

REF: ZO/CDEL/EDP/2021-22/RFQ-4

Date: 05.01.2022

**SUB: REQUEST FOR QUOTATION (RFQ) FOR DISPOSAL OF OBSOLETE IT  
HARDWARE/EQUIPMENTS AT VARIOUS BRANCHES IN DELHI CENTRAL ZONE.**

Indian Bank invites sealed quotations for disposal of obsolete IT Hardware/equipment as E-Waste (As detailed in Annexure-I) at various branches under Delhi Central zone 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 **14.01.2022 at 06.00 PM.**
- "Indian Bank, Delhi Central Zonal Office,  
EDP Department, 1st Floor, 17 Parliament Street  
New Delhi - 110 001"**
2. Quotations will be opened on **15.01.2022 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 Central is as detailed below:

**Indian Bank, Delhi Central Zonal Office,  
EDP Department, 1st Floor,  
17 Parliament Street  
New Delhi - 110 001**

**Contact Person: Mr. Surendra Kumar (SM)- Mobile No: 9654967611  
Ms.Akanksha Agarwal (AM)- Mobile No: 8788130602**

Page 1 of 8





इलाहाबाद

ALLAHABAD

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

REF: ZO/CDEL/EDP/2021-22/Rfq-4

Date: 05.01.2022

7. The successful bidder should deposit the full amount quoted in the form of DD favoring "Indian Bank" payable at Delhi/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**
8. 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.
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 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 15.01.2022.

Chief Manager  
ZO Delhi Central



REF: ZO/CDEL/EDP/2021-22/RFQ-4

Date: 05.01.2022

**ANNEXURE-I**

**Description of Items:**

No	Item Description	Quantity
1	CASH DEPOSIT KIOSK	
2	CHEQUE DEPOSIT KIOSK	17
3	INTERNET BANKING KIOSK	5
4	PASSBOOK KIOSK	5
5	BNA/RECYCLER	15
6	CPU	2
7	LCD/TFT MONITOR	6
8	LASER PRINTER	8
9	DOT MATRIX / LINE PRINTER	2
10	NOTE COUNTING MACHINE BIG	7
11	NOTE COUNTING MACHINE SMALL	3
12	DVR	2
13	UV LAMP BIG	2
14	RACK (42 U)	1
15	RACK (9 U)	1
		2

**Details of Items at Various Locations:**

CBS	BRANCH	TYPE
4711	DELHI AZADPUR	CASH DEPOSIT KIOSK
4711	DELHI AZADPUR	CHEQUE DEPOSIT KIOSK
4711	DELHI AZADPUR	PASSBOOK KIOSK
4711	DELHI AZADPUR	INTERNET BANKING KIOSK
4158	DELHI CHANDNI CHOWK	CASH DEPOSIT KIOSK
4159	DELHI HAUZ QAZI	CASH DEPOSIT KIOSK
4159	DELHI HAUZ QAZI	PASSBOOK KIOSK
4620	DELHI KISHANGANJ	CASH DEPOSIT KIOSK
4620	DELHI KISHANGANJ	PASSBOOK KIOSK
6357	DELHI LAXMI NAGAR	CASH DEPOSIT KIOSK
6357	DELHI LAXMI NAGAR	PASSBOOK KIOSK
4397	DELHI NEWADA	CASH DEPOSIT KIOSK
4397	DELHI NEWADA	PASSBOOK KIOSK
5537	DELHI RAJOURI GARDEN	CASH DEPOSIT KIOSK
5537	DELHI RAJOURI GARDEN	PASSBOOK KIOSK
4394	DELHI TIMARPUR	CASH DEPOSIT KIOSK



Date: 05.01.2022

REF: ZO/CDEL/EDP/2021-22/RFQ-4

4394	DELHI TIMARPUR	PASSBOOK KIOSK
6561	JAGATPUR	CASH DEPOSIT KIOSK
4392	NEW DELHI BODELA	CASH DEPOSIT KIOSK
4392	NEW DELHI BODELA	PASSBOOK KIOSK
4162	NEW DELHI KAROL BAGH	INTERNET BANKING KIOSK
4162	NEW DELHI KAROLBAGH	CASH DEPOSIT KIOSK
4162	NEW DELHI KAROLBAGH	CHEQUE DEPOSIT KIOSK
4162	NEW DELHI KAROLBAGH	PASSBOOK KIOSK
4648	NEW DELHI MANGOLPUR KALAN	CASH DEPOSIT KIOSK
4648	NEW DELHI MANGOLPUR KALAN	PASSBOOK KIOSK
4712	NEW DELHI MAYAPURI	CASH DEPOSIT KIOSK
4712	NEW DELHI MAYAPURI	CHEQUE DEPOSIT KIOSK
4712	NEW DELHI MAYAPURI	INTERNET BANKING KIOSK
4712	NEW DELHI MAYAPURI	PASSBOOK KIOSK
4163	NEW DELHI PARLIAMENT STREET	CASH DEPOSIT KIOSK
4163	NEW DELHI PARLIAMENT STREET	CHEQUE DEPOSIT KIOSK
4163	NEW DELHI PARLIAMENT STREET	PASSBOOK KIOSK
4163	NEW DELHI PARLIAMENT STREET	INTERNET BANKING KIOSK
4506	NEW DELHI PASCHIM VIHAR	CASH DEPOSIT KIOSK
4506	NEW DELHI PASCHIM VIHAR	PASSBOOK KIOSK
6133	NEW DELHI ROHINI	CASH DEPOSIT KIOSK
6133	NEW DELHI ROHINI	CHEQUE DEPOSIT KIOSK
6133	NEW DELHI ROHINI	INTERNET BANKING KIOSK
6133	NEW DELHI ROHINI	PASSBOOK KIOSK
4395	NEW DELHI TILAKNAGAR	CASH DEPOSIT KIOSK
4395	NEW DELHI TILAKNAGAR	PASSBOOK KIOSK
0665	RAJOURI GARDEN IB	BNA
0750	JANAKPURI IB	BNA
9623	ZO DELHI CENTRAL	CPU, MONITOR, PRINTER, NOTE COUNTING MACHINE, DVR, RACK, UV LAMP



REF: ZO/CDEL/EDP/2021-22/RFQ-4

**ANNEXURE-II  
TENDER FORM**

From

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

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

**Ref:** RFQ No. ZO/CDEL/EDP/2021-22/RFQ-4 dated 05.01.2022

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

No	Item Description	Quantity	Unit Rate	Total Amount
1	CASH DEPOSIT KIOSK	17		
2	CHEQUE DEPOSIT KIOSK	5		
3	INTERNET BANKING KIOSK	5		
4	PASSBOOK KIOSK	15		
5	BNA/RECYCLER	2		
6	CPU	6		
7	LCD/TFT MONITOR	8		
8	LASER PRINTER	2		
9	DOT MATRIX / LINE PRINTER	7		
10	NOTE COUNTING MACHINE BIG	3		
11	NOTE COUNTING MACHINE SMALL	2		
12	DVR	2		
13	UV LAMP BIG	1		
14	RACK (42 U)	1		
15	RACK (9 U)	2		
	<b>Total Amount (A)</b>			



REF: ZO/CDEL/EDP/2021-22/RFQ-4

Date: 05.01.2022

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 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 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.**



**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

**Ref:** RFQ No. ZO/CDEL/EDP/2021-22/RFQ-4 dated 05.01.2022

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 \_\_\_\_\_



**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 Authorised Official of the Bidder on every page of RFQ).

