_\_\_ **Mobile No.** \_\_\_\_\_  
**Email:** \_\_\_\_\_

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**ANNEXURE-III**

**CERTIFICATE FOR DISPOSAL OF EQUIPMENTS AS PER THE E-WASTE DISPOSAL GUIDELINES.**

**(TO BE SUBMITTED BY SUCCESSFUL BIDDER AFTER DISPOSAL OF E-WASTE ITEMS)**

Date:

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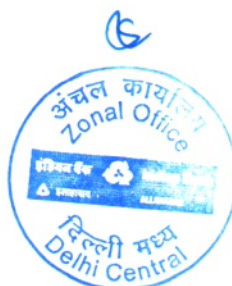
This is to certify that the equipments as detailed in the bid under reference purchased by us are disposed off as per the Government Guidelines on e-waste disposal currently in force.

For \_\_\_\_\_

Signature\_\_\_\_\_

Name \_\_\_\_\_

Designation with stamp \_\_\_\_\_



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**ANNEXURE-IV**  
**BID SECURITY DECLARATION**

To  
The Chief Manager,  
Indian Bank,  
Zonal Office Delhi Central  
New Delhi -110001.

Date:

Dear Sir,

**Sub:** DISPOSAL OF OBSOLETE IT HARDWARE/EQUIPMENT AT ZONAL OFFICE DELHI CENTRAL

**Ref:** RFQ No. ZO/CDEL/EDP/2021-22/RFQ-3 dated 27.08.2021

We declare that, we will not withdraw our bid during the period of bid validity specified in this RFQ and we will not fail or refuse to dispose off the equipments as detailed in the bid under reference purchased by us as per the Government Guidelines on e-waste disposal currently in force.

**Signature of Authorized Official**

**Name and Designation with Office Seal**

**Place:**

**Date:**



**CHECKLIST FOR DOCUMENTS TO BE SUBMITTED BY THE BIDDER**

1. Pollution Control Board Certificate.
2. Tender form Including the Commercials as per **Annexure-II, duly sealed and signed by authorized signatory of company on its letter head**
3. Bid Security Declaration (As per Annexure-IV).
4. Sealed and Signed Copy of RFQ (To be sealed and signed by the Authorised Official of the Bidder on every page of RFQ).



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