



PNB Housing Finance Limited

6th Floor, RMZ Infinity, Udyog Vihar Phase IV, Gurgaon – 122016.

Request for Quotation (RFQ)

Empanelment of Certified E-Waste service provider

for Asset Discard requirements at PAN India offices on Rate Card basis.

RFQ Issue date : 13th Sept. 2024.

Last date for submission of proposals: 20th Sept. 2024 by 05:00:00 PM

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1. SCOPE OF SERVICES

PNB Housing Finance Limited (PNBHFL) intends to select potential and registered E-Waste service provider for the purpose of scrap disposal from the PNBHFL's premises (PAN India PNBHFL branch office locations).

Notwithstanding any other provision herein, Bidder participation in this process is voluntary and at Bidder's sole discretion. PNBHFL reserves the right to accept or reject any or all bids from a specific or multiple Bidders for any reason at any time. PNBHFL also reserves the right at its sole discretion to select or reject any or all Bidder(s) in this process and will not be responsible for any direct or indirect costs incurred by the Bidders in this process.

S. No.	REQUISITES	PARTICULARS
1.	RFQ Name	Empanelment of Certified E-Waste service provider for Asset Discard requirements at PAN India offices on Rate Card basis.
2.	RFQ date	13-September-2024
3.	Submission date	20 th Sept. 2024 by 05:00:00 PM
4.	Process	Response to RFQ should be submitted on the schedule date with your covering letter in the enclosed form duly signed. Your quotation must be submitted as per "Annexure – 1: Commercial Format" with Vendor registration form (annexure- 2) and supporting documents e.g.,: (i) PAN card copy of the firm/ Proprietor. (ii) Registration copy. (iii) In case of proprietorship, an enclosed declaration. (iv) Vendor Profile (Vendor Registration Form). (v) GSTIN with support copy. (vi) 3 years' ITR.
5.	Commercial bid	Password protected files as per section – 3: Submission of Bid, Pt. # 4&5.
6.	Site address	PAN India asset disposal on "as and when required basis".
7.	Scrap Asset List	As per Annexure -1 (Commercial format).
8.	Contract period	Rate contract for 3 years.
9.	EARNEST MONEY DEPOSIT (EMD)	NA

2. ELIGIBILITY CRITERIA

For the service provider those are participating in the process are required to possess following capabilities:

1. Possess all the statutory documentation as asked in the section – 1: Bid-schedule, Pt. # 4.
2. The Vendor should have registered with competent authority of government and Registered office.
3. Bidder should be having experience of buying scrap.
4. Statutory compliance: Bidder has to manage all statutory compliances.
5. The bidder has to be registered with State Pollution Control Board/ Pollution Control Committee / Central Pollution Control Board (CPCB) as per the E-waste Management and Handling Rules.

3. INSTRUCTIONS TO BIDDERS / Submission of Bid:

1. The Bid/ proposal/ quotation, duly super scribing "Empanelment of Certified E-Waste service provider for Asset Discard requirements at PAN India offices on Rate Card basis" should be submitted by 1700Hrs, 20-Sept-2024.
2. The bidder will have to submit the Bid/ proposal/ quotation / responses as per the directions given through this RFQ document. Responses including the printed/ scanned, signed documents should be submitted as per the format and directions of RFQ through an e-mail only at madhur.chaudhary@pnbhousing.com and prabhpreet.kaur@pnbhousing.com by or before the due date.
3. Mentioning GST registration, PAN number are to be necessarily indicated in the offer.
4. Note: Kindly note the Commercial bid, should be submitted in duly password protected file. Bidder is expected to share the password only post a formal communication/e-mail is received from PNBHFL for sharing the same. Bidder may note that password should not be shared as part of the bid submission process. Kindly note any proposal which is not sent in duly password protected mode, is liable to be cancelled basis PNBHFL's discretion.
5. Bidders are requested to share the proposal in .PPT, .XLS, .PDF, .DOC, .ZIP formats only. Any other formats such as .RAR, .7Z or any non-conventional format will not be accepted.

Also proposal sent through google drive/ any other such mode will not be acceptable. PNBHFL will reject the proposals, if submitted in such formats/ modes/ drives from further evaluation. Bidder to ensure that file size should not more than 10 MB. Bidder may send the proposal through multiple e-mails however in that scenario bidder to clearly mention mail 1/x, 2/x, and 3/x and so on in the subject line.

4. OTHER RFQ TERMS AND CONDITIONS:

1. The successful bidder's/ vendor's workmen shall have to abide by the rules regulation including safety & security regulation of the relevant statutory Acts. Entry inside the works should only be against Gate pass for the men and equipment for which successful bidder will have to apply well in advance before visit/ lifting commences.
2. The successful bidder will employ his own labour and means; at his own cost and risk for removal/ collection/ shifting of scrap as per schedules and payment of wages/compensation to the labourers will be the sole responsibility of the vendor. The vendor shall ensure that his workmen do not loiter around within the office premises. They shall not touch any material except those materials shown to them. If any of his workmen is even found violating these restrictions, the vendor shall be responsible for making good the loss to the owners on which their decision shall be final and binding.
3. The items for disposal are offered on 'As is where is basis' only.
4. The successful bidders shall submit an undertaking/certificate that e-waste items out of old/ obsolete/ unserviceable office hardware/ equipment etc. will be stored/process/disposed off as per Rule (s) of E-waste (Management and Handling) rules, 2022 as applicable) notified by the Ministry of environment and Forests vide notification dated 23 March 2016 or any other notification published from time to time.
5. The bidder should ensure that the facility & recycling process are in accordance with the standards laid down in the guidelines published by the CPCB from time to time.
6. The Seller reserve the right to black-list, debar any bidder due to any act of omission or commission or fraudulent acts indulged or caused to be indulged by such bidder in the course of bidding process and/or in the execution or performance of any of the contracts which may be awarded to the bidder pursuant to this activity.
7. PNBHFL reserves the right to withdraw the items offered for sale before or after issue of letter of award without assigning any reason thereof.

5. AWARD OF CONTRACT/ SCRAP SALE ORDER/ INVOICE:

1. While participating in this RFQ, the bidder should understand that the same is not the commitment towards the award of contract or Scrap sale order, and shall only be considered as a proposal basis on the completeness of the document submitted by them.
2. PNBHFL may at its sole discretion negotiate and empanel successful bidder/ award scrap sale order/ invoice to one or more successful bidder as per their commercials standing or may scrap the whole RFQ process altogether.
3. The selected vendor has to submit acceptance of the sale order with 100% amount of reserve price within 3 working days of issue of empanel document/ sale order/ invoice.
4. If the vendor refuses to take accept the empanel document/ sale order/ invoice from the PNBHFL, the same action by vendor shall be considered as inappropriate and necessary action can be taken against that vendor.
5. Successful bidder will ensure to be compliant with all respective Municipal laws while performing the scope at designated site.
6. Any damage to the premise and inside during performing the activities at site shall be the sole responsibility of the selected vendor and hence in case of damages.
7. Vendor has to lift the scrap material within 3 working days and should clean the site. Any additional activity as desired by the vendor e.g., weighing the scrap lot on weighing machine, shall be at his own expenses.
8. After releasing the Scrap sale order/ invoice by the PNBHFL to the vendor, the vendor has to make payment within next working day.
9. Payment to be made in the form of Demand Draft only and in the name of "PNB Housing Finance Limited" Payable at New Delhi.

6. TERMINATION BY DEFAULT:

1. PNBHFL reserves the right to terminate the agreement/ cancel the sale order/ invoice at its discretion at any time without assigning any reason, thereof.
2. The PNBHFL may, without prejudice to any other remedy for breach of bid document/ order, by written notice of default sent to the bidder, terminate the Sale Order in whole or part.
3. If the Bidder fails to provide services within the time period specified in the Sale order/ bid document or any extension thereof granted by the PNBHFL.
4. If the Bidder fails to perform any other obligations under the Sale Order.

ANNEXURE – 1: COMMERCIAL FORMAT

Empanelment of Certified E-Waste service provider for Asset Discard requirements at PAN India offices on Rate Card basis.

Name of the Bidder/Firm	
Address of the Bidder/Firm	
Year of Incorporation in India	
Telephone No	
Email ID	
PAN No.	
GSTN Regd. NO	

S.No.	Description	UoM	UNIT RATE (INR)	HSN CODE	GST (%)
1.	Split AC 1 TR	Per Unit			
2.	Split AC 1.5 TR	Per Unit			
3.	Split AC 2 TR	Per Unit			
4.	Ductable 3TR	Per Unit			
5.	Ductable 8TR	Per Unit			
6.	UPS Battery (12V 65Ah)	Per Unit			
7.	UPS Battery (12V 100Ah)	Per Unit			
8.	Inverter batteries	Per Unit			
9.	Inverter 2KVA	Per Unit			
10.	Fire Extinguisher 5kg	Per Unit			
11.	Fire Extinguisher 2kg	Per Unit			
12.	Ceiling Fans	Per Unit			
13.	Stabilizer	Per Unit			
14.	UPS – 3KVA	Per Unit			
15.	UPS – 6KVA	Per Unit			
16.	UPS – 10KVA	Per Unit			
17.	UPS – 20KVA	Per Unit			
18.	CCTV-Camera	Per Unit			
19.	CCTV-DVR	Per Unit			
20.	Lights/ LED/ Bulb	Per Unit			
21.	Water Dispenser	Per Unit			
22.	Microwave	Per Unit			
23.	Telephone instrument	Per Unit			
24.	Table 3-4 seater	Per Unit			
25.	Workstation Chairs	Per Unit			
26.	Pantry Chairs	Per Unit			
27.	Iron Chairs	Per Unit			
28.	3 Seater Metal Chair	Per Unit			
29.	2 Seater Metal Chair	Per Unit			
30.	Refrigerator	Per Unit			
31.	Iron Scrap Items like Channel etc	Per Kg.			
32.	Aluminium Scrap Items like Black Aluminium frames etc	Per Kg.			

Other terms and conditions:

- Interested parties should share proposal as per the format mentioned above.
- Commercial bid, should be submitted in duly password protected file. Bidder is expected to share the password only post a formal communication/e-mail is received from the PNBHFL for sharing the same. Bidder may note that password should not be shared as part of the bid submission process. Kindly note any proposal which is not sent in duly password protected mode, is liable to be cancelled basis PNBHFL discretion.
- Unit rate to be quoted in INR and excluding GST.
- The proposed rates will be applicable on PAN India basis.

ANNEXURE – 2: VENDOR REGISTRATION FORM/ VENDOR PROFILE

 <p>PNB Housing Finance Limited Ghar Ki Baat</p>	<p>PNB Housing Finance Ltd.</p> <p>Vendor Registration Form</p>								
Name of the Vendor:*									
Address:*									
Tele No. (O):	Country Code <input type="text"/> STD Code <input type="text"/> Nos. <input type="text"/>								
Fax No.(O):	<input type="text"/> <input type="text"/> <input type="text"/>								
Mobile No. (O):	<input type="text"/> <input type="text"/>								
E – Mail*:	<input type="text"/>								
Web Site:	<input type="text"/>								
Name & Designation of Principal Officers/Persons to be contacted									
S.No.	Name of the Person*	Designation*	Contact No*.	Place					
1									
2									
Nature of Company* (Please Tick any One)									
<input type="checkbox"/>	Proprietary	<input type="checkbox"/>	Partnership	<input type="checkbox"/>	Private	<input type="checkbox"/>	Public Ltd.	<input type="checkbox"/>	Other
Nature of Vendor * (Please Tick any One)									
<input type="checkbox"/>	Opex	<input type="checkbox"/>	Capex						
Whether Micro , Small , Medium Enterprise * (Please Tick any One)									
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No						
Whether E invoicing applicable * (Turnover more than 10 Crores in last FY or Voluntary opted)									
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No						
If Yes Please fill the declataion									
GSTIN Number*	<input type="text"/>	State Code*	<input type="text"/>						
PAN No.*:	<input type="text"/>								
Name of the Items Produced/Products/Processed /Services provided:-									
<input type="text"/>									
<input type="text"/>									
Bank Details									
Name & Address of Banker 1* :									
Bank Account No* :	Payee Name* :	IFSC Code / Swift Code* :							
<input type="text"/>	<input type="text"/>	<input type="text"/>							
Name & Address of Banker 2 :									
Bank Account No :	Payee Name* :	IFSC Code / Swift Code :							
<input type="text"/>	<input type="text"/>	<input type="text"/>							
DECLARATION									
The above information is true in all respects and we undertake to inform you if any change in the above particulars regarding our business from time to time.									
Place :									
Date :	Signature of Authorised Representative (along with the seal of the vendor)								

* Mandatory

Note 1: Kindly provide the copy of the cancelled cheque of the entity along with the registration form.

Note 2: Kindly provide the proprietorship declaration in case where firm PAN is same as Individual PAN along with the registration form.

Note 3: In case of unregistered vendor GST details are not mandatory.

Note 4: In case of multiple address for a single vendor , kindly provide the location wise Address , GSTIN , Bank Details as an annexure to the attached form.

Note 5: In case MSME is Yes , Kindly provide the MSME registration certificate.

Note 6: In case E invoicing is Yes , Kindly provide the E invoicing declaration.