

ANNEXURE-I

Description of Obsolete Items for disposal:

S.No.	Item Description	Quantity
1	Server	2
2	Desktop Computer CPU	84
3	LCD/TFT/CRT/LED Monitor	78
4	Key Boards	14
5	Laser Printer	21
6	Passbook printer	13
7	Dot matrix Printer/Line Printer/TDR Printer	19
8	Document Scanner/Flatbed Scanner	20
9	1 KVA UPS	1
10	3 KVA UPS	1
11	5/6 KVA UPS	3
12	10 KVA UPS	1
13	Printer-scan-copier/Multifunction Printer	1
14	Note Counting Machine	7
15	65 AH SMF Battery	26
16	120 AH SMF Battery	8
17	ATM/BNA	11
18	Passbook Kiosk	1
19	ATM Cash Cassette	10
20	DVR Multirecorder	2
21	Coin Vending Machine	1



Details of Items at Various Locations

Branch Name	IBGA	Server	CPU	Monitor	Passbook Printer	Dot Matrix/Line Printer	Laser Printer	Flatbed Scanner	Multifunction Printer	UPS	Capacity of UPS	Batteries of UPS	Capacity of Batteries (in AH)	ATM	Cash Counting Machines	Coin vending Machine	Keyboards	Passbook kiosk	DVR	ATM Cassette
ALIPUR	A572														1					
ASHOK VIHAR	A124		7	7	2	1	3	2						1						
AZADPUR	A687		2	5		2	3	1												
BHERA ENCLAVE	B783		10	7	2	2		2		1	1 KVA									
BODELLA	B847													1						
BPT CAMPUS, ROHINI SEC-15	R065													1						
D B GUPTA	D006													1						
DRM	D662													1						
GOHANA	G581		13	12		1		1				5	120 AH		2		3			
GUJRANWALA TOWN DELHI	G078		7	4		2	2													
HARI NAGAR	H039		1	1	5	3		1						1				1		
JAGATPUR	J510																			
JAHAGIRPURI	J519		4																	
JANAKPURI D	J568		2	2		1								1						
KAROLBAGH	K023																			
KIRTI NAGAR BRANCH	K181		1	2		1		1						1						
KOHAT ENCLAVE PITAMPURA	P659													1						
KUNDLI	K273													1						
LIBASPUR	L545		4	5	1	1				1	5 KVA									
MANGOLPUR	M611	1	1									16	65 AH							
MAYAPURI	M676																			
ANGLOI MAIN ROHTAK ROAD	N537			1		1														
NEW RAJENDRA NAGAR	N587		2	3																
NEW ROHTAK ROAD	N589		3			1	1	1							2		5			
PASCHIMPURI	P585		3	3			2									1	1			
R P BAGH	R011	1	6	6			6	6												
RAI	R512		6	4	1	1		1												
RAJOURI GARDEN / BLOCK	R028		3											1						
RASHTRAPATI BHAWAN	R112		2	2		1	1		1		3 KVA				1		5	1	10	
ROSHANARA	R655					1														
SFS	S117		2	2			1	1												
SHALIMAR BAGH	S158																			
TILAKNAGAR GANESHNAGAR	T068									2	5 KVA	13	65 AH(10), 120AH (3)	1						
UTTAM NAGAR DELHI	U031			5				1												
VISHNU GARDEN	V136		6	5	2		2								1					
ZONAL OFFICE	Z065		1	2			2			1	10 KVA									
TOTAL		2	84	78	13	19	21	20	1	6		34		11	7	1	14	1	2	10





Indian Bank Zonal Office Delhi Central,
1st 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/2024-25/RFQ-1 dated 24.04.2024

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

S.No	Item Description	Quantity	Unit Rate	Total Amount
1	Server	2		
2	Desktop Computer CPU	84		
3	LCD/TFT/CRT/LED Monitor	78		
4	Key Boards	14		
5	Laser Printer	21		
6	Passbook printer	13		
7	Dot matrix Printer/Line Printer/TDR Printer	19		
8	Document Scanner/Flatbed Scanner	20		
9	1 KVA UPS	1		
10	3 KVA UPS	1		
11	5/6 KVA UPS	3		
12	10 KVA UPS	1		
13	Printer-scan-copier/Multifunction Printer	1		
14	Note Counting Machine	7		
15	65 AH SMF BATTERY	26		
16	120 AH SMF BATTERY	8		
17	ATM/BNA	11		
18	Passbook Kiosk	1		
19	ATM Cash Cassette	10		
20	DVR Multirecorder	2		
21	Coin Vending Machine	1		
	Total Amount (A)			
	GST @ 5% on A (B)			
	Grand Total (A+B)			





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

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			





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

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,
1st 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/2024-25/RFQ-1 dated 24.04.2024

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 _____





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

GENERAL RULES AND INSTRUCTIONS FOR THE GUIDANCE OF TENDERERS

1. Tenders are hereby invited by the Indian Bank, **Delhi Central Zonal Office, EDP department, 1st 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 **02.05.2024 at 4:00 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**" and "**As is what is**" basis and no correspondence will be entertained in this regard.
6. The hardware/equipment are offered for sale in "as is where is" condition. Prospective tenderers should inspect the items available for disposal at mentioned branches before tendering since no complaint regarding the quality, description, quantity etc will be entertained once the tender is submitted. They will deemed to have inspected the items once they submit their tender whether they have actually inspected them or not. Inspection can be done from 25.04.2024 to 01.05.2024 during office working hours only.
7. Last date of receipt of tender is on or before 02.05.2024 by 3:00 PM. Completed tender forms should be dropped in the tender box kept at **Indian Bank, Delhi Central Zonal Office, 1st floor, 17, parliament Street, New Delhi-110001**. Late tenders will not be entertained.
8. The successful bidder after making the payment has to take the delivery of mentioned items in Annexure-I from the respective branches/Offices.
9. The successful bidder should deposit the full amount quoted in the form of DD favoring "Indian Bank" payable at Delhi or 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
10. 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.



11. 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.
12. After depositing the full amount quoted, successful bidder has to remove the e-waste equipments from the premises of the Bank within **1 week**.
13. 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.
14. 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.
15. 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.
16. The EMD submitted by all Bidders except H1 (highest quoted) Bidder will be returned.
17. If H1 bidder withdraws then Bank reserves the right to award the contract to H2 bidder at H1 bidder's rate if H2 accepts for the same. If H2 does not accept the offer, then H3 will be offered at H1 price.
18. The successful bidder should deposit the full amount quoted within **07** 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.

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).

