



# **KERALA GRAMIN BANK**

**Head Office: Malappuram**

**INVITATION FOR  
EXPRESSION OF INTEREST  
FOR  
EMPANELMENT OF VENDORS  
FOR  
DISPOSAL OF E-WASTE**

**Ref: 01/KGB/ITW/IEOI/EW/2022 Dated 12.08.2022**

**CONTENTS**

<b>SI. No.</b>	<b>Details</b>	<b>Page No.</b>
	Basic Information on EOI submission & schedule of Events	3
	Disclaimer	4
1	About Kerala Gramin Bank	5
2	Definitions	5
3	About EOI	5
4	Objective	5
5	Eligibility Criteria	6
6	Application Fee and EMD	7
7	Scope of Empanelment	7
8	Empanelment Procedure	8
9	De-empanelment of Bidders	8
10	Scope of Work of E-Waste Vendor	9
11	EOI Document & Cost	10
12	Pre-EOI queries	10
13	Amendment to EOI	10
14	Preparation of EOI documents	11
15	Submission of EOI	11
16	EOI Opening	11
17	Evaluation of EOI	12
18	Seeking Clarifications	12
19	Modification/Cancellation of EOI	13
20	Responsibility for Completeness	13
21	Intimation to successful Bidders	13
22	Issuance of RFP/RFQ	13
	<b>ANNEXURES</b>	
1	Checklist of Documents to be submitted as part of EOI	15
2	Covering Letter Format	16
3	Eligibility Criteria Declaration	17
4	Bidder's Profile	18
5	Authorization Letter Format	20
6	List of Major Clients/Orders of the Bidder in the last 2 years and References	21
7	Compliance Statement	22
8	Non-Disclosure Agreement	23
	<b>APPENDICES</b>	
A	List of Controlling Offices of Kerala Gramin Bank	24
B	Indicative list items identified to be taken under E-Waste	25

**BASIC INFORMATION ABOUT EOI SUBMISSION &  
SCHEDULE OF EVENTS**

Sl. No.	Description	Details
1	Invitation for EOI Ref.	01/KGB/ITW/IEOI/EW/2022 Dated 12.08.2022
2	Brief Description of the EOI	Request for Expression of Interest for Empanelment of Vendors for Disposal of E - Waste.
3	Bank's Address for Communication and Submission of Tender	Assistant General Manager Kerala Gramin Bank, Head Office, KGB Towers, AK Road, Malappuram, Kerala 673505
4	Date of Issue	12.08.2022
5	Last date for submission of queries related to Invitation for EOI	20.08.2022 - 4 p.m.
6	Publication of response to pre-EOI queries on Bank's website	22.08.2022
7	Last Date of Submission of EOI	29.08.2022 - 3 p.m.
8	Date of Opening of EOI	29.08.2022 - 3.30 p.m.
9	Effective Date of Empanelment	01.09.2022
10	Application Fees for empanelment	NIL
<p>This document can be downloaded from Bank's website</p> <p><a href="https://keralagbank.com/tenders">https://keralagbank.com/tenders</a></p> <p>Any amendments, modifications, Pre Bid replies and any communication etc. will be uploaded in the Bank's website. No individual communication will be sent to the individual bidders.</p>		

**DISCLAIMER**

The information contained in this Invitation for Expression of Interest or information provided subsequently to bidders or applicants whether verbally or in documentary form by or on behalf of Kerala Gramin Bank (hereinafter referred to as 'the Bank'), is provided to the bidder(s) on the terms and conditions set out in this Invitation for EOI and all other terms and conditions subject to which such information is provided. This EOI document is not an agreement and is not an offer by Kerala Gramin Bank to any parties other than the applicants who are qualified to submit the bids (hereinafter individually and collectively referred to as "Bidder" or "Bidders" respectively). The purpose of this Invitation for EOI is to provide the Bidders with information to assist the formulation of their proposals. This Invitation for EOI does not claim to contain all the information each Bidder require. Each Bidder may conduct its own independent investigations and analysis and is free to check the accuracy, reliability and completeness of the information in this Invitation for EOI. Kerala Gramin Bank makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this Invitation for EOI. The information contained in this Invitation for EOI document is selective and is subject to updating, expansion, revision and amendment. It does not purport to contain all the information that a Bidder require.

Kerala Gramin Bank reserves the right of discretion to change, modify, add to or alter any or all of the provisions of this Invitation for EOI and/or the bidding process, without assigning any reasons whatsoever. Such change will be published on the Bank's Website ([www.keralagbank.com](http://www.keralagbank.com)) and it will become part and parcel of this Invitation for EOI.

It may be noted that corrigendum, addendum, amendments, time-extensions, clarifications, response to bidder's queries, if any to this Invitation for EOI will not be published through any advertisement in newspapers or any other media. Prospective bidders shall regularly visit Bank's website for any change/development in relation to this Invitation for EOI.

Kerala Gramin Bank in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this Invitation for EOI. Kerala Gramin Bank reserves the right to reject any or all the expression of interest / proposals received in response to this Invitation for EOI document at any stage without assigning any reason whatsoever. The decision of Kerala Gramin Bank shall be final, conclusive and binding on all the parties.

## 1. About Kerala Gramin Bank

Kerala Gramin Bank, a Regional Rural Bank established in the State of Kerala on 08/07/2013, by amalgamating the erstwhile RRBs, namely South Malabar Gramin Bank and North Malabar Gramin Bank, vide Government of India notification F No: 7/9/2011-RRB (Kerala) dated 08/07/2013, having its Head Office at KGB Towers, A K Road, UP Hill, Malappuram, Kerala-676505 and the sponsor bank is Bank. The Bank is having pan Kerala presence of 634 branches, 320 ATMs and 10 Regional Offices. The Bank is a forerunner in implementation of IT related products and services and continuously making efforts to provide the state of art technological products to its customers.

## 2. Definitions:

- 2.1. 'The Bank' means, unless excluded by and repugnant to context or the meaning thereof, shall mean `Kerala Gramin Bank', described in more detail in paragraph 1 above and which has invited bids under this Invitation for Expression of Interest and shall be deemed to include its successors and permitted assigns.
- 2.2. `EOI' means this Expression of Interest for Empanelment of Vendors for Disposal of E - Waste for our Bank.
- 2.3. The firms, institutions & companies submitting the proposal in response to this EOI shall hereinafter be referred to as 'Bidder'.
- 2.4. 'RFP' means "Request for Proposal" issued to the vendors empanelled on the basis of the EOIs submitted by them.
- 2.5. 'RFQ' means "Request for Quote" issued to the vendors empanelled on the basis of the EOIs submitted by them.

## 3. About EOI:

- 3.1 As per E-Waste (Management & Handling) Rules 2016 notified by Ministry of Environment and Forests, Government of India, the Bank intends to dispose of old computers, hardware, peripherals identified by Bank referred as 'E-Waste' lying at various branches/offices.
- 3.2. The Invitation for EOI document is not a recommendation or invitation to enter the contract, agreement or any other arrangement in respect of the services. The provision of the services is subject to compliance to selection process and appropriate documentation being agreed between the bank and selected vendors as identified by the bank after completion of the selection process.
- 3.3 After empanelling the vendors, Request For Quotation (RFP) will be issued to the empanelled vendors for disposal of specified electronic waste items, as and when required by the Bank.

## 4. Objective:

- 4.1. Kerala Gramin Bank invites application from reputed Bidders to submit their "Expression of Interest" (EOI) who fulfils the eligibility criteria as given below for Empanelment of Vendors for Disposal of E-Waste in our Bank.

- 4.2. The bidders satisfying the Eligibility Criteria as per the EOI and having experience in disposal of E-Waste may respond. The bidders should have experience in purchasing & collecting various IT related hardware items (identified by the Bank for disposal) from Bank's premises on "as is where is basis" for disposal/recycling in line with Central/State Government guidelines.
- 4.3. The bank is looking for end-to-end services (collection, transportation, and dismantling, degaussing, recycling and / or final disposal) from bidders registered with as per GOI guidelines and currently in force and having established facilities for management of e-waste.

## 5. Eligibility Criteria:

Bidders meeting the following Eligibility Criteria may respond to this Invitation:

SI No.	Eligibility Criteria	Documents to be submitted along with the EOI
1	The Bidder should be a registered/licensed Proprietorship firm/ Partnership firm registered under LLP Act, 2008/Indian Partnership Act, 1932 or Company in India as per Indian Companies Act, 1956 or Indian Companies Act, 2013.	Copy of Registration/License of Proprietorship firm. (OR) Copy of Certificate of LLP registration. (OR) Copy of Certificate of Incorporation and Certificate of Commencement of business in case of Public Limited Company. (OR) Certificate of Incorporation in case of Private Limited Company, issued by the Registrar of Companies.
2	The bidders should have valid Registration Certificate issued by Ministry of Environment It Forests (MOEF) / Central Pollution Control Board / State Pollution Control Board as per the current requirements for collecting, dismantling, recycling of e-waste. The registration should be valid for a period of next 6 months at least from the date of this EOI. The bidder should be able to meet all future requirements/guidelines issued by GOI from time to time	Copy of the valid Registration Certificate issued by Ministry of Environment it Forests (MOEF)/ Central Pollution Control Board / State Pollution Control Board to be submitted.
3	The Bidder should have minimum experience of two (2) years in the management of e-waste i.e., buying e-waste as on 31/03/2022. The date of	Copy of two orders of Rs.50,000 each or more during the previous 2 years i.e., 2020-21, 2021-22 and <b>Annexure-6</b> to be submitted.

	reckoning the experience will be the date of registration or commencement of business, whichever is later.	
4	The Bidder should have current client base from BFSI Sector/PSUs /PSBs / IT Industry/Central - State Government Depts/Public/Private Limited Companies.	Copies of Agreement or Work Order or any other relevant supporting document like certificate from the clients to be submitted.
5	The bidder should not have been currently blacklisted / barred / disqualified by <b>any</b> Govt. or PSU or PSB or regulator/statutory body or institution during last two years.	A <b>self-declaration in bidder's letter head</b> to this effect must be furnished.
6	The bidder should submit an undertaking to the effect that after deactivation/degaussing of the data and /or destruction of storage media, the data cannot be retrieved by using any procedure.	An undertaking letter in letter head to be submitted by the bidder. Bidder also need to submit an undertaking that all the e-waste items as proposed by Kerala Gramin Bank for disposal above, will be disposed off as per the e-waste guidelines of State/Central Government authorities.
7	Non-disclosure agreement	Non-Disclosure agreement (as per <b>ANNEXURE-8</b> ) to be submitted by the bidder.

## 6. Application Fee and EMD:

- 6.1. Along with EOI, the Bank is not insisting for application fee or Earnest Money Deposit (EMD). However, while submission of bids in response to RFP/RFQs issued by the Bank, the empanelled vendors will be required to submit EMD for appropriate amount in the form of DD/Bank Guarantee.
- 6.2. MSEs are exempted from paying Application Fee/EMD. For claiming the exemptions, MSEs should submit relevant documentary proof.

## 7. Scope of Empanelment:

- 7.1 Empanelment would be for Vendors for Disposal of E-Waste from branches and offices of Kerala Gramin Bank.
- 7.2 Empanelment would be for **TWO YEARS** on **PAN Kerala basis. However, the Bank reserves the right to** cancel the empanelment or reduce/ extend the validity period of empanelment. Bank's decision will **be final** in this regard.
- 7.3 The e-waste for disposal will be identified by Bank by Bank's HO/RO/Branches. The indicative list of electronic items to be taken under e-waste is mentioned in **APPENDIX-B.**

- 7.4 Head Office/Regional Office/s of the Bank will float RFP/RFQ amongst the empanelled vendors for collection and disposal of e-waste of the identified items at the branches/offices falling under their respective jurisdiction periodically or as and when required. Such RFP/RFQ will be issued to all the empanelled vendors.
- 7.5 Such RFP/RFQ will contain item-wise details of e-waste items and location.
- 7.6 Empanelled vendors are required to respond to all the RFP/RFQ floated by the Bank's Offices.
- 7.7 Depending on the quote received by the Bank, the collection of e-waste will be awarded to H1 vendor (Highest Bidder) for the respective RFP/RFQ for which the empanelled bidder applied.
- 7.8 Successful vendors failing to collect e-waste from the Bank's location in terms of the Order issued to them on even one occasion may also be delisted from the Bank's empanelment.
- 7.9 The Guidelines issued by Ministry of Environment and Forests, Government of India and respective State Pollution Control Boards or any other regulatory authorities from time to time with regard to disposal of E-Waste are to be strictly followed by the empanelled vendors.

## **8. Empanelment Procedure**

The Vendor for E-Waste disposal will be empanelled as per the following process:

- 8.1. Vendor/s satisfying the eligibility criteria will be short listed after due scrutiny of documents submitted by them.
- 8.2. The Bank reserves the right to accept / reject any or all Expression of Interest (EOI) received in response to this advertisement without assigning any reason whatsoever.

## **9. De-empanelment of bidders**

- 9.1. During empanelment period, the Bank reserves the right to de-empanel any vendor. The Bank's decision will be final in this regard.
- 9.2. Bank should retain with themselves the authority to blacklist or bar a bidder for a specified period of the time from participating in its tendering process where the Bank has authentic information the bidder has been debarred/black-listed from participating in the tendering process by an international/local organization on ground of fraud or corruption or for some other reason which, in the opinion of the Bank is not compatible with its procurement policy and ethical standard.
- 9.3. If the service provided by the vendor is found to be unsatisfactory or if at any time it is found that the information provided for empanelment or for any tender is false or if irregularities shown by the vendor when applying for the tenders, the Bank reserves the right to remove such Bidders from the empanelled list without giving any notice to the vendor in advance.
- 9.4. Empanelled Vendors not submitting their response for 5 RFP/RFQs may be de-listed from our empanelment list at the discretion of the Bank.



## 10. Scope of Work of E-Waste Vendor

Scope of Vendor/s for disposal of E-Waste is as follows:

- 10.1 Empanelled vendors are required to mandatorily collect the e-Waste from all the locations/branches of the bank mentioned in the respective RFP/RFQs, if they are finally evaluated as H1 bidder. Bank is having around 650 Branches/Offices spread across Kerala.
- 10.2 The panel of vendors selected through this process will be empanelled for a period of Two years with a provision for review after one year.
- 10.3 The panel of vendors shortlisted by the bank would be used by all Branches/Offices of the Bank across the state to invite offers/price bids for e-waste management.
- 10.4 Vendors failing to respond to any five RFP/RFQs during the period of empanelment may be delisted from the Bank's empanelment.
- 10.5. The successful bidder should make the full payment to the Bank before picking up the items from the Branches/Offices within 2-3 working days from the date of selection of bidder. GST and other taxes as per Govt norms on the auction proceeds will be extra.
- 10.6. The Successful Bidder has to collect the e-waste within 2 weeks from the date of awarding the contract.
- 10.7. The Successful Bidders failing to collect e-waste from the Bank's location in terms of the Order issued to them on even one occasion may also be delisted from the Bank's empanelment.
- 10.8. The e-waste should be disposed off in accordance with the timelines laid down by the Govt. of India guidelines currently in force/ from time to time. On final disposal, the vendor would be required to provide a certificate to this effect to the Bank within 30 days after receipt of e-waste.
- 10.9. The selected Bidder has to remove the storage media viz., Hard disk, Tapes, DATs, etc., and the same has to be degaussed in front of the Bank officials before collecting the e-waste from the Bank.
- 10.10. If e-waste is generated /collected in Kerala required to be transported to another state for dismantling/recycling/final disposal, it would be the responsibility of the bidder(vendor) to have necessary approval /"No Objection Certificate" from the concerned State Pollution Control Board / Pollution Control Committee of Union Territory and intimate the State Pollution Control Board / Pollution Control Committee of Union Territory in transit as required by the GOI guidelines currently in force and issued from time to time. E-way bill generation is the responsibility of the Bidder.
- 10.11. It would be the responsibility of the bidder (vendor) for safe transit of the e-waste from Bank's location to the vendor's location. In case of any untoward happening during the transit of e-waste, the empanelled vendor (successful bidder) will be held solely responsible for the loss/consequences.

10.12. The bidder shall be entirely responsible for all taxes, duties, license fees, road permits, other taxes etc incurring during e-waste handling process.

## **11. EOI Document & Cost**

11.1. This Invitation for EOI document can be downloaded free of cost/fee from Bank's website [http:// https://keralagbank.com/tenders](https://keralagbank.com/tenders).

11.2. The Bidder shall bear all costs associated with the preparation and submission of the bid and the Bank will not be responsible for the costs, regardless the conduct or outcome of the bidding process. The Bank is not liable for any cost incurred by the bidder in replying to this Invitation for EOI. It is also clarified that no binding relationship will exist between any of the respondents and the Bank until the execution of the contract.

## **12. Pre-EOI Queries**

12.1. The bidder should carefully examine and understand the scope and, terms and conditions of this Invitation for EOI and may seek clarifications, if required. The bidders in all such cases seek clarification in writing in the same serial order of that of this Invitation for EOI by mentioning the relevant page number and clause number of this Invitation for EOI.

12.2. All communications regarding points requiring clarifications and any doubts shall be given in writing to the Assistant General Manager, Head Office, Kerala Gramin Bank, IT Wing, KGB Towers, AK Road, Malappuram, Kerala 676505 or an email can be sent to [itwing.kgb@keralagbank.com](mailto:itwing.kgb@keralagbank.com) by the intending bidders before **04:00 PM on 20-08-2022**.

12.3. No queries will be entertained from the bidders after the above date and time.

12.4. No oral or individual consultation shall be entertained.

12.5. The Bank will consolidate all the written queries so received and the replies for valid queries shall be made available in the Bank's website and no individual correspondence shall be made. The clarification of the Bank in response to the queries raised by the bidder/s, and any other clarification/amendments/corrigendum furnished thereof will become part and parcel of this Invitation for EOI and it will be binding on the bidders.

12.6. Non receipt of reply to the queries raised by any of the Bidders shall not be accepted as a valid reason for non-submission of EoI. In addition, non-reply to any query may not be taken in such a way that the version of the Bidder as reflected in the query has been accepted by the Bank.

## **13. Amendment to this Invitation for EOI**

13.1. At any time prior to deadline for submission of the EOI, the Bank, at its own initiative or in response to a clarification requested by prospective bidder, may modify the bidding document, by way of an amendment.

- 13.2. Notification of amendments will be put up on the Bank's website and will be binding on all bidders and no separate communication will be issued in this regard.

#### **14. Preparation of EOI documents**

- 14.1. All bids and supporting documents shall be submitted in English and on A4 size paper, spirally bound securely and in serial order. The response should be submitted in a structured format as per the checklist appended.
- 14.2. All pages of EOI should be stamped and signed by Authorized Signatory of the Bidder. All pages of the EOI document should be serially numbered and shall be signed by the authorized person/s only. The person/s signing the bid shall sign all pages of the bid and rubber stamp should be affixed on each page. In case of non-proprietorship firms, the bidder should submit a copy of Board Resolution or power of attorney document showing that the signatory has been duly authorized to sign the bid document.

#### **15. Submission of EOI**

- 15.1. The sealed envelope containing the EOI along with the required documents shall be super-scribed on the top of the envelope as "EOI for Empanelment of Vendors for Disposal of E-Waste" The Name and address of the bidder should also be specifically mentioned on the top of the sealed envelope. The EOI can be sent through post/courier so as to reach at Bank's Head Office before the stipulated last date and time or should be deposited in the EOI Box kept at Head Office, IT Wing of Kerala Gramin Bank at Malappuram.
- 15.2. If the last day of submission of bids is declared as a holiday under NI Act by the Government subsequent to issuance of EOI, the next working day will be deemed to be the last day for submission of the EOI. The Bid/s which is/are deposited after the said date and time shall not be considered.
- 15.3. In case bid documents are too bulky to be placed inside the tender box, arrangements will be made by the above mentioned officials to receive the tender. However, bidder should reach the venue before the date and time stipulated above.
- 15.4. The bidder shall bear all costs associated with the preparation of and submission of the EOI document or subsequent bid documents including cost of preparation/presentation etc. The Bank will not be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

#### **16. EOI Opening**

- 16.1. EOI will be opened in the presence of the Bidder's representative/s who may choose to attend the bid opening as mentioned in the schedule given at the beginning of this document.
- 16.2 Bidder's representative may be present in the place and venue well in time along with an authorization letter in hand for each bid opening under this EOI, as per

the format (ANNEXURE-5) enclosed and sign in Register of Attendance during the opening of EOI.

- 16.3. If any of the bidders or all bidders who submitted the tender are not present during the specified date, time and venue of opening, it will be deemed that such bidder is not interested to participate in the opening of the Bid/s and the bank at its discretion will proceed further with opening of the EOI in their absence.

## **17. Evaluation of EOI**

- 17.1. The Bank will evaluate the bid/s submitted by the bidder/s under this EOI by the officers of the bank. The Bank may engage an external agency for evaluation of the bid. It is Bank's discretion to decide at the point of time.
- 17.2. The Bank will scrutinize the Bid/s received to determine whether they are complete in all respects as per the requirement of EOI, whether the documents have been properly signed and whether items are offered as per EOI requirements, whether technical documentation as required to evaluate the EOI has been submitted. The Bank may, at its discretion, waive any minor non-conformity or any minor irregularity in the bid which does not constitute a material deviation. Bank's decision with regard to 'minor non-conformity' is final and the waiver shall be binding on all the bidders and the Bank reserves the right for such waivers.
- 17.3. EOI submitted by the bidder will be evaluated based on the format mentioned in the ANNEXURES. Bidders who will qualify from Eligibility Criteria Evaluation will be empanelled.
- 17.4. The short listed applicants will be notified in due course. Only empanelled vendors will be invited to participate in the tender/RFQ process. No interim enquiries will be entertained. The decision taken by the Bank shall be final and no representation or correspondence shall be entertained.

## **18. Seeking Clarifications on Information provided in the EOI documents:**

- 18.1. During the process of scrutiny, evaluation of EOI or subsequent bids, the Bank may, at its discretion, seek clarifications from all the bidders/any of the bidders on the information provided/offer made by them. The request for such clarifications and the Bidders response will necessarily be in writing and it should be submitted within the time stipulated by the Bank.
- 18.2. The Bank may go through a process of evaluation and normalization of the bids to the extent possible and feasible, to ensure that shortlisted bidders are more or less on the same footing by seeking incremental bid submission in part of the requested clarification by the Bank OR revised submission of the entire EOI or bid documents afresh.
- 18.3. The Bank can repeat this normalization process at every stage of bid submission till Bank is satisfied. The shortlisted bidders agree that, they have no reservation or objection to the normalization process and all the technically shortlisted

bidders will, by responding to this EOI, agree to participate in the normalization process and extend their co-operation to the Bank during this process.

## **19. Modification/Cancellation of EOI**

19.1. The Bank reserves the right to cancel EOI process at any time, without thereby incurring any liabilities to the affected bidder[s]. Reasons for cancellation, as determined by the Bank in sole discretion include, but are not limited to, the following:

- a] Services contemplated are no longer required
- b] Change in the scope of work or due to unforeseen circumstances and/or factors and or/or new developments
- c] The project is not in the best interest of the Bank

19.2. The Bank also reserves the right to modify/cancel/re-tender without assigning any reasons whatsoever. The bank shall not incur any liability to the affected bidder(s) on account of such rejection. Bank shall not be obliged to inform the affected bidder(s) of the grounds for the Bank's rejection.

## **20. Responsibility for completeness of documents submitted**

20.1. The Bidder shall be responsible for any discrepancies, errors and omissions in the bid, or other information submitted by him/her/them irrespective of whether these have been approved, reviewed or otherwise accepted by the Bank or not. The Bidder shall take all corrective measures arising out of discrepancies, error and omissions in the bid and other information as mentioned above within the time schedule.

20.2. Wilful misrepresentation of any fact in the EOI or Bid documents will lead to the disqualification of the Bidder without prejudice to other actions that Bank may take. All the submission, including any accompanying documents, will become property of Kerala Gramin Bank.

20.3. The Bank reserves the right to verify the validity of bid information and to reject any bid where the contents appear to be incorrect, inaccurate or inappropriate at any time during the process of EOI or even after the award of contract.

## **21. Intimation to the selected Bidders**

The Bank will prepare the list of Bidders on the basis of evaluation. The short-listed vendors (empanelled vendors) will be notified on the Bank's website and no intimation will be sent to the non-shortlisted vendors/bidders.

## **22. Issuance of RFP/RFQ**

22.1. The Bank reserves the right to issue RFP/RFQ based on the responses and the requirement of the Bank.

- 22.2. Only shortlisted applicants will be invited to participate in the RFP/RFQ Process. The shortlisted applicants will be provided with RFP/RFQ documents through e-mail. The vendors are required to respond accordingly.
- 22.3. No interim enquiries will be entertained. The decision taken by the Bank shall be final and no representation or correspondence shall be entertained.
- 22.4. Bank reserves the right to accept / reject any or all expression of interest received in response to this advertisement without assigning any reasons, whatsoever.
- 22.5. The Bank reserves the right to avail services independently on its own without reference to shortlisted bidders of EOI.

**ASSISTANT GENERAL MANAGER**

**ANNEXURE-1****Checklist of Documents to be submitted as part of EOI****(Filled and Signed copy to be attached as a part of EOI)**

SI No	Details	Reference/ Clause No	Complied & Submitted (Yes/No)	Page No at which details are enclosed
1	Covering letter	<b>ANNEXURE-2</b>		
2	Bidder's Profile	<b>ANNEXURE-4</b>		
3	The documents in support of Eligibility Criteria, whenever required as mentioned in this EOI	<b>ANNEXURE-3</b>		
4	List of major clients and the quantum of orders with approximate value executed to various organizations including BFSI, PSU, PSBs, IT Industry, Central/State Govt. Depts and Public/Private Limited Companies in the last Two (2) years.	<b>ANNEXURE-6</b>		
5	Authorization letter format for Bid Opening (to be carried by the person who is authorized to attend the Bid opening).	<b>ANNEXURE-5</b>		
6	In case of non-proprietorship firms, copy of Power of Attorney or Authorization letter from the Company/partnership firm designating the authorized representative of the company/firm for signing the bid document should be furnished along with the bid document.	<b>Clause No.14.2</b>		
7	Compliance Statement	<b>ANNEXURE-7</b>		

**Note:** 1) Failure to produce the necessary proof may render the applicant ineligible for empanelment.

2) Vendors to verify the above checklist and ensure accuracy of the same before submission of the bid.

I/we confirm having checked the inclusion of the above documents and the accuracy of the information provided therein.

Date:

Signature with seal

Name :

Designation :

**ANNEXURE-2****Covering Letter Format****(Covering Letter has to be submitted in Bidder's letter head)**

Reference No:

Date: - -2022

To

The Assistant General Manager,  
Kerala Gramin Bank  
Information Technology Wing  
Head Office, AK Road  
Malappuram, Kerala 676505

Dear Sir,

**Sub: Empanelment of Vendors for Disposal of E-Waste****Ref : 01/KGB/ITW/IEOI/EW/2022 Dated 12.08.2022**

Having examined the Invitation for EOI document including all Annexures, the receipt of which is hereby duly acknowledged, we, the undersigned, express our interest to get short listed as empanelled vendor for disposal of E-Waste.

If our EOI is accepted, we undertake to participate in the RFP/RFQ process to consult/advise the Bank in respect of disposal of e-waste at various branches/offices.

We agree to abide by and fulfil all the terms and conditions and scope of work as defined in the Invitation for EOI and in subsequent RFP/RFQs issued to us, in default thereof, to forfeit and pay to you or your successors, or authorized nominees such sums of money as are stipulated in the conditions contained in EOI.

This is to confirm that we unconditionally accept all the Instructions and Terms and Conditions of the subject Invitation for EOI.

We hereby declare that the information submitted above is true to the best of our knowledge. We understand that in case any discrepancy is found in the information submitted by us, our EOI is liable to be rejected.

Date:

Signature with Seal:

Place:

Name :

Designation :



**ANNEXURE-3****Eligibility Criteria Declaration****(To be submitted in Bidder's letter head)****Sub: Empanelment of Vendors for Disposal of E-Waste****Ref: 01/KGB/ITW/IEOI/EW/2022 Dated 12.08.2022**

We have carefully gone through the contents of the above referred EOI and furnish the following information relating to Eligibility Criteria.

<b>Sl. No.</b>	<b>Eligibility Criteria</b>	<b>Bidders responses</b>	<b>Related Documents attached</b>
1	The Bidder should be a registered Proprietorship firm/ Partnership firm registered under LLP Act, 2008/Indian Partnership Act, 1932 or Company in India as per Indian Companies Act, 1956 or Indian Companies Act, 2013.	Copy of Registration of Proprietorship firm. (OR) Copy of Certificate of <b>LLP</b> registration. (OR) Copy of Certificate of Incorporation and Certificate of Commencement of business in case of Public Limited Company. (OR) Certificate of Incorporation in case of Private Limited Company, issued by the Registrar of Companies.	
2	The bidders should have valid Registration Certificate issued by Ministry of Environment Et Forests (MOEF) / Central Pollution Control Board / State Pollution Control Board as per the current requirements for collecting, dismantling, recycling of e-waste. The registration should be valid for a period of next 6 months at least from the date of this EOI. The bidder should be able to meet all future requirements/guidelines issued by GOI from time to time.	Copy of the valid Registration Certificate issued by Ministry of Environment & Forests (MOEF)/ Central Pollution Control Board / State Pollution Control Board to be submitted.	

3	The Bidder should have minimum experience of two (2) years in the management of e-waste i.e., buying e-waste as on 31/03/2022. The date of reckoning the experience will be the date of registration or commencement of business, whichever is later.	Copy of two orders, each of Rs.50,000 or more during the previous 2 years i.e., 20-21, 2021-22 and Annexure -6 to be submitted.	
4	The Bidder should have current client base from BFSI Sector/ PSUs/PSBs / IT Industry/ Central - State Government Depts/ Public/Private Limited Companies.	Copies of Agreement / Work Order or any other relevant supporting documents, like certificate from the clients, to be submitted.	
5	The bidder should not have been currently blacklisted / barred / disqualified by any Govt. or PSU or PSB or regulator/statutory body or institution during last two years.	A self-declaration in bidder's letter head to this effect must be furnished.	
6	The bidder should submit an undertaking to the effect that after deactivation/degaussing of the data and /or destruction of storage media, the data cannot be retrieved by using any procedure.	An undertaking letter in bidder's letter head to be submitted by the bidder. Bidder also need to submit an undertaking that all the e-waste items as proposed by Kerala Gramin Bank for disposal above, will be disposed off as per the e-waste guidelines of State/Central Government authorities.	
7	Non-disclosure agreement	Non-Disclosure agreement (as per ANNEXURE-9) to be submitted by the bidder.	

We confirm that the information furnished above is true and correct. We also note that, if there are any inconsistencies in the information furnished above, the bid is liable for rejection.

Date:

Signature with Seal :

Place:

Name :

Designation :

**ANNEXURE-4****Bidder's Profile****Sub: Empanelment of Vendors for Disposal of E-Waste****Ref: 01/KGB/ITW/IEOI/EW/2022 Dated 12.08.2022**

Sl. No.	Particulars	Details
1	Name of the Bidder	
2	Constitution	
3	Date of Establishment/ Incorporation	
4	Number of Years in the Business	
5	Address for Correspondence:	
6	Single Point of contact for this EOI and upcoming RFP/RFQ Name : Designation: Mobile No. : Landline No.: Fax : Email-ID : Website : (any changes in the above should be informed in advance to Bank)	
7	Domestic Customer Base of the bidder (Number of Clients)	
8	Details of other offices of the Firm/Company:	
9	PAN number for Income Tax	
10	GST Registration Number is	
11	Bank Details: Name and Style of Bank Account : Name of the Bank and Branch address :  Account Number : IFS Code :	

Wherever applicable submit documentary evidence to facilitate verification.

We hereby declare that the information submitted above is true to the best of our knowledge. We understand that in case any discrepancy is found in the information submitted by us our Bid is liable to be rejected.

Date:

Signature with seal:

Place:

Name :

Designation :

**ANNEXURE-5**

**Authorization Letter Format**

**(Authorization Letter Format has to be submitted in Bidder's Letter Head)**

To  
The Assistant General Manager,  
Kerala Gramin Bank  
Information Technology Wing  
Head Office, AK Road  
Malappuram, Kerala 676505

Dear Sir,

**Sub: Empanelment of Vendors for Disposal of E-Waste**

**Ref: 01/KGB/ITW/IEOI/EW/2022 Dated 12.08.2022**

This has reference to your above Invitation for EOI for Empanelment of Vendors for Disposal of E-Waste at your branches and offices.

Mr./Ms./Mrs. \_\_\_\_\_, designation: \_\_\_\_\_, is hereby authorized to attend the bid opening of the EOI dated on behalf of our organization.

His/her specimen signature is attested below.

Specimen Signature of Representative:

Signature of Authorizing Authority:

Name and Designation of Authorizing Authority:

Place:

Date:

**ANNEXURE-6****List of Major Clients/Orders of the Bidder in Last 2 Years and References****Sub: Empanelment of Vendors for Disposal of E-Waste****Ref: 01/KGB/ITW/IEOI/EW/2022 Dated 12.08.2022**

<b>SI No.</b>	<b>Name and complete Postal Address of the Client</b>	<b>Name, Designation, Telephone, e-mail address of the contact person (customer)</b>	<b>Value of order</b>	<b>Purchase Order/Letter from client No. &amp; date (attach copies)</b>

(Enclose necessary documentary proof)

Date:

Place:

Signature with seal:

Name :

Designation :

**ANNEXURE-7****Compliance Statement****(Compliance Statement has to be submitted in Bidder's Letter Head)**

Ref:

Date:

To

The Assistant General Manager,  
Kerala Gramin Bank  
Information Technology Wing  
Head Office, AK Road  
Malappuram, Kerala 676505

Dear Sir,

**Sub: Empanelment of Vendors for Disposal of E-Waste****Ref: 01/KGB/ITW/IEOI/EW/2022 Dated 12.08.2022**

We understand that any deviations mentioned elsewhere in the EOI will not be considered and evaluated by the Bank. We also agree that the Bank reserves its right to reject the bid, if the EOI is not submitted in proper format as stipulated in the Invitation for EOI cited.

Sl. No.	Description	Complied (Yes/no)
1	Scope of Empanelment	
2	Empanelment Procedure	
3	Instructions to Applicants	

**We also undertake to comply with the e-waste guidelines of State, Central Government and Ministry of Environment & Forests or any other Regulatory guidelines currently in force and issued from time to time.**

We hereby declare that the information submitted above is true to the best of our knowledge. We understand that in case any discrepancy is found in the information submitted by us our EOI is liable to be rejected.

Place:

Signature with seal :  
Name :  
Designation :

**ANNEXURE-8****Non-Disclosure Agreement****(To be submitted on the Bidder's Letter Head)**

WHEREAS, we, \_\_\_\_\_ having Registered Office at \_\_\_\_\_, hereinafter referred to as the Bidder, are agreeable to provide e-waste disposal services to Kerala Gramin Bank, having its head at KGB Towers, A K Road, UP Hill, Malappuram, Kerala-676505 and the sponsor bank is Canara Bank hereinafter referred to as the BANK and,

WHEREAS, the Bidder understands that the information regarding the Bank's IT Infrastructure shared by the BANK in their Request for Proposal is confidential and/or proprietary to the BANK, and

WHEREAS, the Bidder understands that in the course of submission of the EOI for "Empanelment of Vendors for Disposal of E-waste" and/or in the aftermath thereof, it may be necessary that the Bidder may perform certain jobs/duties on the Banks properties and/or have access to certain plans, documents, approvals or information of the BANK;

NOW THEREFORE, in consideration of the foregoing, the Bidder agrees to all of the following conditions, in order to induce the BANK to grant the Bidder specific access to the BANK's property/information. The Bidder will not publish or disclose to others, nor, use in any services that the Bidder performs for others, any confidential or proprietary information belonging to the BANK, unless the Bidder has first obtained the BANK's written authorization to do so.

The Bidder agrees that notes, specifications, designs, memoranda and other data shared by the BANK or, prepared or produced by the Bidder for the purpose of submitting the EOI to the BANK for the said solution, will not be disclosed during or subsequent to submission of the EOI to the BANK, to anyone outside the BANK.

The Bidder shall not, without the BANK's written consent, disclose the contents of this Request for Proposal (Bid) or any provision thereof, or any specification, plan, pattern, sample or information (to be) furnished by or on behalf of the BANK in connection therewith, to any person(s) other than those employed/engaged by the Bidder for the purpose of submitting the EOI to the BANK and/or for the performance of the Contract in the aftermath. Disclosure to any employed/engaged person(s) shall be made in confidence and shall extend only so far as necessary for the purposes of such performance.

Date:	Signature with seal	:
Place:	Name	:
	Designation	:

**APPENDIX - A****List of Controlling Offices of Kerala Gramin Bank****(List of offices and number of branches under each regional offices)**

<b>SI No</b>	<b>Office</b>	<b>No of Branches &amp; Offices</b>
1	Head Office, Malappuram	<b>1</b>
2	RO Trivandrum	<b>72</b>
3	RO Kottayam	<b>73</b>
4	RO Ernakulam	<b>61</b>
5	RO Thrissur	<b>71</b>
6	RO Malappuram	<b>70</b>
7	RO Kozhikode	<b>64</b>
8	RO Kalpetta	<b>60</b>
9	RO Thalassery	<b>60</b>
10	RO Kannur	<b>54</b>
11	RO Kasaragod	<b>59</b>
12	DBS Wing & Staff Training College, Kannur	<b>2</b>
	<b>TOTAL</b>	<b>651</b>



**APPENDIX-B****Indicative List of Items Identified to be Taken under E-Waste**

<b>SI No</b>	<b>Category</b>	<b>Item</b>
1	Computers	Server/Desktop Computer (CPU, Monitor, Key Board and Mouse), All in One Desktop computers, Laptop, Note Book, Dumb Terminal etc or similar items, Main frames, Mini Computer, Personal Computers (CPU with input and output devices), Laptop Computers ( CPU with input and output devices) Note Book Computers, Notepad Computers, Tablet etc., or similar items.
2	Printer ,Scanner & Accessories	All type of Printers, All type of Scanners, Printer Cartridge, Toner, etc., or similar items, Copying equipment, Mouse, Key Board, Electronic and Electronic Typewriters etc or similar items
3	Network Equipments	Routers, Switches, Patch Panel, Modem, Converter, VSAT equipment and old/un-used network cables etc., or similar items.
4	Other IT Accessories	Biometric Login Devices, Floppy, CD and DVD, Pen Drive, External Hard Disk, External CD/DVD Writer, DAT Drive, Speaker, Laptop Battery, Hand Held Device, VC Equipments, Racks, Data Cartridge etc. or similar items and any other I.T. and any other related Hardware items informed by IT wing time to time.
5	ATMs & Kiosks	ATMs and UPS , Kiosks of all types (Pass Book Printing Kiosks, Cash Deposit Machines, Cheque Deposit Machines, and Recyclers etc.) or similar items.

- NB:** 1. The above list is only indicative and not exhaustive. All the above items need not be included in every RFP/RFQ. There can be addition/deletion of items.
2. While calling RFP/RFQ for each batch, exact number of items will be intimated.
3. The format for Commercial proposal also will be provided along with each RFP/RFQ.