



Ref: HO/ITD/1003/2022 dt 12.01.2022

SUB: REQUEST FOR QUOTATION (RFQ) FOR DISPOSAL OF OBSOLETE IT HARDWARE/EQUIPMENTS AT SAPTAGIRI GRAMEENA BANK, Head Office, Chittoor.

Saptagiri Grameena Bank invites sealed quotations for disposal of obsolete IT Hardware/equipment as E-Waste (As detailed in Annexure-I) at Head Office Chittoor on "**As is where is basis**" from **eligible registered and empaneled 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 Bid Security Declaration (Annexure-IV) along with related documents as mentioned in checklist shall be submitted in a **sealed envelope** to following address duly signed by Authorized Signatory of the Company on their letter head on or before **28.01.2022 at 03.00 PM.**

**"The General Manager, SAPTAGIRI GRAMEENA BANK, Head Office,
PB No. 17, Hotel Durga Complex,
Chittoor - 517001"**

2. Quotations will be opened on **28.01.2022 at 3.30 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 SAPTAGIRI GRAMEENA BANK, Head Office before the tender opening date. It is the responsibility of the bidder to inspect the items before submitting the tender.

Complete Address of Head Office is as detailed below:

SAPTAGIRI GRAMEENA BANK
Head Office,
PB No. 17, Hotel Durga Complex,
Chittoor,
Andhra Pradesh - 517001

Contact Person: Mr. Raghav Vellore (HOD - ITD) - Mobile No: 8886644004
Mr. J Manoj kumar (AM) - Mobile No: 8886644186



7. successful bidder should deposit the full amount quoted in the form of DD favoring "Indian Bank" payable at Chittoor or Online Transfer through NEFT/RTGS etc. in below mentioned account within **1 week** from the date of sale order:

Account No. : 88618083
Account Name : Saptagiri Grameena Bank
IFSC Code : IDIBOSGB001
Branch : Head Office

8. In case of failure to deposit the DD/Online Transfer for full amount quoted or withdrawal of the Bid by successful bidder, 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 equipment's 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 successful bidder has to submit the certificate (as per Annexure-III) stating that the material is disposed-off as per e-Waste disposal guidelines in force.
14. The Bids should remain valid for the period of 90 days after the last date for submission of bid prescribed. A bid valid for a shorter period shall be rejected by the Bank as nonresponsive. Bank may seek extension of bid validity, if required.

General Manager



ANNEXURE-I

Details of Items at Parliament Street building:

No	Item Description	Quantity
1	Monitors	160
2	Server CPU	20
3	CPU	68
4	Passbook Printer	31
5	Laser Printer	09
6	Scanner	25



**ANNEXURE-II
TENDER FORM**

To
The General Manager,
Saptagiri Grameena Bank,
Chittoor -517001.

Sub: DISPOSAL OF OBSOLETE IT HARDWARE/EQUIPMENT AT Head Office- Chittoor

Ref:HO/ITD/1003/2022 dated 12.01.2022

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

No	Item Description	Quantity	Unit Rate	Total Amount
1	Monitors	160		
2	Server CPU	20		
2	CPU	68		
3	Passbook Printer	31		
4	Laser Printer	09		
5	Scanner	25		
	Total Amount (A)			
	GST @ 5% on A (B)			
	Grand Total (A+B)			

The amount quoted in words: _____

The total price is inclusive of all misc. charges like transportation, labor, all taxes or any other expenses.

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: **Mobile No.**
Email:



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 HEAD OFFICE-CHITTOOR.

Ref: RFQ No: HO/ITD/1003/2022 dated 12.01.2022.

This is to certify that the equipment's 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 _____



Saptagiri Grameena Bank
(Public Sector RRB : Sponsored by Indian Bank)

సప్తగిరి గ్రామీణ బ్యాంక్
(ప్రభుత్వ రంగ సంస్థ : ఇండియన్ బ్యాంక్ ద్వారా ప్రాయోజితం)

सप्तगिरि ग्रामीण बैंक
(सार्वजनिक क्षेत्र आरआरबी : इंडियन बैंक द्वारा प्रायोजित)

ANNEXURE-IV
BID SECURITY DECLARATION

Date:

To
The General Manager,
Saptagiri Grameena Bank,
Chittoor -517001.

Dear Sir,

Sub: DISPOSAL OF OBSOLETE IT HARDWARE EQUIPMENT AT SAPTAGIRI
GRAMEENA BANK, HEAD OFFICE - CHITTOOR.

Ref: RFQ No. HO/ITD/1003/2022 dated 12.01.2022

We declare that, we will not withdraw our bid during the period of bid validity specified in this RFQ and we will not fail or refuse to dispose off the equipment's as detailed in the bid under reference purchased by us as per the Government Guidelines on e-waste disposal currently in force.

Signature of Authorized Official

Name and Designation with Office Seal

Place:

Date:



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. Bid Security Declaration (As per Annexure-IV).
4. Sealed and Signed Copy of RFQ (To be sealed and signed by the Authorized Official of the Bidder on every page of **RFQ**).