PUDUCHERRY GRAMA BANK

INVITATION FOR

EXPRESSION OF INTEREST

FOR

EMPANELMENT OF VENDORS

FOR

DISPOSAL OF E-WASTE

IT/PYGB/08/2026

DATED: 28.09.2026

Issued by: Information Technology Department,
Puducherry Grama Bank,
Head Office,
No 415, Kamaraj Salai, Saram, Puducherry – 605 013.
Email Id: hoitd@pygb.bank.in

CONTENTS

Sl No	Details	Page No
	Basic Information About EOI Submission & Schedule of Events	3
	Disclaimer	4
1	About Puducherry Grama Bank	5
2	Definitions	5
3	About EOI	5
4	Objective	6
5	Eligibility Criteria	6
6	Application Fee and EMD	7
7	Scope of Empanelment	8
8	Empanelment Procedure	8
9	De-empanelment of bidders	9
10	Scope of Work	9
11	EOI Document & Cost	11
12	Pre-EOI Queries	11
13	Amendment to this Invitation for EOI	12
14	Preparation of EOI Document	12
15	Submission of EOI	12
16	EOI Opening	13
17	Evaluation of EOI	13
18	No Commitment to Accept any EOI	14
19	Intimation about selection of bidder	14
20	Seeking Clarifications on Information provided in the EOI documents	14
21	Modification/Cancellation of EOI	15
22	Responsibility for completeness of documents submitted	15
23	Indemnity to the Bank	15
24	No Publicity	16
25	Issuance of RFP/RFQ	16
26	Authorized Signatory	16
27	Force Majeure	16
28	Resolution of Disputes	17
	ANNEXURES	
29	Letter of Acceptance	18
30	Check List	19
31	Bidder's Profile Format	20
32	Eligibility Criteria	22
33	Indicative List of Items Identified to be taken under E-Waste	24
34	Authorization Letter Format	25
35	List of Major Customer of the Bidder in the last 3 Years and references	26
36	Compliance Statement must be submitted in Company Letter Head	27
37	Non-Disclosure Agreement	28
38	List of Controlling Offices of Puducherry Grama Bank	29

BASIC INFORMATION ABOUT EOI SUBMISSION & SCHEDULE OF EVENTS

Sl No	Description	Details
1	Invitation for EOI Ref.	IT/PYGB/09/2026 Dated: 28.09.2026
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	The General Manager, Puducherry Grama Bank, Head Office, No 415, Kamaraj Salai, Saram, Puducherry – 605 013.
4	Date of Issue	28.09.2026
5	Last date for submission of queries related to Invitation for EOI	09.10.2026 – 4 p.m.
6	Publication of response to pre-EOI queries on Bank's website	15.10.2026
7	Last Date of Submission of EOI	26.10.2026 – 3 p.m.
8	Date of Opening of EOI	27.10.2026 – 3:30 p.m.
9	Effective Date of Empanelment	01.11.2026
10	Application Fees for empanelment	NIL

This document can be downloaded from Bank's website

https://pygb.bank.in/tenders

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.

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 Puducherry Grama 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 Puducherry Grama 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. Puducherry Grama 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.

Puducherry Grama 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 (https://pygb.bank.in) 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.

Puducherry Grama 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. Puducherry Grama 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 Puducherry Grama Bank shall be final, conclusive and binding on all the parties.

SECTION B - INTRODUCTION

1. About Puducherry Grama Bank:

1.1. Puducherry Grama Bank (PYGB) (referred as Purchaser or Bank in this document) is a Regional Rural Bank (RRB) which is Government owned scheduled commercial bank sponsored by Indian Bank. PYGB is having 48 branches across U.T of Puducherry with headquarters in Puducherry.

The Bank's Information systems and security processes at DC and DR are regulated by RBI and NABARD. For further details, please visit our bank's website www.pygb.bank.in

2. DEFINITIONS:

2.1. 'The Bank' means, unless excluded by and repugnant to context or the meaning thereof, shall mean `Puducherry Grama 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 it 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 the E-Waste (Management) Rules, 2022, and subsequent amendments notified from time to time by the Ministry of Environment, Forest and Climate Change, Government of India, the Bank intends to dispose of old computers, hardware, and peripherals—including passbook printers, laser printers, and scanners—identified as 'E-Waste' and currently 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, Expression of Interest (EOI) 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. Puducherry Grama Bank invites application from reputed Bidders to submit their "Expression of Interest" (EOI) who fulfills the eligibility criteria as given below for Disposal of E-Waste in our Branches/offices of Puducherry Grama 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 I.T. related hardware items (identified by the bank for disposal) from Bank's premises on "as in 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 State/Central Pollution Control Board as per GOI guidelines and currently in force and having established facilities for management of E-waste.

5. Eligibility Criteria:

Sl No	Eligibility Criteria	Bidder Response
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/partnership 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 Registrar of Companies
2	The Bidders should have valid registration Certificate issued by Ministry of Environment & 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 three (03) years in the management of e-waste i.e., buying e-waste as on 31-03-2026. The date of reckoning the experience will be the date of registration or commencement of business, whichever is later.	Copy of orders during the previous 3 years i.e., 2023-24 2024-25 and 2025-26 Annexure G
4	The Bidder should have current client base from BFSI Sector/RRBs/PSUs/PSBs/IT Industry/ Central-State Government Depts/Public/Private Limited Companies	As proof submit the below documents Copies of agreement/Work Orders issued within the last three year (01-04-2023 to 31-03-2026) and Satisfaction letter from clients for corresponding contracts mentioned above.
5	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 ewaste items as proposed by Puducherry Grama Bank for disposal above, will be disposed of as per the e-waste guidelines of State/Central Government authorities.
6	Non-Disclosure Agreement	Non-Disclosure agreement (as per Ann - I) to be submitted by the Bidder.
7	The Bidder should not have been a debarred/banned/blacklisted entity by any Government/PSU/RRB/PSB/FIS.	An undertaking letter in the letter head to be submitted by the bidder.
8	The Bidder must be making profits as per the audited balance sheets for the last three years (2023-24 2024-25 & 2025-26).	Copy of Balance Sheets and P&L accounts to be submitted. A Certificate copy from CA/Cost Accountant may also be submitted.
9	Exemption for Startup and MSE Enterprises	Exemption for Start-up and MSE Enterprises will be as per Government guidelines

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 Bank Guarantee.

7. Scope of Empanelment:

7.1. Empanelment would be for Vendors for Disposal of E-Waste from branches and offices of Puducherry Grama Bank.

7.2. Empanelment would be for **THREE YEARS** on **PAN Puducherry 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's HO. The indicative list of electronic items to be taken under e-waste is mentioned in Annexure E.

7.4. The quantity of items may increase or decrease from those listed in Annexure E. The successful bidder shall collect the items as per their actual physical availability at the respective locations.

7.5. Head Office 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.

7.6. Such RFP/RFQ will contain item-wise details of e-waste items and location.

7.7. Empanelled vendors are required to respond to all the RFP/RFQ floated by the Bank's Offices.

7.8. 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.

7.9. Successful vendors failing to collect e-waste completely 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.

7.10. The Guidelines issued by Ministry of Environment and Forests, Government of India and respective State Pollution Control Boards or any other regulatory authorities (central/state/local bodies) 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 within the stipulated time.

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 EOI/RFQs may be de-listed from our empanelment list at the discretion of the Bank

10. Scope of Work:

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 48 Branches spread across Puducherry.

10.2. The panel of vendors selected through this process will be empanelled for a period of Three years with a provision for review after one year.

10.3. Vendors failing to respond to any two EOI/RFP/RFQs during the period of empanelment may be delisted from the Bank's empanelment.

10.4. 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 Government norms on the auction proceeds will be extra.

10.5. The Successful Bidder must collect the e-waste within 3 weeks from the date of awarding the contract (extension an additional two weeks may be provided in the case of difficult area branches as listed by the Bank. For such relaxation, vendors must submit requests to bank before expiry of time).

10.6. 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.

10.7. The e-waste should be disposed of 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.

10.8. Computers, Printers, Scanners and any other electronics items listed either in working or non-working condition. Bank will treat these items as separate categories.

10.9. Computer hardware as mentioned above will be picked up on "as is - where is" basis. Hardware with missing / damaged parts must not be refused for pick up in any case.

10.10. Bank will not provide any warranty on any old hardware picked up under this contract. Any complaint in the collected hardware will not be entertained by the Bank.

10.11. Bank will not be responsible for any insurance or liability incurred for old hardware once it has been collected from the bank's premises.

10.12. All the hardware containing storage media must be formatted (low level formatting) at the bank's premises without installation of any licensed software. No operating system or proprietary or licensed software will be provided and considered for the old PCs under this contract. Thus, bank will not be responsible for any copyright infringement due to use of licensed or proprietary software in the old PCs once it has been collected from the bank's premises.

10.13. Vendor shall prepare triplicate copy of details of hardware collected from branch in the format as provided by Bank at the time of award of contract.

10.14. Upon receiving the location details, vendor shall share the visit schedule to Bank & send their representative for collection of hardware from branches designated Bank official will present in the collection location as per the schedule.

10.15. Vendor will prepare the report in the format given mentioning the make, model & serial number of the hardware to be picked from every branch. This report is to be sent to HO, IT Department by branch for verification before signing the report & handing over the items. HO, IT Department will confirm the same over mail along with the complete calculation against each item to be paid by vendor to the branch. Branches must hand over the items to the vendor only upon written confirmation from HO, IT Department & after collecting the amount from vendor as per the mail received from HO, IT Department.

10.16. The collection certificate submitted by vendor is to be duly signed by branch official only after receiving the full amount from vendor & a copy of this report is to be kept in records at branch.

10.17. Vendor shall submit daily report along with scanned copy of the collection format duly signed by the branch to the order issuing office i.e. HO, IT Department for daily reconciliation & records purpose.

10.18. The Guideline issued by Ministry of Environment & Forests, Government of India and respective State Pollution Control Boards or any other regulatory authorities such as local bodies from time to time with regards to disposal of e-waste are to be strictly followed by the vendors.

10.19. The selected Bidder has to remove the storage media viz. Hard disk, Tapes, drives etc. and the same has to be degaussed in front of the Bank Officials before collecting the e-waste from the Bank.

10.20. If e-waste is generated/collected in one state and 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.

10.21. It would be the responsibility of the bidder (vendor) for safe transit of the e-waste from Banks location to the vendor's location. In case of any untoward incident happening during the transit of e-waste, the successful bidder will be held solely responsible for the loss/consequences.

10.22. 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 https://pygb.bank.in/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 EOI and may see 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 any points which requiring clarifications and any doubts shall be given in writing to the The General Manager, Puducherry Grama Bank, Head Office, No 415, Kamaraj Salai, Saram, Puducherry – 605 013. or an email

can be sent to hoitd@pygb.bank.in by the intending bidders before the date and time specified in the Bid details in brief description.

12.3. Pre-bid meeting will be held on the date and time mentioned in the Bid schedule.

12.4. Those who are interested in participating the Pre-bid meeting should share the participant details (name, mobile number and email id) to https://pygb.bank.in/tenders

12.5. Upon perusal of the same, the link / meeting id will be shared to the participant and the same will be shared in our website https://pygb.bank.in/tenders

12.6. No queries will be entertained from the bidders after the cut-off date and time.

12.7. No oral consultation shall be entertained.

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 Document:

14.1. All bids and supporting documents shall be submitted in English. The BID 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 bid 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. The bidder should submit a copy of Board Resolution or Power of attorney document showing that the signatory has been 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 - Puducherry Grama Bank.

15.2. 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.

15.3. 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.

15.4. 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 of submission of EOI. The Bid's which is/are deposited after the said date and time shall not be considered.

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-F) 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. The Bank may engage an external agency for evaluation of the bid if required. It is Banks discretion to decide at the point of time.

17.2. EOI submitted by the bidder will be evaluated based of the format mentioned in Annexure-D. Bidder who will qualify the eligibility criteria will be selected.

17.3. The Bank reserves the right to verify any or all statements made by the bidders in the documents submitted in this EOI and to inspect the bidder's facilities, if necessary, to establish to its satisfaction about the bidder's eligibility

17.4. During the process of scrutiny, evaluation, and comparison of offers submitted for RFQ if empaneled, the Bank may, at its discretion, seek clarifications from all the bidders/any of the bidders on the 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.

17.5. The Bank reserves the rights to accept /reject any or all document received in response to this advertisement without assigning any reasons, whatsoever.

18. No Commitment to Accept EoI/RFQ proposal:

18.1. Banks shall be under no obligation to accept any offer received in response to this EOI or RFQ if empanelled and shall be entitled to reject any or all offers including those received late or incomplete offers without assigning any reason whatsoever. Bank reserves the right to make any changes in the terms and conditions of purchase. Bank will not be obliged to meet and have discussions with any vendor, and or to listen to any representatives.

19. Intimation about selection of bidder:

19.1. 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.

19.2. Bank also reserves the right to cancel the contract at any point of time based on the performance during the period of contract.

19.3. In case the selected vendor ceases to be registered with Central /State Pollution Control Board during the validity of this contract, the contract shall be cancelled unless the vendor gets registered again with Central/State Pollution Control Board and informs Bank in this regard.

20. Seeking Clarifications on Information provided in the EOI documents:

20.1. 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.

20.2. 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.

20.3. 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.

21. Modification/Cancellation of EOI:

21.1. 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 the in the best interest of the Bank

21.2. 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.

22. Responsibility for completeness of documents submitted:

22.1. 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 mention above within the time schedule.

22.2. 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 Puducherry Grama Bank.

22.3. 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.

23. Indemnity to the Bank:

23.1. The selected vendor shall furnish a copy of the registration from Central/State Pollution Control Board. Further, the selected vendor shall keep Bank indemnified against any losses or damages on the account of violation of prescribed processes for disposal of e-waste.

24. No Publicity:

24.1. Any publicity by the vendor in which the name of Bank is to be used should be done only with the explicit written permission of Puducherry Grama Bank. Any breach of this clause may invite appropriate action from Bank.

25. Issuance of RFP/RFQ:

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

25.2. Only shortlisted applicants will be invited to participate in the RFP/RFQ Process. The shortlisted applicants will be provided with RFP/RFQ documents through email. The vendors are required to respond accordingly

25.3. No interim enquiries will be entertained. The decision taken by the Bank shall be final and no representation or correspondence shall be entertained.

25.4. Bank reserves the right to accept / reject any or all expression of interest received in response to this advertisement without assigning any reasons, whatsoever.

25.5. The Bank reserves the right to avail services independently on its own without reference to shortlisted bidders of EOI.

26. Authorized Signatory:

26.1. The person who is signing the bids on behalf of the company should be authorized signatory as per their Board Resolution. Copy of Board Resolution for such authorization should be submitted.

27. Force Majeure:

27.1. The selected vendor shall not be liable for forfeiture of its performance security, liquidated damages, 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 vendor and not involving the vendors fault or negligence and not foreseeable. Such events may include, but are not limited to, Act of God or of public enemy, acts of Government of India in their sovereign capacity, acts of war, and acts of Bank in fires, flood, and freight embargoes.

27.2. If a Force Majeure situation arises, the Vendor shall promptly notify Bank in writing of such conditions and the cause thereof within seven calendar days. Unless otherwise directed by Bank in writing, the vendor shall continue to perform its obligations under the Contract as far as it is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

27.3. In such a case, the time for performance shall be extended by a period(s) not less than the duration of such delay. If the duration of delay continues beyond a period of three month, Bank and the vendor shall hold consultations with each other in an endeavor to find a solution to the problem.

27.4. Notwithstanding above, the decision of Bank shall be final and binding on the vendor.

27.5. The empanelled bidder shall sign an agreement with the Bank if he became the highest bidder in the RFQ/RFP.

28. Resolution of Disputes:

28.1. Bank and the vendor shall make every effort to resolve amicably, by direct informal negotiation, any disagreement or dispute arising between them under or in connection with the contract. If after thirty days from the commencement of such informal negotiations, Bank and vendor have been unable to resolve amicably a contract dispute, either party may request that the dispute be referred for resolution by formal arbitration.

28.2. All legal suits, actions, or proceedings relating to or arising out of the agreement shall be subject to jurisdiction of Courts in Puducherry only.

29. ANNEXURE A - Letter of Acceptance

Offer Reference No: Date:

To
The General Manager
Puducherry Grama Bank
Head Office Puducherry - 605013.

Dear Sir,

Subject: Empanelment of Vendors for Disposal of E-Waste

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.

Place: Signature with Seal :

Date : Name :

Designation :

30. Annexure B – Check List

The bidder shall confirm whether following are submitted in their EOI/Bid. The bidder shall indicate the page no. where the details are furnished; otherwise, bid is liable for rejection.

Sl No	Details	Reference/ Clause Nos	Complied & Submitted (yes/No)	Page no at which details are enclosed
1	Letter of Acceptance	Annexure A		
2	Bidder' Profile	Annexure C		
3	The documents in support of Eligibility Criteria, whatever required as mentioned in this EOI	Annexure D		
4	Authorization letter format for Bid Opening (to be carried by the person who is authorized to attend the Bid opening).	Annexure F		
6	List of major clients and the quantum of orders with approximate value executed to various organizations including BFSI, PSU, RRB, PSBs IT Industry, Central/State Govt Depts and Public/Private limited Companies for the last 3 years (,2023-24, 2024-25 & 2025-26)	Annexure G		
6	Compliance Statement	Annexure H		
7	Copy of Power of Attorney or Authorization letter from the Company designating the authorized representative of the company for signing the bid document should be furnished along with the bid document.			
8	Non-Disclosure Agreement	Annexure I		

Dated this..... Day of 2026

(Signature)
(In the capacity of)
Duly authorized to sign bid with seal for & on behalf of (Name & Address of the Bidder)

31. Annexure C – Bidder's Profile Format

Sl No	Parameters	Response
1	Name of the Firm/Company	
2	Year of Incorporation in India	
3	Constitution	
4	Number of Years in the Business	
5	Addresses of Firm/Company	
	a) Head Office	
	b) Local Office in Puducherry	
6	Authorized Contact person	
	a) Name and Designation	
	b) Telephone number/Mobile No	
	c) E-mail ID.	
	d) Website	
7	Domestic Customer Base of the bidder (Number of Clients)	
8	PAN number for Income Tax	
9	GST Registration Number is	
10	Bank Details	
	a) Name of Bank Account	

	b) Name of the Bank		
	c) Account Number		
	d) IFSC Code		
7	Financial parameters		
	Business Results (last three years)	Turnover (in lakh)	Operating Profit (in lakh)
	2023-24		
	2024-25		
	2025-26		
	(Only company figures need to be mentioned. Not to include group/subsidiary Company figures)		
8	a) Experience		
9	Details of project executed	Name of Customer	No. of Years in Use
	Project 1		
	Project 2		
	Project 3		

N.B. Enclose copies of Audited Balance Sheet along with enclosures Dated this..... Day of 2026

(Signature)
(In the capacity of)
Duly authorized to sign bid with seal for & on behalf of (Name & Address of the Bidder)

32. Annexure D - Eligibility Criteria

Sl No	Eligibility Criteria	Bidder Response	Compliance
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/partnership 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 Registrar of Companies	
2	The Bidders should have valid registration Certificate issued by Ministry of Environment & 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 three (03) years in the management of e-waste i.e., buying e-waste as on 31-032025. The date of reckoning the experience will be the date of registration or commencement of business, whichever is later.	Copy of orders during the previous 3 years i.e. 2022-23, 2023-24 and 2024-25 Annexure G	
4	The Bidder should have current client base from BFSI Sector/RRBs/PSUs/RRBs/PSBs/IT Industry/ Central-State Government Depts/Public/Private Limited Companies	As proof submit the below documents copies of agreement/Work Orders issued within the last three year (01-042022 to 31-03-2025) and Satisfaction letter from clients for corresponding contracts mentioned above	

5	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 ewaste items as proposed by Puducherry Grama Bank for disposal above, will be disposed of as per the ewaste guidelines of State/Central Government authorities.	
6	Non-Disclosure Agreement	Non-Disclosure agreement (as per Ann - I) to be submitted by the Bidder.	
7	The Bidder should not have been a debarred/banned/blacklisted entity by any Government/PSU/RRB/PSB/FIS.	An undertaking letter in the letter head to be submitted by the bidder.	
8	The Bidder must be making profits as per the audited balance sheets for the last three years (2023-24, 2024-25 and 2025-26).	Copy of Balance Sheets and P&L accounts to be submitted. A Certificate copy from CA/Cost Accountant may also be submitted.	
9	Exemption for Startup and MSE Enterprises	Exemption for Startup and MSE Enterprises as per government guidelines. Bidders have to submit valid Startup Certificate and Valid MSE Udyog Aadhaar Certificate	
10	The companies or firms, bidding for the above tender, shall not be owned or controlled by any director or officer/employee of the bank or their relatives having the same meaning as assigned under section 6 of the Companies Act 1956	Certificate regarding the same on company's letterhead is attached	
11	GST registration certificate, ITR and computation of the last three financial years, (2023- 24, 2024-25 and 2025-26). PAN Number	ITR file, GST registration certificate and computation	

Place: Authorized Signatory : Date : Name :

Designation :

33. Annexure E - Indicative List of Items Identified to be taken under E-Waste

Sl No	Category	Item
1	Computers	Server/Desktop Computer (CPU, Monitor), 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, Note Book Computers, Notepad Computers, Tablet etc., or similar items.
2	Printer ,Scanner & Accessories	All type of Printers including laser printers, passbook printers, dotmatrix printers and inktank printers All type of Scanners including CTS scanners. Printer Cartridge,print ribbons, 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 used/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, Projectors, Tele visions, Laser Printer Cartridges, 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.
6	Miscellaneous items	Any electronics items not listed above including parts or scrap parts (metal, plastic or combined) of e waste material and electrical cables

NB: a) 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.

b) While calling RFP/RFQ for each batch, exact number of items will be intimated.

c) The format for Commercial proposal also will be provided along with each RFP/RFQ to the empaneled vendors.

d) The actual number of items may vary from the list mentioned above. The successful bidder shall collect the items based on their physical availability at the respective locations.

34. Annexure F – Authorization Letter Format

Ref No: Date:

To
The General Manager
Puducherry Grama Bank
Head Office
Puducherry - 605013.

Dear Sir

Subject: Empanelment of Vendors for Disposal of E-Waste

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 a Designation of Authorizing Authority:

Place:

Date :

35. Annexure G – List of Major Customer of the Bidder in the last 3 Years and references

Sub: EOI for Disposal of Computers & Peripherals including Passbook printer, Laser Printer and Scanner EOI Ref:

Sl No	Name and complete Postal Address of the Customer	Name, Designation, Telephone, Fax, email address of the contact person (customer)	Nature and description of the business during last 3 years Order No. & Date and Value etc.	Satisfactory letter from the customer to be enclosed or Purchase Orders to be enclosed

Dated this..... Day of 2026

(Signature)

(In the capacity of)
Duly authorized to sign bid with seal for & on behalf of (Name & Address of the Bidder)

36. Annexure H – Compliance Statement must be submitted in Company Letter Head

Ref No: Date:

To
The General Manager
Puducherry Grama Bank
Head Office
Puducherry - 605013.

Dear Sir

Subject: Empanelment of Vendors for Disposal of E-Waste

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

Sl No	Description	Complied (Yes /NO)
1	Scope of Work	
2	Tender Evaluation 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 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 id found in the information submitted by us our tender is liable to be rejected.

Date: `

Signature with seal

Name & Designation

37. Annexure I – Non-Disclosure Agreement

(To be given on the Company's Letter Head)

WHEREAS, we, _____
having Registered Office at _____, hereinafter referred to as the Bidder, are agreeable to provide services to Puducherry Grama Bank, a body corporate constituted under Regional Rural Bank Act, 1976 and having its Head Office at No 415, Kamaraj Salai, Saram, Puducherry-605013, hereinafter referred to as the Bank and.

WHEREAS, the bidder understands that the information regarding the Banks 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 offer for "EOI for Disposal of Computers & Peripherals including Passbook Printer, Laser Printer and Scanner" 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 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 Banks property/information. The Bidder will not publish or disclose to others nor use in any services that the Bidder performs for orders, any confidential or proprietary information belonging to the Banks, unless the Bidder has first obtained the Banks 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 offer to the Bank for the said solution, will not be disclosed during or subsequent to submission of the offer to the BANK, to anyone outside the BANK.

The bidder shall not, without the Banks written consent, disclose the contents of this Request of 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 offer to the BANK and/or for the performance of the Contract in the aftermath. Disclosure to any employed/engaged person(s) shall be made confidence and shall extend only so far as necessary for the purposes of such performance.

Date: Signature with seal

Name & Designation

38. Annexure J - List of Controlling Offices of Puducherry Grama Bank

S.NO	BRANCH NAME
1	MUTHIALPET
2	KALITHEERTHALKUPPAM
3	MANNADIPET
4	THAVALAKUPPAM
5	NETTAPAKKAM
6	EMBALAM
7	T. R. PATTINAM
8	YANAM
9	MURUNGAPAKKAM
10	KARAIKAL
11	NEDUNGADU
12	MAHE
13	MOOLAKULAM
14	EAST COAST ROAD
15	SETHUR
16	VILLIANUR
17	VAZHUTHAVUR MAIN ROAD
18	ALANKUPPAM
19	KOTTUCHERRY
20	PUDUCHERRY TOWN
21	KUNICHEMPET
22	LAWSPET
23	KURUMBAPET
24	KARAIKAL TOWN
25	PANDAKKAL
26	NELLITHOPE
27	SEDARAPET
28	ARYAPALAYAM
29	ARUMBARTHAPURAM
30	SARAM
31	SELLIPET
32	VARICHIKUDY NORTH
33	VIZHITHIYUR
34	45 FEET ROAD
35	MANAVELI
36	SIVARANTHAGAM
37	KANAKALAPETA
38	AMBAGARATHUR
39	URUVAIYAR
40	THIRUNALLAR
41	THONDAMANATHAM
42	MADUKARAI
43	BAHOUR
44	KATTUKUPPAM
45	THIRUKKANUR
46	THIRUVANDARKOIL
47	KUMARAPALAYAM
48	KARIKALAMPAKKAM