

**REF: RFQ No. ZO/CDEL/EDP/2022-23/RFQ-5 dated 09.03.2023**

## NOTICE INVITING TENDER

S.No.	ISSUE	DESCRIPTION
1	SUBJECT OF NIT	<p>Sale of obsolete IT Hardware/equipment as E-Waste (As detailed in Annexure-I) at Zonal Office Delhi Central on "As is where is" and "As is what is" basis from eligible registered and empanelled e-waste dismantler or recycler with Central/State Pollution Control Board whose license is currently valid.</p> <p>The work includes removing the materials after physically punching the hard disk drive/storage at their own cost at Bank's Locations given in Annexure-I</p>
2	AVAILABILITY OF TENDER	Tender may be downloaded from the bank's website <a href="http://www.indianbank.in/tender.php">http://www.indianbank.in/tender.php</a> from 09.03.2023
3	LAST DATE & TIME OF SUBMISSION OF TENDER	Before 3 PM on 23.03.2023
4	PLACE OF SUBMISSION OF TENDER/OFFER	Indian Bank, Delhi Central Zonal Office, EDP Department, 1st Floor, 17 Parliament Street New Delhi - 110 001
5	DUE DATE & TIME OF OPENING OF TENDER	4 PM on 23.03.2023 at the above mentioned address
6	LAST DATE FOR SEEKING CLARIFICATION IF ANY	20.03.2023
7	EMD AMOUNT	<p>Rs. 10,000/- towards EMD</p> <p>Demand draft in favour of " Indian Bank", payable at Delhi from any scheduled Bank shall be enclosed along with the Bid Documents. Tenders submitted without EMD will be summarily rejected</p>
8	PERIOD OF COMPLETION OF WORK	07 Days from the date of sale order
9	CONTACT PERSON	<p>Ms. Gunjan Yadav (SM)- Mobile No: 9811339818 Ms. Suchitra Nayan (AM)- Mobile No: 9560213586 Email: zodelhcentral@indianbank.co.in</p>

**Deputy General Manager  
ZO Delhi Central**

**ANNEXURE-I**

**Description of Obsolete Items for disposal:**

No	Item Description	Quantity
1	CPU	201
2	LCD/TFT MONITOR	124
3	PASSBOOK PRINTER	10
4	DOT MATRIX / LINE PRINTER	12
5	NOTE COUNTING MACHINE	3
6	LASER PRINTER	09
7	SCANNER	8
8	KEYBOARD	9
9	MULTIFUNCTION PRINTER	1
10	UPS (10 KVA)	2
11	MOUSE	4
12	COGENT BIOMETRIC	4

**Details of Items at Various Locations:**

BR CODE	BRANCH NAME	CPU	LCD/ MONITER	PASSBOOK	DOT MATRIX/LINE PRINTER	NOTE COUNTING	LASER PRINTER	SCANNER	KEYBOARD	MULTIFUNCTION PRINTER	UPS	MOUSE	COGENT BIOMETRIC
4164	ALIPUR VILLAGE	9		1	1	1							
6868	JANAKPURI D BLOCK	1											
6654	KAMLANAGAR		2										
8	KAROL BAGH	7	2										
1794	KIRTI NAGAR			1	1			1					
4620	KISHANGANJ	3	2										
7269	LIBASPUR	5	3										
4648	MANGOLPUR KALAN	3	2										
4712	MAYAPURI	6	4	1			4						
6649	MODEL TOWN	5	1										
6653	NANGLOI (eAB)	5	3	1									
2288	NANGLOI DELHI (IB)	4	3		1								
6068	NEW RAJENDRA NAGAR	12	5	1									
6881	NEW ROHTAK ROAD	2	1		1								
4413	PAHARGANJ	4	2										

4163	PARLIAMENT STREET	31	20	2	2		4	3					
6299	PITAMPURA (eAB)	3	1										
2210	PUNJABI BAGH EAST	2	2										
665	RAJOURI GARDEN (IB)	2	2										
6133	ROHINI (eAB)	2	2										
2329	ROHINI SECTOR 24	2	2										
6708	ROSHANARA ROAD	3	2										
6455	SSN COLLEGE ALIPUR	1	1										
1270	ST.FRANCIS DE SALES SC	5	5										
4395	TILAK NAGAR (eAB)	3	2										
772	TILAK NAGAR (IB)	14											
4394	TIMARPUR	4	3										
6902	TRINAGAR	3	4						9				
2242	UTTAM NAGAR	3											
1516	VIKASPURI	1	1										
5029	WAZIRPUR INDUSTRIAL ESTATE	9	9		1	1	1						
9623	ZONAL OFFICE DELHI CENTRAL	1	3	1	0	0	2	0	0	1	2	4	4
	<b>TOTAL</b>	<b>201</b>	<b>124</b>	<b>10</b>	<b>12</b>	<b>3</b>	<b>09</b>	<b>8</b>	<b>9</b>	<b>1</b>	<b>2</b>	<b>4</b>	<b>4</b>



Indian Bank Zonal Office Delhi Central,  
1<sup>st</sup> Floor, 17 Parliament Street, Connaught Place,  
New Delhi - 110001.

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

**DATE:**

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

**Sub:** DISPOSAL OF OBSOLETE IT HARDWARE/EQUIPMENT AT VARIOUS BRANCHES/OFFICES IN DELHI

**Ref:** RFQ No. ZO/CDEL/EDP/2022-23/RFQ-5 dated 09.03.2023

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

<b>No</b>	<b>Item Description</b>	<b>Quantity</b>	<b>Unit Rate</b>	<b>Total Amount</b>
1	CPU	201		
2	LCD/MONITOR	124		
3	PASSBOOK PRINTER	10		
4	DOT MATRIX / LINE PRINTER	12		
5	NOTE COUNTING MACHINE	3		
6	LASER PRINTER	9		
7	SCANNER	8		
8	KEYBOARD	9		
9	MULTIFUNCTION PRINTER	1		
10	UPS (10 KVA)	2		
11	MOUSE	4		
12	COGENT BIOMETRIC	4		
	<b>Total Amount (A)</b>			
	GST @ 5% on A (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.



**Indian Bank Zonal Office Delhi Central,  
1<sup>st</sup> Floor, 17 Parliament Street, Connaught Place,  
New Delhi - 110001.**

**Details of DD of EMD amount:**

Name & Address of issuing Bank / Branch	Drawn in favour of	Date of Issue	DD No.	Amount(Rs.)
	Indian Bank			

**DECLARATION FROM TENDERER**

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 submit our offer subject to the terms and conditions, which we have carefully read and understood. By submitting this tender, we express our acceptance to all the terms and conditions of the sale.

**NAME OF THE TENDERER:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_

**Ph:** \_\_\_\_\_ **MOBILE:** \_\_\_\_\_

**GST:** \_\_\_\_\_ **PAN:** \_\_\_\_\_

**SIGNATURE OF THE TENDERER WITH SEAL**



Indian Bank Zonal Office Delhi Central,  
1<sup>st</sup> Floor, 17 Parliament Street, Connaught Place,  
New Delhi - 110001.

**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:

**Sub:** DISPOSAL OF OBSOLETE IT HARDWARE/EQUIPMENT AT VARIOUS BRANCHES/OFFICES UNDER DELHI CENTRAL ZONE

**Ref:** RFQ No. ZO/CDEL/EDP/2022-23/RFQ-5 dated 09.03.2023

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 \_\_\_\_\_

**GENERAL RULES AND INSTRUCTIONS FOR THE GUIDANCE OF TENDERERS**

1. Tenders are hereby invited by the Indian Bank, **Delhi Central Zonal Office, EDP department, 1<sup>st</sup> floor, 17, parliament Street, New Delhi-110001** for Sale of obsolete IT Hardware/equipment as E-Waste (As detailed in Annexure-I) in "As is where is" and "As is what is" basis from eligible registered and empanelled e-waste dismantler or recycler with Central/State Pollution Control Board whose license is currently valid. The work includes removing the materials after physically punching the hard disk drive/storage at their own cost at Bank's location.
2. Quotations will be opened on **23.03.2023 at 4:00 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**" and "**As is what is**" basis and no correspondence will be entertained in this regard.
6. The hardware/equipment are offered for sale in "as is where is" condition. Prospective tenderers should inspect the items available for disposal at mentioned branches before tendering since no complaint regarding the quality, description, quantity etc will be entertained once the tender is submitted. They will deemed to have inspected the items once they submit their tender whether they have actually inspected them or not. Inspection can be done from 09.03.2023 to 21.03.2023 during office working hours only.
7. Last date of receipt of tender is on or before 23.03.2023 by 3:00 PM. Completed tender forms should be dropped in the tender box kept at **Indian Bank, Delhi Central Zonal Office, 1<sup>st</sup> floor, 17, parliament Street, New Delhi-110001**. Late tenders will not be entertained.
8. The successful bidder after making the payment has to take the delivery of mentioned items in Annexure-I from the respective branches/Offices.
9. The successful bidder should deposit the full amount quoted in the form of DD favoring "Indian Bank" payable at Delhi or 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**
10. In case of failure to deposit the DD/Online Transfer for full amount quoted or withdrawal of the Bid by successful bidder will lead to forfeiture of the EMD amount and Bank may take appropriate action against the bidder including Blacklisting of the Firm and rejection of tender.

11. 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.
12. After depositing the full amount quoted, successful bidder has to remove the e-waste equipments from the premises of the Bank within **1 week**.
13. 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.
14. 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.
15. The DD submitted by successful bidder for EMD will be released on receipt of certificate (as per Annexure-III) stating that the material is disposed off as per e-Waste disposal guidelines in force.
16. The EMD submitted by all Bidders except H1 (highest quoted) Bidder will be returned.
17. If H1 bidder withdraws then Bank reserves the right to award the contract to H2 bidder at H1 bidder's rate if H2 accepts for the same. If H2 does not accept the offer, then H3 will be offered at H1 price.
18. The successful bidder should deposit the full amount quoted within **07** days from the date of communication. Failure to deposit the DD for full amount or withdrawal of the Bid by successful bidder will lead to forfeiture of the EMD amount and rejection of tender.

**Signature of Tenderer with Seal**



**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. **EARNEST MONEY DEPOSIT** of Rs.10,000/- in the form of DD favoring "INDIAN BANK" payable at Delhi.
4. Sealed and Signed Copy of RFQ (To be sealed and signed by the Authorised Official of the Bidder on every page of RFQ).