



Expression of Interest (EOI)

For

Empanelment of e-waste dismantler and recyclers for disposal of obsolete electronic equipment at Chennai and Hyderabad for a period of three years.

Ref: CO:ITD:EOI:50/R1:2019-20

Date:18/05/2019

Indian Bank
Information Technology Department
Corporate Office,
254-260, Avvai Shanmugam Salai,
Royapettah, Chennai - 600 014



Expression of Interest (EOI) Schedule:

Last date and time for submission of EOI Response	07/06/2019 up to 15:00 hrs
Date and Time of opening of EOI responses	07/06/2019 at 15:30 hrs
Last date for submission of queries for seeking clarifications	23/05/2019 upto 11:00 hrs
Date of Pre-response (Pre-bid) meeting	23/05/2019 at 11:30 hrs
Cost of EOI Document	Demand draft for Rs. 2000/- (Rupees Two thousand only) favoring "Indian Bank" payable at Chennai. The cost is Non-refundable.
Address for Submission of Bid Documents	Chief Manager CO: Expenditure Department Indian Bank Corporate Office, 254-260, Avvai Shanmugam Salai, Royapettah, Chennai - 600 014
Address for Opening of Bid Documents	Indian Bank Corporate Office, 254-260, Avvai Shanmugam Salai, Royapettah, Chennai - 600 014
Address for Communication and contact details	Interested parties may contact at below address for more details: Information Technology Department, 2 nd floor, Indian Bank Building No. 66, Rajaji Salai Chennai 600 001 Tel:(044) 25269719, 25279831 Pre-bid queries may be sent to following email IDs: krishna.cp@indianbank.co.in skkarna55966@indianbank.co.in Please restrict the size of the email to less than 1 MB. Following information are requested to be provided without fail while seeking queries/clarification: Name of the company, contact person, Mailing address with Pin Code, Telephone No., Fax No., email address, Mobile No. etc.

Note: Expression of Interest will be opened in presence of the bidder's representative who choose to attend.



Expression of Interest (EOI)

Indian Bank invites Expression of Interest (EOI) from e-waste dismantler or recyclers registered with Central/ State Pollution Control Board for Empanelment of e-waste dismantler or recyclers for disposal of obsolete electronic equipment at Chennai and Hyderabad locations.

1. Pre-Bid Meeting:

- a. Applicant's designated representatives (maximum two persons) may attend the pre-bid meeting at:

Indian Bank Head Office
CO: Information technology Dept.
2nd floor, 66, RAJAJI SALAI,
CHENNAI 600 001

- b. In case the probable applicant wants to participate in the Pre-response Meeting to be held on the date specified in this EOI, they should register themselves with the Bank by sending the **cost of EOI document i.e. Rs.2,000/- (Rupees Two Thousand Only - non-refundable)** by way of Demand Draft (DD) in favour of Indian Bank payable at Chennai. Only those Applicants or their Representatives (Maximum 2 persons) who have registered with the Bank will be allowed to participate in the pre-response meeting. Such Applicants who have submitted DD for attending pre-response meeting are not required to submit the DD for cost of EOI Document along with technical response.
- c. The purpose of the meeting will be to clarify issues and to answer questions raised by the probable applicants.
- d. The applicant is requested to submit questions in writing at least one day in advance to the Bank before the pre-response meeting date.
- e. **Modification in Request for EOI document:** The Bank may modify any part of this document as and when required or warranted. Such change(s) if any may be in the form of an addendum/corrigendum and will be uploaded in Bank website - <https://indianbank.in> change(s) will automatically become part of this Request for EOI and will be binding on all applicants. Interested applicants are advised to regularly refer the Bank's URLs referred above for any updates.
- f. Text of the questions raised (without identifying the source of enquiry) and the responses given, together with amendment to the EOI document, if any, will be ported in our web site and informed to the applicants who have raised queries in writing through E-mail ID's provided in this document.



- g. **MSEs** are exempted from payment of cost of EOI documents and submission of bid security.

To avail the above benefits, the bidder should have registered with District Industries Centres or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of Micro, Small and Medium Enterprises.

Bidders seeking the above benefits shall submit the documentary proof for having registered with the above agencies (such as Entrepreneur's Memorandum - EM II) at the time of pre-response meeting or during submission of the technical bids (only if the bidder is not attending the pre-response meeting).

2. **Period of validity of EOIs**

EOI shall remain valid for the period of 90 days after the last date for submission of EOI prescribed by the Bank. An EOI valid for a shorter period shall be rejected by the Bank as non-responsive.

3. **Bank's right to accept any EOI and to reject any or all EOIs**

The Bank reserves the right to accept or reject any EOI, and to annul the entire process and reject any/all EOI/s at any time, without thereby incurring any liability to the affected Applicant or Applicants.

4. **Applicant Profile :**

The applicant should demonstrate maturity, experience and responsibility in safe disposal of electronic waste as per the government guidelines. Applicant should submit the following details:

S No.	Description	Response
1.	Number of years in operation	
2.	Number of clients in India	
3.	Volume of e-waste handled during last year (2018-19). Sale orders received to be submitted as proof.	
4.	No. of Offices/ places of working in India	



5. General Evaluation:

- The Bank will examine the bid to determine whether they are complete, whether the documents have been properly signed and whether the quote is generally in order.
- The bank may waive any minor informality, non-conformity, or irregularity in a quote which does not constitute a material deviation.
- Prior to the detailed evaluation, the bank will determine the substantial responsiveness of bid documents. For the purposes of these clauses, a substantially responsive bid is one which conforms to all the terms and conditions of the quote documents without material deviations.
- The Bidder should satisfy all the qualification criteria mentioned in Clause 7 of this EOI.

6. Documents to be submitted along with the EOI document (Hard and Soft Copies)

- Authorization Letter for participation in the EOI on behalf of the company.
- Letter of compliance as per Point 1 of Annexure – I
- Self-Declaration on non-blacklisting as per Point 2 of Annexure – II
- Certificate of Incorporation.
- Copy of license/certificate of registration from State/ Center Pollution control Board
- Contact detail of the authorized signatory and an authorized contact person on behalf of the applicant along with Power of Attorney of Letter of Authorization is to be provided in the format separately:-

Particulars	Authorized signatory for signing the EOI	Authorized contact person.
Name		
Email-id		
Land line No		
Mobile No		
Fax No		
Address		



7. Eligibility Criteria

The Eligibility Criteria for Empanelment of e-waste dismantler and recyclers are as given below:

Sr. No.	Eligibility Criteria	Compliance (Yes/No)	Supporting documents to be Submitted
1	The Applicant Should be a Company registered under Companies Act, 1956		Copy of Certificate of Incorporation
2	The applicant should be registered with State/Center Pollution control Board.		Copy of license /certificate of registration to be submitted.
3	The applicant should not have been blacklisted currently by Government Dept / Public Sector Undertaking / Public Sector Banks.		Self-Declaration
4	The applicant should have offices in Chennai and Hyderabad.		Address proof of office to be submitted.
5.	The applicant should comply with the guidelines of respective State (Tamil Nadu and Telangana) Pollution Control Boards Board		Compliance included in Annexure -I

8. Proposed Process for Disposal of obsolete Hardware:

1. Bank will identify obsolete items and float limited tenders calling for quotes from empaneled vendors against a nominal bid fee.
2. All the items are to be sold on "**As is where is basis**" and no correspondence will be entertained in this regard.
3. The bidders can inspect the items available for disposal. Location and timing for inspection will be mentioned in the tender. It is the responsibility of the bidder to inspect the items before submitting the tender. The bidder who purchases the tender only will be allowed to inspect the items.
4. Interested bidders to submit the completed tender forms with EARNEST MONEY DEPOSIT equal to 10% of the quoted amount in the form of DD favoring "INDIAN BANK" payable at Chennai shall be submitted at "Indian Bank, Corporate Office, Expenditure Department, 254-260 Avvai



Shanmugam Salai, Royapettah, Chennai 600 014, on or before last date mentioned in the tender.

5. Commercial bids can be either paper bid or finalized through forward auction.
6. The successful bidder should deposit the full amount quoted within **1** week 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.
7. The successful bidder after depositing the amount quoted in the bid and accepted by the Bank in full should remove the materials by physically punching the hard disk drive/Storage at their own cost within **2** weeks.
8. The Bank reserves its right to accept or reject any or all tenders without assigning any reason and the decision of the Bank will be final.
9. The DD submitted by successful bidder for EMD will be released on receipt of certificate (as per format enclosed) stating that the material is disposed off as per e-Waste disposal guidelines in force.
10. The EMD DD submitted by all Bidders except H1 (highest quoted) Bidder will be returned on or after finalization of H1 bidder.



Annexure – I**1. Letter of Compliance**

To

Asst General Manager
Expenditure Department
Indian Bank,
Corporate Office,
254-260, Avvai Shanmugam Salai,
Royapettah, Chennai - 600 014

Sir,

Sub: Expression of Interest (EOI) for Empanelment of e-waste dismantler or recyclers for disposal of obsolete electronic equipment at Chennai and Hyderabad for a period of three years.

Ref : Your document for EOI Ref: CO:ITD:EOI:50/R1:2019-20 Date: 18/05/2019

We submit our EOI Document herewith. We understand that

- You are not bound to accept all or any EOI received by you, and you may reject all or any EOI.
- It is totally the Bank's discretion to shortlist the applicants on the basis of the responses submitted by us.
- We hereby confirm that we have not been blacklisted by any Government Dept / Public Sector Undertaking / Public Sector Bank currently.
- The bank reserves the right to invite Request for Proposal through Open Tender process instead of calling for limited tender from empanelled vendors.
- We agree to all the terms of this EOI document.
- We understand that mere participation in EOI by us does not imply that we shall be selected for issuance of Request for Proposal and participate in further Evaluation processes.
- We comply with all guidelines and policies on disposal of e-waste in the state of Tamil Nadu and Telangana.

Dated at this _____ day of _____ 2019.

Yours faithfully

For _____

Signature: _____

Name:



2. SELF DECLARATION – BLACKLISTING

Asst General Manager
Expenditure Department
Indian Bank,
Corporate Office,
254-260, Avvai Shanmugam Salai,
Royapettah, Chennai - 600 014

Dear Sir,

Sub: Expression of Interest (EOI) for Empanelment of e-waste dismantler or recyclers for disposal of obsolete electronic equipment at Chennai and Hyderabad for a period of three years.

**Ref : Your document for EOI Ref: CO:ITD:EOI:50/R1:2019-20 Date:
18/05/2019**

We hereby certify that, we have not been blacklisted by any Government Dept / PSU / Banks currently.

Signature of Authorized Official

Name and Designation with Office Seal

Place:

Date:



