

REF: ZO/SDEL/EDP/2023-24/RFQ-1

Date: 09.01.2024

**SUB: REQUEST FOR QUOTATION (RFQ) FOR DISPOSAL OF OBSOLETE IT HARDWARE/EQUIPMENTS AT VARIOUS LOCATIONS UNDER THE ZONAL JURISDICTION OF ZONAL OFFICE DELHI SOUTH.**

Indian Bank invites sealed quotations for disposal of obsolete IT Hardware/equipment as E-Waste (As detailed in Annexure-I) at Zonal Office Delhi South 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 **EARNEST MONEY DEPOSIT** equal to **10%** of the quoted amount, inclusive of taxes, in the form of DD favoring "INDIAN BANK" payable at Delhi shall be submitted along with related documents as mentioned in checklist in a **sealed envelope** to following address duly signed by Authorized Signatory of the Company on their letter head on or before **20.01.2024 at 06.00 PM.**

**"Indian Bank, Delhi South Zonal Office,  
EDP Department, 2nd Floor, 17 Parliament Street  
New Delhi - 110 001"**

2. Quotations will be opened on **22.01.2024 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 mentioned branches 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 South is as detailed below:

**Indian Bank, Delhi South Zonal Office,  
EDP Department, 2nd Floor,  
17 Parliament Street  
New Delhi - 110 001  
Contact Person: Mr. Vibhav Tewari (SM) - Mobile No: 7278045337**





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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.
8. In case of failure to deposit the DD 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.
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 before **31.01.2024**.
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 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.
14. The EMD DD submitted by all Bidders except H1 (highest quoted) Bidder will be returned on or after **22.01.2024**.
15. The successful bidder should deposit the full amount quoted within **7** 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.
16. The bidders must have to furnish bid security along with their bids. The amount of bid security will be 10% of the assessed or reserved price of the goods. The exact bid security amount must be indicated in the bidding document.
17. The bid of the highest acceptable responsive bidder will normally be accepted. However, if the price offered by that bidder is not acceptable, negotiation will be held only with that bidder. In case such negotiation doesn't provide the desired result, the reasonable or acceptable price may be counter offered to the next Highest responsive bidder(s).
18. In case, the total quantity to be disposed off can't be taken up by the Highest acceptable bidder, the remaining quantity will be offered to the next higher bidder(s) at the price offered by the highest acceptable bidder.



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19. Full Payment, i.e. the residual amount after adjusting the bid security will be obtained from the successful bidder before releasing the goods.
20. In case the selected bidder doesn't show interest in lifting the goods, the bid security will be forfeited and other actions initiated including the re-sale of the goods in question at the risk and cost of the defaulter, after obtaining legal advice.



(Chief Manager)  
ZO Delhi South

Vishal  
Tewari





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**ANNEXURE-I**

**Description of Items:**

No	Item Description	Quantity
1	UPS	22
2	ATM	11
3	BNA (CASH RECYCLER MACHINE)	2
4	DOT MATRIX PRINTER (DD/FD PRINTER)	18
5	PASSBOOK PRINTER	40
6	STATEMENT PRINTER	5
7	LINE PRINTER	4
8	LASER PRINTER	29
9	DESKJET PRINTER	4
10	MONITOR	159
11	CPU	213
12	KEYBOARD	139
13	MOUSE	74
14	BATTERIES	60
15	SCANNER	17
16	CASH DEPOSIT KIOSK	5
17	CHEQUE DEPOSIT KIOSK	2
18	INTERNET BANKING KIOSK	3
19	PASSBOOK KIOSK	5
20	ATM CASSETTE	21
21	TV MONITOR	6
22	COLOR PRINTER	1
23	DIGITAL DISPLAY UNIT	1

**Details of Items at Various Locations:**

SL No.	BRANCH	TYPE
1	ADCHINI	MONITOR, CPU
2	AMAR COLONY	CASH DEPOSIT KIOSK, PASSBOOK KIOSK
3	ANAND VIHAR	ATM
4	ANANDLOK COLONY	UPS, DOT MATRIX PRINTER, PASSBOOK PRINTER, STATEMENT PRINTER, LASER PRINTER, DESKJET PRINTER, MONITOR, CPU, KEYBOARD, TV MONITOR
5	BANARASIDAS CHANDIWALA EYE	DOT MATRIX PRINTER, PASSBOOK PRINTER, LASER





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	INSTITUTE	PRINTER, DESKJET PRINTER, MONITOR, CPU, KEYBOARD, SCANNER
6	CR PARK	MONITOR, CPU
7	CHITRANJAN PARK	UPS, PASSBOOK PRINTER, LASER PRINTER, MONITOR, CPU, SCANNER, CASH DEPOSIT KIOSK, CHEQUE DEPOSIT KIOSK, INTERNET BANKING KIOSK, PASSBOOK KIOSK
8	DEFENCE COLONY	ATM, PASSBOOK PRINTER, LASER PRINTER, CPU, UPS BATTERIES
9	DILSHAD GARDEN	DOT MATRIX PRINTER, PASSBOOK PRINTER, LINE PRINTER, MONITOR, CPU, SCANNER
10	DWARKA	UPS, ATM
11	DWARKA SECTOR 12	MONITOR, CPU, CASH DEPOSIT KIOSK, CHEQUE DEPOSIT KIOSK, INTERNET BANKING KIOSK, PASSBOOK KIOSK
12	DWARKA SECTOR 6	LASER PRINTER, COLOR PRINTER
13	GADAIPUR	UPS, PASSBOOK PRINTER, LASER PRINTER, MONITOR, CPU, KEYBOARD, MOUSE, UPS BATTERIES
14	GGs INDERPRASTHA DWARKA	MONITOR, CPU, UPS BATTERIES
15	GHUMANHERA	CPU
16	GREATER KAILASH	UPS, UPS BATTERIES
17	GREEN PARK EXTENSION	DOT MATRIX PRINTER, PASSBOOK PRINTER, LASER PRINTER, MONITOR, CPU, KEYBOARD, MOUSE, SCANNER
18	HARDEVPURI	UPS, MONITOR, CPU, SCANNER
19	HAUZ KHAS	PASSBOOK PRINTER, LASER PRINTER, MONITOR, CPU, KEYBOARD, MOUSE, SCANNER
20	JAMIA MILIA ISLAMIA	ATM, BNA (CASH RECYCLER MACHINE), DOT MATRIX



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		PRINTER, PASSBOOK PRINTER, LASER PRINTER, MONITOR, CPU, ATM CASSETTES
21	JANGPURA EXTENSION	DOT MATRIX PRINTER, CPU, KEYBOARD, MOUSE
22	KAKROLA	ATM
23	KANGANHERI	PASSBOOK PRINTER, LASER PRINTER, MONITOR, CPU, SCANNER
24	KHARKHARI ROHAND	CPU
25	KHERA	UPS
26	LAJPAT NAGAR	DOT MATRIX PRINTER, PASSBOOK PRINTER, MONITOR, CPU
27	LAJPAT NAGAR, DELHI	PASSBOOK PRINTER, LASER PRINTER, MONITOR, CPU, DISPLAY UNIT ALLAHABAD BANK
28	MALVIYA NAGAR	UPS, DOT MATRIX PRINTER, DESKJET PRINTER, LASER PRINTER, MONITOR, CPU, KEYBOARD, TV MONITOR
29	MAYUR VIHAR	ATM
30	MCB NEHRU PLACE	LASER PRINTER, MONITOR, CPU
31	MEHRAULI INSTITUTIONAL	ATM, DOT MATRIX PRINTER, PASSBOOK PRINTER, LINE PRINTER, LASER PRINTER, MONITOR, CPU
32	MOOLCHAND HOSPITAL	CPU
33	NAZAFGARH	DOT MATRIX PRINTER, PASSBOOK PRINTER, MONITOR, CPU, MOUSE, SCANNER
34	NAVEEN SHAHDARA	PASSBOOK PRINTER, MONITOR, CPU, UPS BATTERIES
35	NEHRU PLACE	ATM, PASSBOOK PRINTER, LASER PRINTER, MONITOR, CPU, KEYBOARD, MOUSE, SCANNER
36	NEW DELHI SHAHADRA	DOT MATRIX PRINTER, PASSBOOK PRINTER, LASER PRINTER
37	NEW FRIENDS COLONY	DOT MATRIX PRINTER,





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		PASSBOOK PRINTER, LASER PRINTER, MONITOR, CPU, KEYBOARD, MOUSE
38	OKHLA	BNA (CASH RECYCLER MACHINE)
39	PATPARGANJ I.P. EXTENSION	PASSBOOK PRINTER, LASER PRINTER, MONITOR, CPU, KEYBOARD, MOUSE
40	PINDWALA KHURD	UPS, MONITOR, UPS BATTERIES
41	PREET VIHAR	UPS
42	SAFDARJUNG ENCLAVE	UPS, PASSBOOK PRINTER, LASER PRINTER, MONITOR, CPU, SCANNER
43	SAKET	PASSBOOK PRINTER, MONITOR, CPU
44	SAKET BRANCH, DELHI	DOT MATRIX PRINTER, CPU
45	SHANTI NIKETAN	UPS, DOT MATRIX PRINTER, PASSBOOK PRINTER, LASER PRINTER, MONITOR, CPU, KEYBOARD, MOUSE
46	SOUTH EXTENSION	UPS, DOT MATRIX PRINTER, CPU
47	SOUTH EXTENSION, DELHI	UPS, PASSBOOK PRINTER, LASER PRINTER, MONITOR, CPU, KEYBOARD, MOUSE, CASH DEPOSIT KIOSK, PASSBOOK KIOSK
48	NAJAFGARH	LASER PRINTER, MONITOR, CPU, KEY BOARD, MOUSE, SCANNER
49	SULTANPUR	UPS, ATM, UPS BATTERIES, SCANNER
50	TUGHLAKABAD	PASSBOOK PRINTER, MONITOR, CPU, CASH DEPOSIT KIOSK, PASSBOOK KIOSK
51	VIVEK VIHAR	ATM
52	ZONAL OFFICE	UPS, PASSBOOK PRINTER, STATEMENT PRINTER, LASER PRINTER, CPU, KEYBOARD, MOUSE, SCANNER



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

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

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

**Ref:** RFQ No. ZO/SDEL/EDP/2023-24/RFQ-1 dated 09.01.2024

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

No	Item Description	Quantity	Unit Rate	Total Amount
1	UPS			
2	ATM			
3	BNA (CASH RECYCLER MACHINE)			
4	DOT MATRIX PRINTER (DD/FD PRINTER)			
5	PASSBOOK PRINTER			
6	STATEMENT PRINTER			
7	LINE PRINTER			
8	LASER PRINTER			
9	DESKJET PRINTER			
10	MONITOR			
11	CPU			
12	KEYBOARD			
13	MOUSE			
14	BATTERIES			
15	SCANNER			
16	CASH DEPOSIT KIOSK			
17	CHEQUE DEPOSIT KIOSK			
18	INTERNET BANKING KIOSK			





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19	PASSBOOK KIOSK			
20	ATM CASSETTE			
21	TV MONITOR			
22	COLOR PRINTER			
23	DIGITAL DISPLAY UNIT			
	<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.

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			

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.)

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:**  
**Email:**

**Mobile No.**





Indian Bank Zonal Office Delhi South,  
2<sup>ND</sup> Floor, 17 Parliament Street, Connaught Place,  
New Delhi - 110001.

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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:

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

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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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**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** equal to **10%** of the quoted amount, inclusive of taxes, 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 Authorized Official of the Bidder on every page of RFQ).

