

INDIAN BANK

ZONAL OFFICE BHOPAL

1st FLOOR C BLOCK,

HOUSING BOARD COMPLEX,

GAUTAM NAGAR, BHOPAL, MP- 462011

REQUEST FOR QUOTATION

FOR SALE OF OBSOLETE IT HARDWARE/EQUIPMENT AS E-WASTE

AT BRANCHES/OFFICES UNDER BHOPAL ZONE

FOR A PERIOD OF ONE YEAR

REF NO: - ZO/EDP/2025-26/E-WASTE/002

DATE- 29/12/2025

The Indian Bank Zonal Office Bhopal invites bid for Sale of obsolete IT Hardware/equipment as E-Waste of all branches and offices under Bhopal Zone.

NOTICE INVITING TENDER

S.No	ISSUE	DESCRIPTION
1	SUBJECT OF NIT	Sale of obsolete IT Hardware/equipment as E-Waste (As detailed in Annexure-I) in 51 branches, processing hubs and other verticals under the administrative purview of Zonal Office Bhopal 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. The work includes removing the materials after physically Punching the hard disk drive/storage at their own cost at all branches/offices under Zonal Office Bhopal spread across on "As is where is" and "As is what is".
2	AVAILABILITY OF TENDER	Tender may be downloaded from the bank's website https://indianbank.in/tenders/
3	LAST DATE & TIME OF SUBMISSION OF	Before 4 PM on 07.01.2026
4	PLACE OF SUBMISSION OF TENDER/OFFER	Indian Bank, Zonal Office Bhopal 1st Floor C Block, Housing Board Complex, Near Chetak Bridge, Gautam Nagar Bhopal 462011
5	DUE DATE & TIME OF OPENING OF TENDER	3 PM on 08.01.2026 at the above mentioned address
6	LAST DATE FOR SEEKING CLARIFICATION IF ANY	06.01.2026
7	EMD AMOUNT	Rs. 5,000/- towards EMD Demand draft in favour of "Indian Bank", payable at Bhopal from any scheduled Bank shall be enclosed along with the Bid Documents. Tenders submitted without EMD will be summarily rejected.
8	PERIOD OF AGREEMENT	1 year from the date of sale order
9	CONTACT PERSON	Ms. Ankita Jain (Manager), Mobile-7755906956 Mr. Atul Dabi (Chief Manager), Mobile-9444438558 eMail- zobhopal@indianbank.co.in

BIDDING PROCESS

- The tender offer should be submitted, in one sealed envelope super – scribed **Tender for Sale of obsolete IT Hardware/equipment as E-Waste**, which in turn should contain two sealed covers super- - scribed as Technical bid and Commercial bid as mentioned above.
- **TECHNICAL BID** will contain the Bidders information in the format as given in this document. **TECHNICAL BID** will NOT contain any pricing or commercial information at all.
- In the first stage, only **TECHNICAL BID** will be opened and evaluated. Bidders satisfying the technical requirements as determined by the Bank and accepting the terms and conditions of this document shall be short – listed for commercial evaluation.
- Under the second stage, the **COMMERCIAL BID** of only those bidders, whose technical bids are qualified, will be opened. The commercial Bid should give all relevant information as per Annexure-I.
- The bid shall be typed in English or written in indelible ink and shall be signed by the Bidder or a person duly authorized to bind the bidder to the contract. All pages of the bid except un- amended printed literature shall be initialled by the person or persons signing the Bid.
- The bid shall contain no interlineations erasures or over writing to correct errors made by the Bidder. The bidder should quote obsolete amount for each and every item as per format of commercial bid. Any quotation found to contain incomplete information is liable to be rejected.

BIDDING DOCUMENT

The Bidder is expected to examine all instructions, forms, terms and condition and technical specifications in the Bidding Documents. Failure to furnish all information required by the Bidding Document 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.

AMENDMENT OF BIDDING DOCUMENT

- a) At any time prior to the deadline for 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.
- b) Amendment if any will be notified through bank's web site to all prospective bidders and will be binding on them.
- c) In order to provide, prospective bidders, reasonable time to take the amendment in to account in preparing their bid, the Purchaser may, at its discretion, extend the dead line for submission of bids.

EVALUATION CRITERIA

- a) **TECHNICAL BIDS**: The technical offer (TO) should be complete in all respects containing all information desired in this RFP document. However TO should confirm that

all required rates have been quoted in Commercial Offer (CO), without showing the actual amounts in the TO. The TO must be submitted in an organized and structured manner. No brochures/leaflets etc. should be submitted in loose form.

b) COMMERCIAL BIDS:

- Commercial bids of only technically qualified short listed bidders will be opened.
- Bank's evaluation of the commercial bids will take into account the status of compliance of terms and conditions.

DETERMINATION OF H1 BIDDER AND AWARDING OF CONTRACT

On completion of evaluation process of technical bids, Bank will open commercial offers of successful bidders and contract will be awarded to the highest bidder.

The final decision on the vendor will be taken by the Bank. The Bank reserves the right to reject any or all proposals/quotations without assigning any reason whatsoever. Similarly, it reserves the right not to include any vendor in the final short – list without assigning any reason whatsoever.

ANNEXURE-I

Description of Obsolete Items for disposal:

Sl No	Item Description
1	CPU
2	Monitor
3	All in One PC
4	Key Board
5	Mouse
6	Power Cords & VGA cables
7	Cartridge
8	Laser Printer
9	Passbook Printer
10	Dot matrix Printer/Line Printer/TDR Printer
11	Document Scanner
12	Flatbed Scanner
13	Cheque Deposit Machine
14	Internet Kiosk
15	Passbook Kiosk
16	Plastic Scrap
17	Coin Vending Machine
18	ATM Machine
19	Unmanaged Network Switch
20	Managed Network Switch
21	Router

ANNEXURE-II**TENDER FORM**

DATE:

To
The Zonal Manager
Indian Bank
Zonal Office Bhopal

SUB: DISPOSAL OF OBSOLETE IT HARDWARE / EQUIPMENT AT VARIOUS BRANCHES / OFFICES IN BHOPAL ZONE

RFQ No. ZO/EDP/2025-26/E-WASTE/002 dated 29.12.2025

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

No	Item Description	Unit Price
1	CPU	
2	Monitor	
3	All in One PC	
4	Key Board	
5	Mouse	
6	Power Cords & VGA cables	
7	Cartridge	
8	Laser Printer	
9	Passbook printer	
10	Dot matrix Printer/Line Printer/TDR Printer	
11	Document Scanner	
12	Flatbed Scanner	
13	Cheque Deposit Machine	
14	Internet Kiosk	
15	Passbook Kiosk	
16	Plastic Scrap	
17	Coin Vending Machine	
18	ATM Machine	
19	Unmanaged Network Switch	
20	Managed Network Switch	
21	Router	

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 favor 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 up to _____ ***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

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 BHOPAL ZONE**

RFQ No. ZO/EDP/2025-26/E-WASTE/002 dated 29.12.2025

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 TENDERERS

1. Tenderers are hereby invited by the Indian Bank, Zonal Office Bhopal, IT department, 1st Floor C Block, Housing Board Complex, Near Chetak Bridge, Gautam Nagar, Bhopal 462011 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. Quotations will be opened on 08.01.2026 at 3:00 PM and sale order will be issued to Highest Quoted (H1) Bidder/bidders.
2. The Bank will consider H1 quoted price for each item & allow bidder 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.
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. Last date of receipt of tender is on or before 07.01.2026 by 4:00 PM. Completed tender forms should be dropped in the tender box kept at Indian Bank, Zonal Office Bhopal, IT department, 1st Floor C Block, Housing Board Complex, Near Chetak Bridge, Gautam Nagar, Bhopal 462011. Late tenders will not be entertained.
7. 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.
8. 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.

9. 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.
10. 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.
11. 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.
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 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.
14. Green Certificate to be issued within one month of the lifting of scrap.
15. Bidder should have office in Madhya Pradesh.

Signature of Tenderer with Seal

CHECKLIST FOR DOCUMENTS TO BESUBMITTED BY THE BIDDER

1. Pollution Control Board Certificate as below:
 - (a) E-Waste Authorization
 - (b) Plastic Waste Certification
 - (c) Hazardous Waste Authorization
 - (d) Consent to Establish Letter
 - (e) Consent to operate
 - (f) Sample Copy of E-Waste Certification
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.5,000/- in the form of DD favouring "INDIAN BANK" Payable at Bhopal.
4. Sealed and Signed Copy of RFQ (To be sealed and signed by the Authorized Official of the Bidder on every page of RFQ).