

Ref Num: ZOV/ITD/2022-23/540

Date: 13.03.2023

**SUB: REQUEST FOR QUOTATION (RFQ) FOR DISPOSAL OF OBSOLETE IT Hardware
AT BRANCHES UNDER ZONAL OFFICE VARANASI**

Indian Bank, Zonal Office Varanasi invites sealed quotations for disposal of obsolete IT Hardware as E-Waste (As detailed in Annexure-I) **at branches under ZO Varanasi**, 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 bid 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 complete tender form (Annexure-II) with Earnest Money Deposit (EMD) 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 **28.03.2023 at 03.00 PM**.
2. Quotations will be opened on **28.03.2023 at 03.30 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 branches under ZO Varanasi (Details Given in Annexure-I) 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, Varanasi, UP is as detailed below:

**Indian Bank, Zonal Office, Varanasi
Mohd Ekrm Building, Nadesar
Near Varuna Bridge
Varanasi – 221011
Uttar Pradesh**

**Contact Person: Mr. Nishant Kumar Sharma (Manager)
Mobile No: 7839656594**

Ref Num: ZOV/ITD/2022-23/540

Date: 13.03.2023

7. The successful bidder should deposit the full amount quoted in the form of DD/IOI/NEFT favoring "Indian Bank Zonal Office Varanasi" payable at Varanasi.
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.
15. List of IT Hardware includes CPU, UPS, SMF Batteries, Tubular Batteries, Keyboard, CRT Monitor, LCD Monitor, Server, Document Scanner, Laser Printer, Passbook Printer.

Chief Manager (ZO:ITD)

मका वाराणसी: सुचना प्रद्योगिकी विभाग
ZO Varanasi: IT DEPARTMENT

Ref Num: ZOV/ITD/2022-23/540

Date: 13.03.2023

ANNEXURE-I

DETAILS OF IT Hardware along with Branch list under ZO Varanasi

S NUM	CBS CODE	BRANCH NAME	UPS 1/2/3 KVA	UPS 5 KVA	SMF BATTERY 100 AH	SMF BATTERY 75 AH	TUBULAR BATTERY 200 AH	CPU	SERVER	SCANNER	CRT MONITOR	LCD MONITOR	KEYBOARD	PASSBOOK PRINTER	LASER PRINTER	STATMENT PRINTER
1	2203	GOPIGANJ						4	2	1	7		13	2	1	1
2	5233	KHAJHA						5				6	10	4	2	
3	6001	KACHNAR						2				2		1		
4	4257	RANIGANJ BAZAR	4		14	12		12			7	5	10	2		
5	2403	TENDUA					8	3				4	6	1		2
6	4568	MUGHALSARA I		1		8		11				7	12	3		3
7	4095	CHOUBEYPUR						4				3				
8	5999	SAIDPUR	1		14			5				4		2		
9	6726	AMRA						1				2		2		
10	7033	AVAYA	1								1		3			
11	4635	KAMALPUR						5			2	2	2		2	
12	2050	GHAZIPUR IB	1					1		1		2	6		2	
13	9710	ZONAL OFFICE		1					3					1		
14	6000	CHANDAULI EAB	2	1		14		10			1	6	5			
15	1946	CHANDAULI IB	1		8			3		2		5	10	2		
		TOTAL	10	3	36	34	8	66	5	4	18	48	77	20	7	6

मका वाराणसी: सुचना प्रद्योगिकी विभाग
ZO Varanasi: IT DEPARTMENT

Ref Num: ZOV/ITD/2022-23/540

Date: 13.03.2023

ANNEXURE-II
TENDER FORM

From

To
The Chief Manager,
Indian Bank,
Zonal Office,
Varanasi- 221002.

Sub: Disposal of obsolete IT Hardware at Branches Under Zonal Office, Varanasi.

Ref: RFQ No. ZOV/ITD/2022-23/540 dated 13.03.2023.

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

S Num	Description of items	Rate/Unit (Rs.)	Qty	Total (Rs.)	Amount
1	UPS (1/2/3 KVA)		10		
2	UPS 5 KVA		3		
4	SMF Battery 75 AH		34		
5	SMF Battery 100 AH		36		
7	Tubular Battery 200 AH		8		
8	CPU		66		
9	Server		5		
10	Scanner		4		
11	CRT Monitor		18		
12	LCD Monitor		48		
13	Keyboard		77		
14	Passbook Printer		20		
15	Laser Printer		7		
16	Statement Printer		6		
	TOTAL				

The total 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 up to _____ - Proof of registration with validity period should be attached.

Ref Num: ZOV/ITD/2022-23/540

Date: 13.03.2023

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

Date:

Address of the bidder: _____

Mobile Num: _____

Email ID: _____

Ref Num: ZOV/ITD/2022-23/540

Date: 13.03.2023

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: Certificate of disposal of IT Hardware at Branches under ZO, Varanasi.

Ref: Indian Bank Tender No. ZOV/ITD/2022-23/540 dated 13.03.2023.

This is to certify that the IT hardware 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 _____

मका वाराणसी: सुचना प्रद्योगिकी विभाग
ZO Varanasi: IT DEPARTMENT

Ref Num: ZOV/ITD/2022-23/540

Date: 13.03.2023

ANNEXURE-IV
BID SECURITY DECLARATION

To _____ Date: _____
The Chief Manager,
Indian Bank,
Zonal Office,
Varanasi – 221 001.

Dear Sir,

Sub: Request for Quotation (RFQ) for Disposal of obsolete IT Hardware at branches under Zonal Office, Varanasi.

Ref: RFQ No. ZOV/ITD/2022-23/540 dated 13.03.2023.

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

Ref Num: ZOV/ITD/2022-23/540

Date: 13.03.2023

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).