


ZONAL OFFICE Kushal Vatika, Shankar Nagar, Raipur, Chhattisgarh, Pin:- 492007	 इंडियन बैंक Indian Bank इलाहाबाद ALLAHABAD	ZONAL OFFICE Kushal Vatika, Shankar Nagar, Raipur, Chhattisgarh, Pin:- 492007
	IT DEPARTMENT	

REF: RFQ No. ZOR/IT / 2023-24/RFQ-01 dated 27.03.2024

NOTICE INVITING TENDER

S.No.	ISSUE	DESCRIPTION
1	SUBJECT OF NIT	Sale of obsolete IT Hardware/equipment as E-Waste (As detailed in Annexure-I) at different branches/ offices under Zonal Office Raipur 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. The work includes removing the materials after physically punching the hard disk drive/storage at their own cost at all branches under Zonal Office Raipur on "As is where is" and "As is what is" basis.
2	AVAILABILITY OF TENDER	Tender may be downloaded from the bank's website https://indianbank.in/tenders/ from 28.03.2024
3	LAST DATE & TIME OF SUBMISSION OF TENDER	Before 4 PM on 12.04.2024
4	PLACE OF SUBMISSION OF TENDER/OFFER	Indian Bank, Raipur Zonal Office, IT Department, Kushal Vatika, New Shanti Nagar, Raipur Chhattisgarh - 492007
5	DUE DATE & TIME OF OPENING OF TENDER	5 PM on 12.04.2024 at the above mentioned address
6	LAST DATE FOR SEEKING CLARIFICATION IF ANY	03.04.2024
7	EMD AMOUNT	Rs. 10,000/- towards EMD Demand draft in favour of "Indian Bank", payable at Raipur from any scheduled Bank shall be enclosed along with the Bid Documents. Tenders submitted without EMD will be summarily rejected
8	PERIOD OF AGREEMENT	1 Year from the date of Sale order
9	CONTACT PERSON	Mr. Saswata Ghosh (MANAGER-IT) Mobile-9748699687 Email : zorapur@indianbank.co.in

27.03.2024



Assistant General Manager
ZO Raipur
 भारतीय बैंक
 INDIAN BANK
 कार्यालय रायपुर ★
 ZONAL OFFICE RAIPUR
 ALLAHABAD
 इलाहाबाद

ZONAL OFFICE Kushal Vatika, Shankar Nagar, Raipur, Chhattisgarh, Pin:- 492007	 इलाहाबाद ALLAHABAD IT DEPARTMENT	ZONAL OFFICE Kushal Vatika, Shankar Nagar, Raipur, Chhattisgarh, Pin:- 492007
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ANNEXURE-I

Description of Obsolete Items for disposal:

No.	Item Description
1.	Desktop Computer CPU without monitor
2.	LCD/TFT/CRT Monitor
3.	LED Monitor
4.	Key Boards
5.	Mouse
6.	Power Cords & VGA cables
7.	Cartridge
8.	Laser Printer
9.	Passbook printer
10.	Dot matrix Printer/Line Printer/TDR Printer
11.	Document Scanner/Flatbed Scanner
12.	1 KVA UPS
13.	3 KVA UPS
14.	5/6 KVA UPS
15.	Printer-scan-copier/Multifunction Printer
16.	Passbook printing kiosk
17.	Cash deposit kiosk

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ANNEXURE-II

TENDER FORM

DATE:


To
The Deputy General Manager,
Indian Bank,
Zonal Office Raipur
Raipur 492007.

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

Ref: RFQ No. ZO/IT / 2023-24/RFQ-01 dated 27.03.2024

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

No	Item Description	Unit Rate (Rs.)
1.	Desktop Computer CPU	
2.	LCD/TFT/CRT Monitor	
3.	LED Monitor	
4.	Key Boards	
5.	Mouse	
6.	Power Cords & VGA cables	
7.	Cartridge	
8.	Laser Printer	
9.	Passbook printer	
10.	Dot matrix Printer/Line Printer/TDR Printer	
11.	Document Scanner/Flatbed Scanner	
12.	0.5 / 1 KVA UPS	
13.	3 KVA UPS	
14.	5/6 KVA UPS	
15.	Printer-scan-copier/Multifunction Printer	
16.	Passbook printing kiosk	
17.	Cash deposit kiosk	

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The Unit 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			

DECLARATION FROM TENDERER

We are registered e-waste dismantler or recycler with Central/State Pollution Control Board and our registration number 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

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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/OFFICES UNDER RAIPUR ZONE

Ref: RFQ No. ZOR/IT / 2023-24/RFQ-01 dated 27.03.2024


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 _____

<p>ZONAL OFFICE Kushal Vatika, Shankar Nagar, Raipur, Chhattisgarh, Pin:- 492007</p>	 <p>Indian Bank इलाहाबाद ALLAHABAD</p>	<p>ZONAL OFFICE Kushal Vatika, Shankar Nagar, Raipur, Chhattisgarh, Pin:- 492007</p>
<p>IT DEPARTMENT</p>		


GENERAL RULES AND INSTRUCTIONS FOR THE GUIDANCE OF TENDERERS

1. Tenders are hereby invited by Indian Bank, **Raipur Zonal Office, IT department**, Kushal Vatika, New Shanti Nagar, Raipur, Chhattisgarh - 492007 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 **12.04.2024 at 5:00 PM** and sale order will be issued to **Highest Quoted (H1) bidder/bidders**.
3. **The Bank will consider H1 quoted price for each item & allow other bidders to match the H1 price item-wise. Sale Order will be issued to all bidders who will be ready to match highest quoted rates quoted per item.**
4. 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.
5. Ineligible / Incomplete tenders are liable for rejection.
6. 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.
7. Last date of receipt of tender is on or before 12.04.2024 by 4:00 PM. Completed tender forms should be dropped in the tender box kept at **Raipur Zonal Office, IT department, Kushal Vatika, New Shanti Nagar, Raipur Chhattisgarh - 492007**. Late tenders will not be entertained.
8. Bank will fix the H1 rates for a period of 01 year. During this period, we may call successful bidder/bidders to lift the obsolete IT hardware from our branch/offices. The bidder has to approach the respective branches/Offices to collect the hardware items as per the approved rates by Zonal Office.
9. After the identification of IT hardware at branches/Offices, successful bidder has to deposit the full amount of items as per approved rates in the form of DD or Online Transfer through NEFT/RTGS/IMPS/UPI etc to concerned branch/office before picking up/lifting the material.
10. The successful bidder after depositing the full amount in Branch/office, can remove/lift the materials after **physically punching the hard disk drive/storage** at their own cost at Bank's Location within **1 week**.
11. The EMD amount of successful bidder/bidders will be kept for a period of 01 Year. After completion of 01 year the EMD amount will be returned without any interest.

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12. It would be the responsibility of the successful 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.
13. 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.
14. The DD submitted by successful bidder for Security will be released after completion of agreement period i.e 01 Year(One Year) stating that the material is disposed off as per e-Waste disposal guidelines in force and submission of certificate of disposed items for our future records.

Signature of Tenderer with Seal

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