



Chaitanya Godavari Grameena Bank

(A Government Undertaking
Sponsored by Union Bank of India)
Head office, Guntur

Reference No:099/51/RFQ/2022-23/03, Date: 09.05.2022

**REQUEST FOR QUOTATION (RFQ) FOR
Disposal of obsolete IT hardware/equipment at various Branches/Offices of
Chaitanya Godavari Grameena Bank**

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Document Owner

: General Manager

BID DETAILS

Sr. No.	Subject	Date/time
1.	RFQ Ref. Number & Date	No.099/51/RFQ/2022-23/03 Dt. 09.05.2022
2.	Last date for receipt of Bids	31.05.2022 at 10.30 A.M
3.	Date & Time of Opening of Technical Bids*	31.05.2022 at 11.00 A.M
4.	Address for submission of Bid & Place of Opening of Bids	<p>1. Dr. B V Ramanarao, General Manager, Chaitanya Godavari Grameena Bank, Head office,4th Floor,RaghuMansion, 4/1, Brodipet, Guntur - 522 002. Phone No: 0863- 2261125.</p> <p>2. Sri S Vamsi, Senior Manager-IT, Chaitanya Godavari Grameena Bank, Head office,4th Floor,RaghuMansion, 4/1, Brodipet, Guntur - 522 002. Phone No: 93904 78378, Fax Number: 0863 - 2261123.</p>
5.	Website address	www.cggb.in
6.	E-mail address	ditsm@cggb.co.in gm-ho@cggb.co.in it@cggb.co.in
7.	R F P Fee	Rs.3,000/-

*In the presence of the authorized representative of the bidders (authorization letter from Company to be submitted) Technical bids will be opened. Only one representative will be allowed to represent the Company.

DEPARTMENT OF INFORMATION TECHNOLOGY
Chaitanya Godavari Grameena Bank,
IV Floor, Raghu Mansion, 4/1 Brodipet, Guntur - 522 002,
Andhra Pradesh.
Phone No: 0863 2254197, 93904 78378.

TABLE OF CONTENTS

Particulars	Page No.
1. Introduction	4
2. Broad scope of work.....	4
3. Bidder's Eligibility criteria.....	4
4. Single Stage Two Envelop Bidding	5
5. RFQ Fees.....	6
6. Bid security declaration.....	6
7. General Terms of Bid submission.....	6
8. Price Composition.....	9
9. Opening of Bids.....	9
10. Evaluation process.....	10
11. Period of Validity.....	10
12. Terms of execution of work.....	10
13. No Price Variation.....	10
14. No Commitment to accept highest or any tender.....	11
15. Right to alter quantities.....	11
16. Order Cancellation.....	11
17. Right to Accept/Reject the offer.....	11
18. Resolution of Disputes.....	11
19. Force Majeure.....	12
20. Confidentiality.....	12
21. Enclosures: Annexure - I	13
22. Annexure - II	14
23. Annexure - III	15
24. Annexure - IV	16
25. Annexure -V	17

1.Introduction:

Chaitanya Godavari Grameena Bank (CGGB) was formed by the amalgamation of two Regional Rural Banks namely ‘Chaitanya Grameena Bank’ and ‘Godavari Grameena Bank’ with effect from March 1,2006. Bank was formed as per RRB act 1976.

Bank is sponsored by Union Bank of India.

Profile of Chaitanya Godavari Grameena Bank (CGGB).

The shareholding pattern of the bank

Government of India	50%
Union Bank of India	35%
Government of Andhra Pradesh	15%

Chaitanya Godavari Grameena Bank is herein after called “Bank” which term or expression unless excluded by or repugnant to the context or the meaning thereof, shall be deemed to include its successors and permitted assigns herein after called “Chaitanya Godavari Grameena Bank” or “Bank” or “bank”, issues this Request for Quotation, hereinafter called “RFQ”.

2. Broad Scope of Work:

Chaitanya Godavari Grameena Bank invites sealed Tenders for Disposal of obsolete IT hardware/equipment at its various Branches/Offices. The Branches/Offices will be spread over in East Godavari, West Godavari and Guntur districts.

The scope of work includes collecting and purchasing various IT Hardware items/Equipment from our branches/offices as mentioned in the Annexure-I “as is where is basis” for disposal/recycling/reusing in line with Central/State Government guidelines.

3. Bidders’ Eligibility Criteria:

Only those bidders, who have fulfilled the criteria as given below, only need to apply for the work.

- i. The bidder should have a valid certificate/license from Central/State Pollution Control Board/Govt. Authorities for undertaking e-Wastage disposal as on the date of RFQ. The copy of the certificate should be submitted along with the bid.

- ii. The bidder should submit an undertaking to agree for removal of storage media viz., Hard disk, Tapes, DATs etc. and handover the same safely without damage to Bank officials at their own cost before lifting the e-Wastage.
- iii. The bidder should submit an undertaking that all the e-Wastage items as proposed by the Bank will be disposed off as per e-Wastage disposal guidelines of State/Central Governments.
- iv. The bidder must not have been black listed by any Government organization or Govt. agency or Banks in India. (A self-declaration signed by the authorized Signatory to be enclosed).
- v. Bidders, who have not satisfactorily completed any of the earlier contracts with Bank, will not be eligible for participation in this tender.

4. Single stage two envelop bidding:

4.1. The response to the RFQ shall be submitted by way of two stage bidding process comprising of Technical & Commercial Bids as detailed below.

Technical Bid: It indicates the technical compliance to the RFQ. It should contain

- i. Company profile in brief.
- ii. A valid State/Central Govt. Pollution Control Board Certificate.

Commercial Bid: It should contain all relevant information as per Bill of Material (Annexure-II). Please note that no other information other than the price & other information called for should be furnished along with this offer.

4.2. The offer shall be submitted in sealed cover for all the products offered. The Covers should be super scribed with the headings “**Technical offer for disposal of obsolete IT Hardware/Equipment**” for Technical Bid documents and “**Commercial offer for disposal of obsolete IT Hardware/Equipment**” for Commercial Bid documents, whenever submitted.

4.3. The sealed covers containing the **Technical and Commercial** offers shall in turn be put in a sealed outer envelope to be super scribed “**Technical and Commercial offers for disposal of obsolete IT Hardware/Equipment**”.

4.4. The envelope shall bear the RFQ No., RFQ Details, name & complete postal address of the bidder and authority to whom the Bid is submitted.

4.5. The envelopes should be properly sealed and submitted.

5. RFQ Fees:

The Bidder is required to submit a Demand Draft amounting to **Rs.3,000/-** (Rupees Three Thousand only) in favor of Chaitanya Godavari Grameena Bank payable at Guntur along with the bid. This is to be submitted in a separate envelope along with the Bid response. This amount is not refundable.

RFQ Fee is exempted for the Bidders having the NSIC Certificate or MSE Certificate; Bidder has to submit the valid proofs from NSIC at the time of Bid submission.

6. Bid security declaration:

The Bidder is required to submit Bid security declaration (Annexure-IV) form with clear undertaking that the bidder shall be disqualified from bidding for any contract with the bank for a period of five years from the date of notification if the bidder is in a breach of any obligation under the bid conditions and also the following terms.

- The bidder withdraws his bid before opening of the bids.
- The bidder withdraws his bid after opening of the bids but before acceptance of “Letter of Intent” or “Sale Order”.

7. General Terms of Bid submission:

Please note the following points while submitting your offers.

- i. The bid is non-transferable.
- ii. The prospective bidders may inspect the IT hardware/equipment ready for disposal **on or before 30/05/2022, 04:00 PM** (Only during our Bank working hours) and satisfy themselves about the items for which they are bidding for. The interested parties may contact us through mail IDs: it@cgggb.co.in, ditsm@cgggb.co.in, gm-ho@cgggb.co.in for details of locations where the items are lying. The items are to be taken from various branches/offices situated in East Godavari, West Godavari and Guntur Districts.
- iii. The offers shall be made strictly as per the formats enclosed. The bids submitted by the bidders should contain the Annexure - I to VII (Except Annexure - III which should be submitted after disposal of items) and all other requisite documents otherwise the bid is liable for rejection.
- iv. The successful bidder has to remit the total amount quoted in the bid by way of **Demand Draft favoring Chaitanya Godavari Grameena Bank payable at Guntur and send it to our Head Office within one week from the date of Sale order.**

- v. Once the hardware items are handed over to the successful bidder, the same shall not be taken back by the Bank.
- vi. All the required documents to transport the e-Wastage from the Bank's various locations to bidder's location (complying with the Govt. guidelines), will be arranged from the bidder's side. Bank will only give the required declaration.
- vii. Any bid received by the Bank after the last date for submission of bid prescribed by the bank will be rejected and/or returned unopened to the empaneled bidder, which the concerned bidder has to collect from the Bank.
- viii. The Bidder shall bear all the costs associated with the preparation of the documents, submission of its bid and Bank will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.
- ix. The bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person duly authorized to bind the bidder to the contract.
- x. The bid shall contain no interlineations, erasures or over writing except as necessary to correct errors made by the Bidder. In which case the person or persons signing the bid shall initial such corrections.
- xi. The offers submitted to Bank should not bear any corrections, alterations, over writings and additions in hand writing.
- xii. The Bidder is expected to examine all instructions, forms, terms and conditions and technical specifications in the Bidding Documents. Failure to furnish all information required by the Bidding Documents or submission of a bid not substantially responsive to the Bidding Documents in every respect will be at the Bidder's risk and may result in the rejection of its bid.
- xiii. At any time prior to the deadline for submission of bids, the Bank may, for any reason whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the Bidding documents by amendments. All such amendments will be notified by our website and will be binding on all the bidders. Further, in order to provide, prospective Bidders, reasonable time to take the amendment into account in preparing their bid, the Bank may, at its discretion extend the dead line for submission of bids.
- xiv. The company having quality certification & other certifications, for their operations, can submit.

- xv. Bank will prepare a list of empaneled vendors on the basis of the compliance of pre-qualification criteria as per terms of the tender documents & technical evaluation based on the technical compliance of the product offered by the bidder vis-à-vis the Equipment Configuration & Compliance forms given in the technical bid forms. Bank may call for any clarifications/ additional particulars required, if any, on the technical bids submitted by the bidder. The bidder has to submit the clarifications/ additional particulars in writing within the specified date and time. The bidder's offer will be disqualified, if the clarifications/ additional particulars sought are not submitted within the specified date and time. Bank reserves right to call for a presentation on the features etc., from the short listed vendors based on the technical bids submitted to make an evaluation.
- xvi. Bank reserves the right to reject this invitation to RFQ, in part or full, or cancel the entire RFQ process at any stage without assigning any reason. In such a case, bank will not entertain any correspondence in the matter.
- xvii. The decision of the bank shall be final and binding with regard to technical and financial bids.
- xviii. All documents that comprise the offer should be signed and sealed by the firm, as a token of acceptance to the terms and conditions specified in the tender.
- xix. Bank reserves the right to accept or reject any /all tender/s in part or whole of any firm/ firms without assigning any reasons whatsoever. The decision of the Bank in this regard shall be final. In the event of intending tenderers failure to satisfy the bank, the bank reserves the right to reject the tender.
- xx. Bank reserves right to change/modify/amend any or all provisions of the tender document. Such revision/amendment or corrigendum/addendum, if any, will be made available on Bank official website (www.cggb.in) only. No separate communication will be issued in this regard.
- xxi. Tenders received late on account of any reason whatsoever as also Telegraphic and Faxed Tenders shall not be entertained.
- xxii. The tender shall not include any conditions whatsoever. In case, any conditions are included in the Tender the same shall not be taken in to consideration. The tender in such cases is liable to be rejected. Clarification, if any, shall be obtained from Bank before submission of the tender.
- xxiii. 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. Bank shall not be responsible for any damage to the equipment during transit.

xxiv. Bank reserves the right to partly accept any or all the tenders received without assigning any reasons thereof. The tenderer may have to furnish Rate Analysis for the scrutiny of rates by Bank for negotiation etc., if required.

8. Price Composition:

The empaneled bidder should comply with the following terms & conditions with respect to the Commercial Bids enclosed/ as and when called for and note:

(a) The pricing structure should be furnished strictly as per our format and price quoted should be only in Indian rupees.

(b) The quoted price should be **all-inclusive price** (i.e., including Technical GST and if any, Excise Duty, Sales Tax, VAT, any other applicable duties and taxes, Packing, Freight and Forwarding, Transit Insurance, Local transportation, Hamali Charges, completing the Road permit formalities, if required, Installation and warranty period charges. The total price shall also include cable connectors, Technical/User Manuals, Driver/ Utility Compact Disk) and **shall be applicable uniformly to any part of the country in case Bank prefers to place repeat orders for different locations.** No additional charges/ management fee of any kind will be reimbursed. However, Octroi/ Entry Tax/ Road Permit will be reimbursed as per actual, subject to production of original receipts and other relevant documents. **(The quoted price should clearly indicate the Base Price (A) + GST, other charges component, separately(B).)**

9. Opening of Bids:

The Techno-Commercial bids will be opened at our Head Office as per the date & time mentioned in the Bid details in brief.

Only one representative will be allowed to represent the Company for opening of the Bids. No separate intimation will be given in this regard to the bidders for deputing their representative. The bid will be opened in the presence of Bidder's representative and Bank Officials.

The Bank reserves the right to open the Bids on the date and time mentioned in the Bid details irrespective of presence of any Bidder's representative.

Non-attendance at the bid opening will not be a cause for disqualification of the bidder.

10. Evaluation process:

10.1 The Bids which are qualified in Eligibility/Technical Criteria would be considered for Commercial Evaluation.

10.2 For Commercial evaluation, total bid price i.e. total cost of all the units will be the basis of comparison amongst the eligible bidders to rank them, in order to determine the Highest Evaluated Bid.

10.3 After completing the above process, the Bank will declare H1, H2, H3..... Bidder in order to determine the Highest Evaluated Bid (H1) and will award the contract to the H1 Bidder. In case of failure or refusal to execute the order, the Bank shall have the right to dispose the items to H2/H3 bidder on matching the H1 prices.

10.4 Bank reserves the right to reject any or all offers under any of the following circumstances: -

- i. Demand Draft for RFQ fee is not submitted.
- ii. Offer is incomplete and / or not accompanied by all stipulated documents.
- iii. Offer is not in conformity with the terms and conditions stipulated in this document.

11. Period of validity:

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.

However, Bank will be free to either reduce or increase the quantity to be sold on the same terms and conditions, during the commercial bid validity period of 90 days. The Bank reserves the right to alter quantities.

12. Term of execution of work:

The empaneled bidder shall dispose the complete IT hardware/equipment as mentioned in the Annexure-I within 02 weeks from the date of issue of the Sale Order.

Bank reserves the right to charge penalty for delay in disposal at the rate of 0.50% per week without prejudice to its other rights, if not done within 1 week from the date of sale order. The penalty may be increased to 1% per week for the delay beyond 1 week.

13. No Price Variations:

The commercial offer shall be on a fixed price basis. No downward revision in the prices would be considered during the offer validity period.

14. No commitment to accept highest or any tender:

Bank shall be under no obligation to accept the highest or any other offer received in response to this RFQ and shall be entitled to reject any or all offers without assigning any reason whatsoever.

15. Right to alter quantities:

15.1 Bank will be free to either reduce or increase the quantity to be sold on the same terms and conditions. Bank reserves the right to alter quantities.

15.2 Bank also reserves the right to place further / repeat order at the special rates offered.

16. Order Cancellation:

If the vendor fails to dispose all the IT hardware/equipment as mentioned in the Annexure-I within the stipulated time schedule or by the date indicated by Bank, it will be a breach of contract. In such case, Bank reserves the right to cancel the order without assigning any reason therefor.

17. Right to Accept/Reject the Offer:

Bank reserves the right to accept or reject any offer submitted in response to this RFQ and to annul the process at any time prior to placing of sale order, without thereby incurring any liability to the affected vendor or any obligation to inform the affected vendors of the grounds for Bank's action.

No columns of the tender should be left blank. Offers with insufficient information and Offers, which do not strictly comply with the stipulations given above, are liable to be rejected.

Bank may accept or reject, in full or in part, any or all the offers, without assigning any reason thereof whatsoever in writing.

The Bank will not be obliged to meet and have discussions with any bidder and / or to entertain any representations in this regard.

18. Dispute Resolution, Governing Law and Jurisdiction:

All disputes and differences of any kind, whatsoever, shall be referred by either party (the Bank or the Bidder), after issuance of 30 days' notice on writing to the other, clearly mentioning the nature of the dispute/differences, to a single arbitrator, acceptable to both the parties, for initiation of arbitration proceedings and settlement

of the disputes and differences strictly under the terms and conditions of this contract, executed between the Bank and the Bidder. The arbitration shall be governed by the provisions of the applicable Indian Laws. The award shall be final and binding on both the parties. The venue for arbitration shall be at Guntur, AP.

19. Force Majeure:

Notwithstanding the above provisions, the Successful bidder shall not be liable for penalty or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure. For purposes of this clause, "Force Majeure" means an event beyond the control of the Bidder and not involving the Bidder's fault or negligence and not foreseeable. Such events may include, but are not restricted to, wars or revolutions and epidemics. If a Force Majeure situation arises, the Bidder shall promptly notify the Bank in writing of such condition and the cause thereof. Unless otherwise directed by the Bank in writing, the Bidder shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means of performance not prevented by the Force Majeure event.

20. Confidentiality:

The RFQ document contains confidential information proprietary to the Bank. The Bank is bound by an agreement of confidentiality and secrecy with regard to the dealings of all customers, particularly the borrowers. The selected Bidder shall take all precautions necessary to keep the information totally confidential and under no circumstances it will be disclosed to any third party or competitors. The Bidder shall render himself liable for disqualification/premature termination of contract apart from other legal action as may be warranted for any laxity on his part. The Bank is entitled to be indemnified by the Bidder for any loss/damage to reputation and / or for any breach of confidentiality. The information referred to shall include but not restricted to any and every information concerning the Bank and its customers which the Bidder comes to know only on account of his being associated with the Bank through the contract which the Bidder otherwise would not have had access to.

The Bidder shall also not make any news release, public announcements or any other reference on RFQ or contract without obtaining prior written consent from the Bank. Any reproduction of this RFQ by Photostat/Electronic or any other means is strictly prohibited without prior consent of the Bank.

Dr. B V Ramana Rao
General Manager
Encl: Annexure - I to V

**DETAILS OF OBSOLETE IT HARDWARE/EQUIPMENT
TO BE DISPOSED OFF**

S. No	Item Description	Quantity
1	Monitors	18
2	CPU	9
3	Personal Computer	187
4	Passbook Printer	39
5	Laser Printer	1
6	Inkjet Printer	22
7	Dot Matrix Printer	161
8	Cash receipt Printer	46
9	Scanner	92
10	UPS Batteries (Without UPS)	Will inform later

Note: The above mentioned quantity is indicative. It may get increased/decreased.

COMMERCIAL BID FORM

To
 The General Manager,
 Chaitanya Godavari Grameena bank,
 Head office, 3rd Floor, Raghu Mansion,
 4/1, Brodipet,
 Guntur - 522 002.

Sub: DISPOSAL OF OBSOLETE IT HARDWARE/EQUIPMENT
 Ref: Reference No:099/51/RFQ/2022-23/03, Date: 09.05.2022

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

S. No	Item Description	Unit Rate
1	Monitors	
2	CPU	
3	Personal Computer	
4	Passbook Printer	
5	Laser Printer	
6	Inkjet Printer	
7	Dot Matrix Printer	
8	Cash receipt Printer	
9	Scanner	
10	UPS Batteries (Without UPS)	
	Total Amount (A)	
	GST @ 18% 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 Date:
 Address of the bidder with Tel No.

Mobile No.
 Email:

**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

Ref: Reference No:099/51/RFQ/2022-23/03, Date: 09.05.2022

This is to certify that the equipment 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 _____

Bid Security Declaration Form

To
The General Manager,
Chaitanya Godavari Grameena Bank,
Head office, 3rd Floor, Raghu Mansion,
4/1, Brodipet, Guntur - 522 002.

We, the undersigned, declare that:

We understand that bids must be supported by a Bid Securing Declaration.

We accept that We may be disqualified from bidding for any contract with the bank for a period of five years from the date of notification if we are in a breach of any obligation under the bid conditions,

- The bidder withdraws his bid before opening of the bids.
- The bidder withdraws his bid after opening of the bids but before acceptance of “Letter of Intent” or “Sale Order”.
- The bidder violates any of the provisions of the terms and conditions of the RFQ in the process of evaluation.
- In case of failure to deposit the DD/Online Transfer for full amount quoted in the Commercial bid by the successful bidder within one week from the date of Sale Order.

We understand this Bid Securing Declaration shall cease to be valid if we are not the successful Bidder or after the expiration of the validity of our Bid.

With kind regards

Yours sincerely

Authorised Signatory:

Name:

Title/position:

Date:

Company Seal:

duly authorised for and on behalf of

UNDERTAKING FOR REMOVAL OF STORAGE MEDIA AND HANDOVER TO BANK OFFICIALS

(TO BE SUBMITTED BY SUCCESSFUL BIDDER BEFORE DISPOSAL OF E-WASTE ITEMS)

Date:

Sub: DISPOSAL OF OBSOLETE IT HARDWARE/EQUIPMENT

Ref: Reference No:099/51/RFQ/2022-23/03, Date: 09.05.2022

We agree for removal of storage media viz., Hard disk, Tapes, DATs etc. and handover the same safely without any damage to the Bank officials at our own cost before lifting the e-Wastage at Branches/Offices of Chaitanya Godavari Grameena Bank.

For _____

Signature _____

Name _____

Designation with stamp _____