



Indian Bank Zonal Office Meerut,
1st Floor, 55, The Mall Road,
Meerut - 250001.

REF: ZO/MRT/IT/2025-26/RFQ-01 dated 21.07.2025

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-1) at various branches under Zonal Office Meerut 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 Meerut on "As is where is" and "As is what is" basis.</p>
2	AVAILABILITY OF TENDER DOCUMENTS	Tender may be downloaded from the bank's website
3	LAST DATE & TIME OF SUBMISSION OF TENDER	Before 03:00 PM on 05.08.2025
4	PLACE OF SUBMISSION OF TENDER/OFFER	Indian Bank, Meerut Zonal Office, IT Department, 1st Floor, 55, The Mall Road Meerut - 250001
5	DUE DATE & TIME OF OPENING OF TENDER	03:00 PM on 06.08.2025 at the above mentioned address
6	BRANCH WISE HARDWARE DETAILS WITH COMPLETE ADDRESS /LAST DATE FOR SEEKING CLARIFICATION IF ANY	Will be available at IT Department Zonal Office Meerut from 22.07.2025 to 04.08.2025 (10:00AM to 05:00PM)
7	EMD AMOUNT	<p>Rs. 10,000/- towards EMD</p> <p>Demand draft in favour of " Indian Bank", payable at Meerut 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	Mr. Nitin Bahl(Sr.Manager IT) Mr.Abhsihek Kumar (Manager IT)



Deputy General Manager

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ZO Meerut

ANNEXURE-I

Description of Obsolete Items for disposal:

Sl.No	Item Description
1	Desktop Computer CPU
2	LCD/TFT/CRT Monitor
3	LED Monitor
4	Key Boards
5	Mouse
6	Colour Printer
7	Stablizer
8	Laser Jet Printer
9	Passbook printer
10	Dot matrix Printer/Line Printer/TDR Printer
11	Document Scanner/Flatbed Scanner
12	UPS
13	Battery
14	ATM/BNA
15	Passbook/ CD Kiosk



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ANNEXURE-II
TENDER FORM

DATE:

To
The Deputy General Manager,
Indian Bank, First Floor, 55 The Mall Road
Zonal Office Meerut
Meerut - 250001.

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

Ref: RFQ No. ZO/MRT/IT/2025-26/RFQ-01 dated 21.07.2025

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

No	Item Description	Unit Rate (Rs.)	Unit Rate (In Words)
1	Desktop Computer CPU		
2	LCD/TFT/CRT Monitor		
3	LED Monitor		
4	Key Boards		
5	Mouse		
6	Colour Printer		
7	Stablizer		
8	Laser Jet Printer		
9	Passbook printer		
10	Dot matrix Printer/Line Printer/TDR Printer		
11	Document Scanner/Flatbed Scanner		
12	UPS		
13	Battery		
14	ATM/BNA		
15	Passbook/ CD 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			





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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: _____

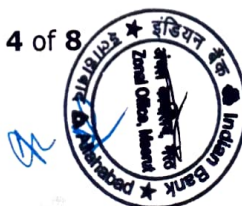
ADDRESS: _____

CONTACT PERSON: _____

Ph: _____ **MOBILE:** _____

GST: _____ **PAN:** _____

SIGNATURE OF THE TENDER WITH SEAL





Indian Bank Zonal Office Meerut,
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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 MEERUT ZONE

Ref: RFQ No. ZO/MRT/IT/2025-26/RFQ-01 dated 21.07.2025

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_____

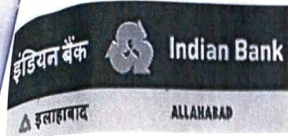
Name _____

Designation with stamp _____



GENERAL RULES AND INSTRUCTIONS FOR THE GUIDANCE OF TENDER

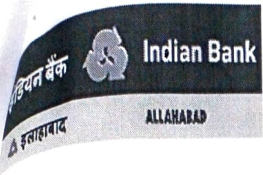
1. Sealed Quotations are hereby invited by the Indian Bank, **Meerut Zonal Office, IT department, 1st floor, 55, The Mall, Meerut Cant- 250001** for **Sale of obsolete IT Hardware/equipment as E-Waste** (As detailed in Annexure-1) in "As is where is" and "As is what is" basis from eligible registered 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 Branch location at Seven Districts (Meerut, Hapur, Saharanpur, Bijnore, Muzaffarnagar, Bagpat).
2. Quotations will be opened on **06.08.2025 at 03:00 PM** and sale order will be issued to **Highest Quoted (H1) bidder/bidders after Evaluation of mandatory /required documents. If Required documents of Highest bidder not found valid or Highest Bidder denied to accept offer then EMD Amount may be forfeited**
3. The Bank will consider H1 quoted price and work will be allotted to rate quoted by Highest Bidder
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 / without Required certificates/ Without Earnest Money D.D 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 05.08.2025 by 3:00 PM. Completed tender forms should be dropped in the tender box kept at **Indian Bank, Meerut Zonal Office, 55, The Mall, Meerut Cant- 250001**. 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 Month**.
11. Branch Wise Hardware Inspection will be available for Bidders at Branches / offices of 07 Districts on working Hours from 22.07.2025 to 05.08.2025



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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.





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CHECKLIST FOR MANDATORY DOCUMENTS TO BE SUBMITTED BY THE BIDDER

1. Pollution Control Board Certificate / E-Waste 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 Meerut The EMD is Refundable if the bid is not successful .
4. Sealed and Signed Copy of RFQ (To be sealed and signed by the Authorised Official of the Bidder on every page of RFQ).

