

**REF: RFQ No. ZO/CDEL/EDP/2023-24/RFQ-06 dated 01.11.2023**

## NOTICE INVITING TENDER

S.No.	ISSUE	DESCRIPTION
1	SUBJECT OF NIT	<p>Sale of obsolete IT Hardware/equipment as E-Waste (As detailed in Annexure-I) at Zonal Office Delhi Central 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.</p> <p>The work includes removing the materials after physically punching the hard disk drive/storage at their own cost at all branches under Zonal Office Delhi Central on "As is where is" and "As is what is" basis.</p>
2	AVAILABILITY OF TENDER	<p>Tender may be downloaded from the bank's website <a href="https://indianbank.in/tenders/">https://indianbank.in/tenders/</a> from 01.11.2023</p>
3	LAST DATE & TIME OF SUBMISSION OF TENDER	Before 3 PM on 08.11.2023
4	PLACE OF SUBMISSION OF TENDER/OFFER	Indian Bank, Delhi Central Zonal Office, EDP Department, 1st Floor, 17 Parliament Street New Delhi - 110 001
5	DUE DATE & TIME OF OPENING OF TENDER	4 PM on 08.11.2023 at the above mentioned address
6	LAST DATE FOR SEEKING CLARIFICATION IF ANY	06.11.2023
7	EMD AMOUNT	<p>Rs. 10,000/- towards EMD</p> <p>Demand draft in favour of " Indian Bank", payable at Delhi from any scheduled Bank shall be enclosed along with the Bid Documents. Tenders submitted without EMD will be summarily rejected</p>
8	PERIOD OF AGREEMENT	1 Year from the date of Sale order
9	CONTACT PERSON	<p>Ms. Gunjan Yadav (SM)- Mobile No: 9811339818 Mr.Kapil Kumar Rajaur(Manager)- Mobile-8390107976 Ms. Suchitra Nayan (AM)- Mobile No: 9560213586 Email: zodelhcentral@indianbank.co.in</p>

**Deputy General Manager  
ZO Delhi Central**

## **ANNEXURE-I**

### **Description of Obsolete Items for disposal:**

No	Item Description
1	Desktop Computer CPU
2	Network Rack
3	LCD/TFT/CRT Monitor
4	LED Monitor
5	Key Boards
6	Mouse
7	Power Cords & VGA cables
8	Cartridge
9	Laser Printer
10	Passbook printer
11	Dot matrix Printer/Line Printer/TDR Printer
12	Cogent Biometric
13	Document Scanner/Flatbed Scanner
14	0.5 / 1 KVA UPS
15	3 KVA UPS
16	5/6 KVA UPS
17	10 KVA UPS
18	Printer-scan-copier/Multifunction Printer
19	Note Counting Machine
20	Coin Vending Machine
21	45AH SMF BATTERY
22	65 AH SMF BATTERY
23	75 AH SMF BATTERY
24	100 AH SMF BATTERY
25	120 AH SMF BATTERY
26	150 AH SMF BATTERY
27	ATM/BNA
28	Passbook Kiosk



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

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

**DATE:**

**To**  
**The Deputy General Manager,**  
**Indian Bank,**  
**Zonal Office Delhi Central**  
**New Delhi –110001.**

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

**Ref:** RFQ No. ZO/CDEL/EDP/2023-24/RFQ-06 dated 01.11.2023

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	Network Rack	
3	LCD/TFT/CRT Monitor	
4	LED Monitor	
5	Key Boards	
6	Mouse	
7	Power Cords & VGA cables	
8	Cartridge	
9	Laser Printer	
10	Passbook printer	
11	Dot matrix Printer/Line Printer/TDR Printer	
12	Cogent Biometric	
13	Document Scanner/Flatbed Scanner	
14	0.5 / 1 KVA UPS	
15	3 KVA UPS	
16	5/6 KVA UPS	
17	10 KVA UPS	
18	Printer-scan-copier/Multifunction Printer	
19	Note Counting Machine	
20	Coin Vending Machine	
21	45AH SMF BATTERY	
22	65 AH SMF BATTERY	
23	75 AH SMF BATTERY	
24	100 AH SMF BATTERY	



**Indian Bank Zonal Office Delhi Central,  
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25	120 AH SMF BATTERY	
26	150 AH SMF BATTERY	
27	ATM/BNA	
28	Passbook Kiosk	

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 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**



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

**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 DELHI CENTRAL ZONE

**Ref:** RFQ No. ZO/CDEL/EDP/2023-24/RFQ-06 dated 01.11.2023

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 \_\_\_\_\_

**GENERAL RULES AND INSTRUCTIONS FOR THE GUIDANCE OF TENDERERS**

1. Tenders are hereby invited by the Indian Bank, **Delhi Central Zonal Office, EDP department, 1<sup>st</sup> floor, 17, parliament Street, New Delhi-110001** 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 **08.11.2023 at 4:00 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 08.11.2023 by 3:00 PM. Completed tender forms should be dropped in the tender box kept at **Indian Bank, Delhi Central Zonal Office, 1<sup>st</sup> floor, 17, parliament Street, New Delhi-110001**. 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 as security deposit. After completion of 01 year the EMD amount will be returned without any interest.

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 EMD 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**

**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 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).