

जबलपुर अंचल
सूचना प्रौद्योगिकी विभाग
राजेश्वर भवन, मिग -15 , शिवनगर , दमोह नाका रोड , जबलपुर-४८२००२
फोन

ई-मेल आईडी :Jabalpur.IT@bankofindia.co.in
JABALPUR ZONE

Information Technology Department
Rajeshwar building, MIG-15 , Shivnagar , Damoh Naka Road , Jabalpur -482002
Phone :

E-Mail ID : Jabalpur.IT@bankofindia.co.in

निविदा आमंत्रित करने की सूचना

NOTICE INVITING TENDER

ई-कचरे के निपटान के लिए वेंडर सूचीबद्ध किया जाना

EMPANELMENT OF VENDOR FOR DISPOSAL OF E.WASTE

कम्प्यूटर हार्डवेर और सहायक उपकरण

(COMPUTER HARDWARE & PERIPHERALS)

“बैंक ऑफ़ इंडिया प्रतिष्ठित बोलीदाताओं से जबलपुर अंचल कार्यालय के अंतर्गत हमारी शाखाओं /कार्यालयों में ई-कचरे के निपटान के लिए विक्रेताओं को सूचीबद्ध करने के लिए “प्रस्ताव के लिए अनुरोध “प्रस्तुत करने के लिए आवेदन आमंत्रित करता है जो नीचे दिये गए पात्रता मापदंड को पूरा करते हों।

Bank of India invites applications from reputed bidders to submit their "Request for Proposal" who fulfils the eligibility criteria as given blow for Empanelment of vendors for Disposal of E-Waste in our Branches/Offices under Jabalpur Zone.

IMPORTANT INFORMATION	
मुहरबंद निविदा कोटेशन प्रस्तुत करने की अंतिम तिथि/Last Date for submission of sealed Tender	26-06-2025 को सांय 4:00 बजे तक 26-06-5-2025 till 16:00 hrs
संपर्क विवरण/Contact Details	फोन /Cell No: ई-मेल : Jabalpur.IT@bankofindia.co.in
सूचीबद्धता/Empanelment	अनुबंध शुरू होने से एक वर्ष /1 year from commencement of contract
तकनीकी बोली खोलने की तारीख और समय/Date & Time of Technical Bid opening	27-06-2025 atl 16:00 hrs 27-06-2025 को सांय 4:00 PM
पत्राचार पता और बोली प्रस्तुत करना/Address” for Communication and submission of bid	बैंक ऑफ़ इंडिया ज़ोनल ऑफिस जबलपुर ,राजेश्वर भवन, मिग -15 , शिवनगर , दमोह नाका रोड , जबलपुर-४८२००२. /Bank Of India Zonal Office , Rajeshwar building , MIG-15 , Shivnagar , Damoh Naka Road , Jabalpur -482002

<p>निविदा दस्तावेज़ शुल्क/Tender Document Fees</p>	<p>“टेंडर आवेदन पत्र/दस्तावेज़ बैंक ऑफ इंडिया की वेबसाइट से निविदा ख़ाँस के अंतर्गत डाउनलोड किए जा सकते हैं या बैंक ऑफ इंडिया सूचना प्रौद्योगिकी विभाग आंचलिक कार्यालय से प्राप्त किए जा सकते हैं।</p> <p>Tender Application Form/ Documents can be downloaded from bank of India website www.bankofindia.com under the section "Tender" or can be obtained from Bank of India, Information Technology Department, Zonal Office.</p> <p>निविदा दस्तावेज़ लागत के साथ साथ भागीदारी शुल्क के लिए जबलपुर में देय बैंक ऑफ इंडिया, आंचलिक कार्यालय जबलपुर के पक्ष में Rs.1000/- डीडी प्रस्तुत किया जाना है जो गैर वापसी योग्य है। भालेही निविदा स्वीकार की गयी हो और अनुबंध प्रदान किया गया हो या नहीं।</p> <p>Rs.1000/- DD to be drawn in favour of Bank of India, Zonal Office Jabalpur payable at Jabalpur towards Tender Document cost as well as participation fees which is non-refundable irrespective of whether the tender is accepted and contract is awarded or not.</p>
<p>बयान जमा राशि/Earnest Deposit Amount</p>	<p>बैंक ऑफ इंडिया, जबलपुर अंचल के पक्ष में 25,000/- रुपये (पच्चीस हजार रुपए) का डिमांड ड्राफ्ट (डीडी) जिसे एच 1 विक्रेता से ऊपर उल्लिखित अवधि के लिए बनाए रखा जाएगा ,जिसे</p> <p>Demand Draft (DD) of Rs. 25,000/- (Rupees Twenty-Five Thousand Only) favouring Bank of India. Jabalpur Zone which will be retained for the period mentioned above from the H1 Vendor to whom contract is awarded.</p>

Dear Sirs,

Subject: REQUEST FOR PROPOSAL (RFP) FOR EMPANELMENT OF VENDOR FOR DISPOSAL OF E. WASTE (COMPUTER HARDWARE & PERIPHERALS) AT BRANCHES / OFFICES UNDER JABALPUR ZONAL OFFICE.

1. Calling for quotations / Sealed Tenders:

Sealed Tenders are invited from reputed companies / Firms for Empanelment of vendors for Disposal of E-Waste in our Branches/Offices under Jabalpur Zonal Office. The Details of branches/offices to be covered is given in Annexure 'J'.

2. Eligibility Criteria

The Firms / Companies fulfilling the following Terms and Conditions may submit their bids superscripted as "REQUEST FOR PROPOSAL (RFP) FOR EMPANELMENT OF VENDOR FOR DISPOSAL OF E-WASTE" addressed to the Zonal Manager, Bank of India, Zonal Office, Information Technology Department, Rajesh war building, MIG-15 , Shivnagar , Damoh Naka Road , Jabalpur - 482002. The bids who do not fulfil any of the following eligibility criteria as mentioned in Annexure - D are liable to be rejected.

3. Submission of Bids:

3.1) The Technical / Commercial bids should be in two separate sealed covers clearly marked as 'TECHNICAL BID' and 'COMMERCIAL BID' and both covers should be enclosed in third cover superscripted as "RFP for Disposal of E-Waste in Jabalpur Zone"

3.2) The bid has to be accompanied by two separate Demand Drafts/Pay Slips towards tender cost of Rs. 1,000/- (Rs. One Thousand only) and Earnest Money Deposit (EMD) of Rs. 25,000/- (Rupees Twenty-Five Thousand only) favouring Bank of India, payable at Jabalpur. Such Demand Drafts or Pay slips should be included in sealed cover of TECHNICAL BID (Containing Annexure A to I). No interest shall be allowed on the earnest money deposit and tender fees. Bids without Earnest money are liable for rejection.

3.3) The TECHNICAL BID should contain duly filled-in Annexure A to I along with all supporting documents as per Eligibility Criteria. It should not contain any commercial quotes. The Technical bids will be intimated through e-mail.

3.4) The COMMERCIAL BID should contain the rate against each item separately. Envelop of Commercial Bid should contain duly filled-in Annexure II.

3.5) Technical and Commercial bids should be in clear words, categorically mentioning each and every terms specifying the rates, etc. Any kind of ambiguous/obscure/ unclear/ additional terms may lead to the bid being disqualified.

3.6) The Bank reserves the right to reject any or all the tenders without assigning any reasons.

3.7) The sealed tenders must be submitted by 26 June 2025 by 16:00 hr at above mentioned address.

4. Opening of Commercial Bids:

4.1) Technically Qualified will be called for opening of price/commercial bids. They will be informed of the date / time / Venue of opening of price/commercial bids telephonically or through Mail. If any of the bidder 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 RFP in their absence.

4.2). The Technical Bids will be evaluated as per eligibility criteria. Thereafter the Bank reserves the right of selection of Vendor by Opening of Commercial Bids of vendors, who are found eligible after evaluation of Technical Bids.

4.3) After opening of price/commercial bids and declaring the prices, the Bank will evaluate and compare the Price/commercial bids.

4.4) In case two or more bidders are found to have quoted the same highest evaluated price, the Bank may call for only price/commercial bids afresh from only those highest evaluated bidders. The process may be repeated till a single H1 vendor is arrived at.

5. Other Terms and Conditions:

Empanelment would be for vendors of e-waste in Bank of India, Branches/Offices under Jabalpur Zonal Office. Empanelment would be for 1 year from commencement of contract for Branches/Offices of Bank of India in Jabalpur Zonal Office which may be extended to some specific period of time subject to satisfactory services. The e-waste for disposal will be identified by Bank of India Zonal Office/Branches/Offices.

LIST OF ELECTRONIC EQUIPMENTS IDENTIFIED TO BE TAKEN UNDER E.WASTE		
S. No.	Category	Items
1	COMPUTERS	Server/All in one Desktops/Desktop Computers (CPU, Monitor, Key Board and mouse), Dumb Terminals etc. or similar items, main Frame Computer, personal Computers (CPU with input and output devices).
2	Printers Accessories	All type of Printers, All type of scanners, or similar items, Copying equipment, Mouse, Key Board, Electronic and Electronic Typewriters etc. or similar items.
3	Network Equipment's	Routers & Switches (which are not provided by the Network Support Vendors) Patch Panel, Modem etc. or similar items (Confirmation on network equipment's will be provided by Jabalpur Zonal Office IT Department).
4	IT Accessories	Biometric Login Devices, Floppy, CD and DVD, Pen Drives, External Hard Disk, External CD/DVD Writer, Network Rack etc. or similar items and any other IT related hardware items.
5	UPS	Old UPS and Batteries (items which are not in use).

5.1) Zonal Office/Branches/Offices will invite successful bidder for collection and disposal of e-waste of the identified equipment at the branches/offices as and when required.

5.2) The successful bidder should make the full payment to the Bank before picking up the items from the Branches/offices and should provide the certificate for same to respective branches/offices.

5.3) The successful bidder should make the full payment to branches either through cheques/DD or online mode from the firm account in the bank's account only.

5.4) 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 de-listed from the Bank's empanelment.

5.5) After opening of quotations if the highest bidder backs out then Bank may disqualify their name at its own discretion from all future empanelment's/dealings. In such a scenario, the 2nd highest & 3rd highest bidder may be called for negotiation.

5.6) The Guidelines issued by Ministry of Environment, Forests and Climate Change, Government of India and respective State Pollution Control Boards or any other regulatory authorities from time to time with regards to disposal of e-waste are to be strictly followed by the empanelled vendors.

5.7) 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.

5.8) Any addition/deletion/ change of the item while lifting must be supported by a document by the vendor listing the item and corresponding price, signed and stamped by the vendor. In case of deletion/change and addition in item, the price difference will be computed case by case basis and difference in payment will be processed after completing lifting from all sites as listed in sale order.

5.9) 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.

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

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

6. Empanelment Procedure:

6.1) Only Shortlisted bidders will be eligible for opening the Financial Bid as Annexure- II. The bidder will be selected as per criteria of technical bid and the highest bidder (H1) shall be awarded the contract for purchase of e-waste material.

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

7. De-empanelment of Bidders:

7.1) During empanelment period, the Bank reserves the right to de-empanel any vendor. The Bank's decision will be final in this regard.

7.2) 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 information that the bidder has been debarred/blacklisted from participating in the tendering process by an international organization or by a 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.

7.3) 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.

7.4) Bank at its own discretion may modify its requirement or cancel the quotation after giving prior notice to the vendors.

7.5) After opening of quotations if the highest bidder backs out then Bank may disqualify their (name at its own discretion from all future empanelment's/dealings. In such a scenario. the 2nd highest & 3rd highest bidder may be called for negotiation.

8. Pre-Bid Queries:

8.1) The Bidder should carefully examine and understand the scope and terms and conditions of RFP and may see clarifications, if required.

8.2) All communications regarding any points which requiring clarifications and any doubts shall be given in writing to Bank of India, IT Department, Zonal Office, Jabalpur or an email can be sent to Jabalpur.IT@bankofindia.co.in by the intending bidders before the date and time specified in the Bid details in brief description.

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

8.4) No oral consultation shall be entertained.

9. Preparation of Bids:

9.1) All bids and supporting documents shall be submitted in English on A4 size paper, spirally bound securely and in serial order. The BID response should be submitted in a structured format as per the checklist appended.

9.2) Technical and Financial bid (Annexure-II) should be submitted in different envelopes.

9.3) All pages of RFP 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/only. The person/s signing the bid shall sign all pages of the bid and rubber stamp should be affixed on each page.

9.4) 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.

10. Erasures or Alterations: The offers containing erasures or alteration, or overwriting will not be considered. There should be no hand-written material, corrections or alterations in the offer. Technical details must be completely filled in.

11. Evaluation of RFP:

11.1) The Bank will evaluate the bid/s submitted by the bidder/s under this RFP. The Bank may engage an external agency for evaluation of the bid. It is Banks discretion to decide at the point of time.

11.2) RFP submitted by the bidder will be evaluated based on the format mentioned in Annexure-A. Bidder who will qualify the eligibility criteria (Technical and Financial) will be empanelled.

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

11.4) During the process of scrutiny, evaluation, and comparison of offers, 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.

12. No Commitment to Accept any Bid: Banks shall be under no obligation to accept any offer received in response to this RFP 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.

13. Intimation about empanelment: The empanelled bidders shall be intimated about their empanelment in writing. The empanelment of vendors shall be valid for a period of 1 year. Bidder has to visit all branches (mentioned in Annexure J) within six months of empanelment. However,

Bank reserves the right to extend the validity of empanelment for further period as per the requirement with same terms and conditions.

13.1) Bank also reserves the right to remove the vendors from the panel based on their performance during the panel years.

13.2) In case any empanelled vendor ceases to be registered with Central /State Pollution Control Board during the validity of this panel, the said vendor shall be removed from the panel unless the vendor gets registered again with Central/State Pollution Control Board and informs Bank in this regard.

14 Offices/Branches to be covered:

The orders for e-waste disposal shall be placed by the Offices/Branches as per the details below Annexure-J (List of branches/offices under Zonal office). The Bank reserves the right to add or substitute any new office/branches.

15. Removal from the Panel: The Bank reserves the right to review this panel anytime during the validity period and remove any vendor from this panel in any of the following circumstances.

a) Failure in executing three consecutive work orders Issued by any of the office/branches of Bank of India, Jabalpur Zonal Office.

b) Repeated delays in execution of works.

c) Branch of any of the terms and conditions of the RFP.

d) Vendor goes into bankruptcy or liquidation. In addition to the removal from the panel, Bank reserves the right to debar the vendor to participate in future RFP floated by Bank during next three years.

16. Indemnity to the Bank:

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

17. No Publicity:

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 Bank of India. Any breach of this clause may invite appropriate action from Bank.

18. Authorized Signatory:

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 as per Ann-E

19. Force Majeure:

The empanelled vendor shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that it's 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, acts of Bank in fires, flood, and freight embargoes. If a Force Majeure situation arises, the Vendor shall promptly notify Bank in writing of such conditions and the cause thereof within seven calendar Cays. 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. 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 months, Bank and the vendor shall hold consultations with each other in an endeavour to find a solution to the problem.

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

20 Resolution of Disputes:

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

21 Disclaimer:

Please note that this is only an enquiry and without any commitment on the part of the Bank to place order with you. The Bank will not be bound to accept the highest bid and reserves the right to accept or reject any or all received offers without assigning any reason whatsoever.

Dy. Zonal Manager

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Checklist

Date.....

ANNEXURE-A

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

S. No.	Details	Reference/Cla use No.	Complied &Submitted (Yes/No)	Page No. at which details are enclosed
1	Covering Letter	ANNEXURE B		
2	Bidder's Profile	ANNEXURE C		
3	The documents in support of Eligibility Criteria, Whatever required as mentioned in this RFP.	ANNEXURE D		
4	List of major clients the quantum of orders with approximate value executed to various organizations including BFSI, PSU, PSBS IT industry, Central/Slate Govt. Depts. and Public/Private limited Companies for the last 3 years	ANNEXURE F		
5	Authorization letter format for Bid Opening (to be carried by the person who is authorized, to attend the Bid Opening.	ANNEXURE E		
6	Copy of Power of Attorney or Authorization letter from the Company designating the representative of the company for signing the bid document should be furnished along with the bid document,			
7	Compliance Statement	ANNEXURE G		
8	EMD (DD) of Rs 25,000/- favoring Bank of India Jabalpur Zone			
9	DD of Rs. 1000/- (In favour of Bank of India, Zonal Office, Jabalpur)			

Dated this date of

(Signature) (In capacity of)

Duly authorized to sign bid with seal for & on behalf of {Name & Address of the bide.

Letter of Acceptance

Offer Reference No:

To

Bank of India

IT Department, Zonal Office,

Rajeshwar building , MIG-15 , Shivnagar , Damoh Naka Road , Jabalpur -482002.

Dear Sir,

Subject: Empanelment of Vendors for Disposal of e-waste

Date

We have examined the above mentioned RFP document including all annexures the receipt of which is hereby duly acknowledged and subsequent pre-bid clarifications/modifications/amendments, if any furnished by the Bank and we, the undersigned. offer for subject items are in conformity with the said tender in accordance with the schedule of prices indicated in the commercial offer and made part of this offer.

The undersigned is authorized to sign on behalf to the Bidder Company and necessary supporting documents delegating this authority is enclosed to this letter.

If our offer is accepted; we undertake to complete the formalities of deliveries as per RFP for Software/Hardware/Solution/Services as per timelines mentioned in the RFP for each ordered location.

If our offer is accepted, we undertake to provide technical consultancy/Service support/Guidance for the items/solution supplied as per the above referred RFP, during contract period. We enclose a Demand Draft Bank Guarantee in lieu of EMD as per RFP run favour of bank of India as EMD or Exemption Certificate in lieu of EMD.

We agree to abide by this offer till 365 days front the dale of Commercial Bid opening/Successful Reverse Auction Event and for such further period as mutually agreed between the bank and successful bidder and agreed to in writing by the bidder. We also agree to keep the EMD/Bank Guarantee in Lieu of EMD during entire validity period of the tender. However, if we withdraw our offer within the said validity period. you shall have the right to forfeit the EMD/invoke the Bank Guarantee in lieu of EMD, without reference to us. We agree to abide by and fulfil all the terms and conditions of the tender and 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 tender together with the return acceptance of the contract.

We accept all the instructions, technical Specifications, Terms and conditions and Scope of the subject RFP. We understand that the Bank is not bound to accept the Lowes Highest or any offer the Bank may receive without assigning any reason whatsoever.

We hereby unconditionally accept that Bank can at its absolute discretion apply (whatever criteria it deems appropriate, not just limiting to those criteria set out in the RFP, in shortlisting of Bidders.

We will not sub-contract works to any contractor from a country which shares a land border with India unless such contractor is registered with Competent Authority (refer: F/No.6/18/2019-PPD dated 23- 07 2020 of Public Procurement Division, Department of Expenditure, Ministry of Finance). We further undertake stand that any false declaration and non-compliance of the above would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

All the details mentioned by us are true and correct and if Bank observes any misrepresentation of facts on any matter at any stage, Bank has the absolute right to reject the proposal and disqualify us from the selection process. Bank reserves the right to verify/evaluate the claims made by the Bidder independently.

We confirm that we have noted the contents of the RFP and have ensured that there is no deviation in filling our response to the RFP and that the Bank will have the right to disqualify us in case of any such deviations.

We hereby undertake that we have not been blacklisted/debarred by any scheduled Commercial Banks/Public Sector Undertakings/Government Entities in India as on date.

Yours faithfully

For _____

Date:

Signature _____

Name- _____

Authorized Signatories (Name & Designation, seal of the firm)

Builder's Profile Format

S. No.	Parameters	Response	
1	Name of the Firm/Company		
2	Year of incorporation in India		
3	Name and Address of the Principal Banker		
4	Name and Address of the Partners/Directors		
5	Addresses of Firm/Company		
	a) Head Office (India)		
	b) Local Office in Jabalpur and in the state of Madhya Pradesh		
6	Authorized Contact person		
	a) Name and Designation		
	b) Telephone number/Mobile No		
	c) E-mail ID		
7	Financial parameters		
	Business Results (last three years) (Only company figures need to be mentioned. I'llot to include group/subsidiary/Company)	Turnover (in lakh)	Operating Profit (in lakh)
	2021-22		
	2023-24		
	2023-24		
8	Experience		
9	Details of project executed	Customer Name	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 2025

(Signature)

Eligibility Criteria

S. No	Non-disclosure Agreement	Bidder Response	Compliance
1	Proprietorship firm/partnership firm registered under LLP ACT, 2008/Indian Partnership Act, 1932 or Company in India as per Indian Companies Act, 1956 Indian Companies Act, and 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 and Climate Change (MOEFCC)/Central Pollution Control Board/ State 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 RFP. The bidder should be able to meet all the future requirements/ guidelines issued by GOI from time to time.	Copy of the valid Registration Certificate issued by ministry of Environment, Forests and Climate Change (MOEFCC)/Central Pollution Control Board to be submitted.	
3	The bidder should have minimum experience of three (03) years in the management of e-waste as on 31-03-2025. the date of reckoning the experience will be the date of registration or commencement of business, whichever is later.	Copy of five (05) orders of Rs 1 lac each or more during the previous 3 years i.e. 2021-22, 2022-23 and 2023-24. Annexure -F	
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 Orders or any other relevant supporting document like certificate from the clients to be submitted.	
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 e waste items as proposed by Bank of India for	

		disposal, will be disposed of as per e-waste guidelines of State/Central Govt. authorities.	
6	Non-disclosure Agreement	Non-disclosure Agreement to be submitted by the bidder.	
7	Bidder should not have been debarred/banned/blacklisted entity by an Govt./PSU/PSB/EIS.	An undertaking letter in Letter head to be submitted by the bidder.	
8	Bidder must be making profits as per the audited balance sheets for last three years- 2021 -22,2022-23,2023 -24	Copy of Balance sheets and P&L Accounts to be submitted. A certificate from CA/Cost Accountant may also be submitted.	
9	The Bidder should have a full-fledged office in Madhya Pradesh and should have arrangements to provide e-waste recycling services in Madhya Pradesh adjoining areas.	An undertaking letter in Letter head to be submitted by the bidder.	
10	Exemption for start-up and MSE Enterprises.	Exemption for Start-up and MSE Enterprises of the following parameters 1. Experience Criteria 2. Financial Criteria Bidders have to submit valid Start-up Certificate and Valid SME Udyog Aadhaar Certificate.	
11	The companies or firms, bidding for the above tender, shall not be owned or controlled by any director or officer/employee if the bank or their relatives having the same meaning as assigned under section 6 of the Companies Act 1956.	Certificate regarding same on Company's Letter head is attached	
12	GST registration certificate, ITR and computation of the last three financial years, (2021-22.2022-23 and 2023-24).	ITR file, GST registration certificate and computation.	

Authorization Letter Format

Ref No.

Date

To Bank of India

IT Department,

Zonal Office, Jabalpur

Dear Sir,

Subject: Empanelment of Vendors for Disposal of e-waste.

This has reference to your above RFP for empanelment of Vendors for Disposal of E-waste in your Bank.

Mr./Miss/Mrs. _____ is hereby authorized to attend the bid opening of the RFP _____ Dated _____ on behalf of our organization.

The specimen signature is attested below:

(Signature of Authorizing Authority)

Name & Designation of Authorizing

Authority Place: _____

List of Major Customers of the Bidder in Last three years & references

Sub- Empanelment of Vendors for e-waste.

RFP Ref.

S. No.	Name & Complete Postal Address of Customer	Name, Designation, Telephone, FAX, email address of contact person (Customer)	Nature and Description of Business during past three years, Order No & Date , Value etc.	Satisfactory letter from the customer to be enclosed Purchase Orders to be enclosed

Dated this..... Day of 202____

(Signature)

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

Compliance Statement has to be submitted in Company Letter Head

Ref No:

Date

To,

Bank of India,

IT Department, Zonal Office,

Jabalpur,

Dear Sir

Date 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.

S. No.	Description	Complied (Yes/No)
1	Scope of empanelment	
2	Empanelment Procedure	
3	Instructions to Applicant	

We also undertake to comply with the e-waste guidelines of State, Central Government and Ministry of Environment and 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 found in the information submitted by us our tender is liable to be rejected.

Date:.....

Signature with seal

Name & Designation

NON.DISCLOSURE AGREEMENT

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

WHEREAS. We _____

Having Registered Office at _____

Rajeshwar building, MIG-15, Shivnagar , Damoh Naka Road , Jabalpur -482002, **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 COMPANY understands that in the course of submission of the offer for the said "Empanelment of Vendors for Disposal of E-Waste" and / or in the aftermath thereof, it may be necessary that the COMPANY may perform certain jobs / duties on the Bank's properties and / or have access to certain plans, documents, approvals or information of the BANK.

NOW THEREFORE, in consideration of the foregoing, the COMPANY agrees to all of the following conditions, in order to induce the BANK to grant the COMPANY specific access to the BANK's property / information;

The COMPANY will not publish or disclose to others, nor, use in any services that the COMPANY performs for others, any confidential or proprietary information belonging to the BANK, unless the COMPANY has first obtained the BANK's written authorization to do so.

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

The COMPANY 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 COMPANY 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 in confidence and shall extend only so far as necessary for the purposes of such performance.

Authorized Signatory

Name:

Designation:

Office Seal:

Place:

Date:

EARNEST MONEY DEPOSIT

To,
The Zonal Manager,
Bank of India, Jabalpur Zone.

Please find enclosed Bank Draft / Pay Order for Rs. 25,000/- (Rupees Twenty-Five Thousand only) towards Earnest Money Deposit and Rs.1,000 (Rupees One Thousand only) towards cost of tender(NON-REFUNDABLE) for participation in RFP process (Old Hardware Disposal). In case our Bid is unsuccessful, kindly return the EMD to us without interest at below mentioned address.

EMD	Cost of Tender
DD/PAY ORDER NO.....	DD/PAY ORDER NO.....
DATE OF DD/P O.....	DATE OF DD/P O.....
ISSUER BANK NAME.....	ISSUER BANK NAME.....
AMOUNT Rs.25.000/-	AMOUNT Rs.1000/-
FAVOURING - Bank of India Jabalpur Zone	FAVOURING - Bank of India Zone

(Authorized signatory)

Name

Seal of the Company/firm

TENDERER'S NAME AND ADDRESS:

NAME:

ADDRESS:

TEL.NOS:

E-mail:

PRICE SCHEDULE FOR HARDWARE ITEMS TO BE DISPOSED OFF AT VARIOUS BRANCHES AND DEPARTMENTS OF JABALPUR ZONE

Date.....

To,
The Zonal,
Manager Bank of India,
Zonal Office,
Jabalpur,

The offer for the items is as given below.

	S. No.	Items/ Description	Price incl. GST	Price in words
MAJOR ITEMS	1	CPU Pentium/Dual Core/Core 2 Duo or older		
	2	CPU I3/CPU i5		
	3	LED/LCD/Monitor		
	4	Laser Printer/inkjet Printers/Multifunctional Printer/Line Printer/High Speed Printers		
	5	Passbook Printer		
MINOR ITEMS		Total Price of Major Items		
	1	Cash Receipt Printer/Thermal printer		
	2	Scanner		
	3	CPU incomplete		
	4	Mouse/Keyboard/Biometric Devices		

****H1 bidder will be selected on the basis of highest amount in Total price of Major Items.**

The H1 bidder will have to match the price of the minor items in which other bidders have bid the highest amount and in case of dispute, a rationalized price of items will be determined as per prevailing market rates at bank's own end.

Note:

- The bidder has to quote for each line items otherwise financial bid will not be considered.
- The unit cost should be given in full INR (i.e. Without decimal) and in case amount is unclear in numerical, Amount in words will be considered.
- The item price is inclusive of all misc. Charges like transportation, labour, all taxes Incl. GST or any other expenses including freight charges.

Place.....

Date.....

Seal

LIST OF BRANCHES/OFFICES UNDER ZONAL OFFICE JABALPUR

New Zone name	Branch Name	District	Sol ID	Address
Jabalpur	Anuppur	Anuppur	94160	Bank Of India, Anuppur Branch, Hospital Road, Near Railway Crossing, Anuppur, Madhya Pradesh, PIN : 484 224, STD : 07659
Jabalpur	Balaghat	Balaghat	95900	Bank Of India, Balaghat Branch, Shree Krishna Complex, Ward No.15, Gouli Mohalla, Balaghat, Madhya Pradesh, PIN : 481 001, STD : 07632
Jabalpur	Berkhedi	Sagar	94220	Bank Of India, Berkhedi Branch, Vill. Berkhedi(Sadak), P.O.Mardanpur, Berkhedi, Sagar, Madhya Pradesh, PIN : 470120, STD : 07584
Jabalpur	Bijadandi	Mandla	94900	Bank Of India, Bijadandi Branch, Village And P.O. Bijadandi Mandla-Jabalpur Road, Teh.Narayananj, Bijadandi, Mandla, Madhya Pradesh, PIN : 481666 STD Code : 07643
Jabalpur	Bina	Sagar	94230	Bank of India, Bina Branch, CHOUBE COMPLEX, OPPOSITE OF BHARAT CINEMA, STATION ROAD, SHASHTRI WARD Bina Dist Sagar Madhya Pradesh Pin Code 470113 STD 07580
Jabalpur	Chhatarpur	Chhatarpur	94420	Bank Of India, Chhatarpur Branch, Jawahar Road, House No.1, Ward No.24, Chhatarpur, Madhya Pradesh, PIN : 471 001, STD : 07682
Jabalpur	Chhindwara	Chhindwara	89400	Bank Of India, Chhindwara Branch, 6/1, 1st Floor, Opposite Patni Complex, Palasia Road, Chhindwara, Madhya Pradesh, PIN : 480 001, STD : 07162
Jabalpur	Civil Lines	Jabalpur	94020	Bank Of India, Civil Lines Branch, 797, South Civil Lines, University Road, Jabalpur, Madhya Pradesh, PIN : 482 001, STD : 0761
Jabalpur	Collectorate Sagar	Sagar	94240	Bank Of India, Collectorate Sagar Branch, Collectored Complex 10 Civil Lines, Sagar, Madhya Pradesh, PIN : 470 002, STD : 07582
Jabalpur	Damoh	Damoh	94600	Bank Of India, Damoh Branch, Raja Complex, Dhagat, Chouraha, Naya Bazar No. 1, Damoh, Madhya Pradesh, PIN : 470661, STD : 07812
Jabalpur	Damua	Chhindwara	89410	Bank Of India, Damua Branch, At & Post Damua, Damua, Chhindwara, Madhya Pradesh, PIN : 480 555, STD : 07160
Jabalpur	Deendayal Chowk	Jabalpur	94090	Bank Of India, Deendayal Chowk Branch, Damoh Road, Deendayal Chowk, Jabalpur, Madhya Pradesh, PIN : 482 002, STD : 0761
Jabalpur	Gadarwara	Narsinghpur	94370	Bank Of India, Gadawara Branch, House Of Smt.Kaushalya Motolya, Hospital Road, Opp.Sbi, Gadawara, Narsinghpur, Madhya Pradesh, PIN : 487 551, STD : 07791
Jabalpur	Gangai	Narsinghpur	94390	Bank Of India, Gangai Branch, Vill & Po: Gangai Tehsil : Gadawara, Gangai, Narsinghpur, Madhya Pradesh, PIN : 487770
Jabalpur	Gotegaon	Narsinghpur	94350	Bank Of India, Gotegaon Branch, Ruudra Ward, Railway Station Road, Near Bpcl Petrol Pump, Gotegaon, Narsinghpur, Madhya Pradesh, PIN : 487118, STD : 07794
Jabalpur	Jabalpur	Jabalpur	94000	Bank Of India, Jabalpur Branch, Ashirwad Market, 1st Floor, Lordganj, P.B.No.276, Jabalpur, Madhya Pradesh, PIN : 482 002, STD : 0761
Jabalpur	Jabalpur Service	Jabalpur	94750	Bank Of India, Jabalpur Service Branch, Ashirwad Market, 1st Floor, Lordganj, Jabalpur, Madhya Pradesh, PIN : 482 002, STD : 0761
Jabalpur	Jabalpur Zonal Office	Jabalpur	ZO920	Bank of India, Jabalpur Zonal Office, Rajeshwar Building, MIG-15, Shiv Nagar, Damoh Road, Jabalpur, Madhya Pradesh , Pin- 482002, STD- 0761
Jabalpur	Kamla Nehru Nagar	Jabalpur	94080	Bank Of India, Kamla Nehru Nagar Branch, Vimalsheel Heights, Opp. Baba Ramdeo Hospital, Labour Chowk Kamla Nehru Nagar, Jabalpur, Madhya Pradesh, PIN : 482 002, STD : 0761
Jabalpur	Kareli	Narsinghpur	94380	Bank Of India, Kareli Branch, C/O.Dwarka Prasad Gupta, Main Road, Burman Chouraha, Kareli, Narsinghpur, Madhya Pradesh, PIN : 487 221, STD : 07793
Jabalpur	Katni	Katni	94130	Bank Of India, Katni Branch, 17/358, Subhash Chowk, Murwara(Katni), Katni, Madhya Pradesh, PIN : 483 501, STD : 07622
Jabalpur	Khamaria	Jabalpur	94120	Bank Of India, Khamaria Branch, Near Westland Gurudwara, Westland, Khamaria, Jabalpur, Madhya Pradesh, PIN : 482 005, STD : 0761
Jabalpur	Khurai	Sagar	94270	Bank Of India, Khurai Branch, Near Jhanda Chowk, Main Market, At & Po Khurai, Sagar, Madhya Pradesh, PIN : 470117, STD : 07581

Jabalpur	Kingsway Cantt	Jabalpur	94060	Bank Of India, Kingsway Cantt. Branch, 11-A Ashok Marg Opp. Shivaji Ground Sadar, Jabalpur, Madhya Pradesh, PIN : 482 001, STD : 0761
Jabalpur	Lakhnadaun	Seoni	95710	Bank Of India, Lakhnadaun Branch, Shivaji Ward, Ghansor Road, At & Post - Lakanadaun, Tehsil -Lakanadaun, Seoni, Madhya Pradesh, PIN : 480886, STD : 07690
Jabalpur	Madan Mahal	Jabalpur	94010	Bank Of India, Madan Mahal Branch, Nagpur Road, Near L.I.C. Building, Madan Mahal, Jabalpur, Madhya Pradesh, PIN : 482 001, STD : 0761
Jabalpur	Madhavnagar	Katni	94180	Bank Of India, Madhavnagar (Katni) Branch, House No.750, Madhavnagar Gate, Bargawan, Katni, Madhya Pradesh, PIN : 483 501, STD : 07622
Jabalpur	Makronia Buzurg	Sagar	94280	Bank Of India, Makronia Buzurg Branch, Beside Hotel Paradise, Makronia Bujjurga, Sagar, Madhya Pradesh, PIN : 470004 STD : 7582
Jabalpur	Mandla	Mandla	94850	Bank Of India, Mandla Branch,Besides Au Small Finance Bank, Nehru Smarak, Civil Lines, Tilak Ward, Mandla, Madhya Pradesh, PIN : 481 661, STD : 07642
Jabalpur	Napier Town	Jabalpur	94030	Bank Of India, Napier Town Branch, Near Russel Chowk, Govind Kunj Colony, Jabalpur, Madhya Pradesh, PIN : 482 001, STD : 0761
Jabalpur	Narmada Road	Jabalpur	94050	Bank Of India, Narmada Road Branch, 46, Narmada Road, Opposite Gorakhpur Police Station, Jabalpur, Madhya Pradesh, PIN : 482 001, STD : 0761
Jabalpur	Narsinghpur	Narsinghpur	94360	Bank Of India, Narsinghpur Branch, Manohar Complex, In front of UCO Bank, Bahari Road, Ram Ward, Kandeli, Narsinghpur, Madhya Pradesh, PIN : 487 001, STD : 07792
Jabalpur	Nayagaon	Panna	94290	Bank Of India,Nayagaon Branch,House Of Shivram Prasad Mishra, Near Panchayat Bhawan, Naya Gaon, Ajaigarh,Panna,Madhya Pradesh,PIN : 488222
Jabalpur	Padariya	Jabalpur	94040	Bank Of India,Padariya Branch,Village Padariya,Padariya Gangai Kundam Road,Kundam Block, Padariya,Jabalpur,Madhya Pradesh,PIN : 482 001,STD : 0761
Jabalpur	Panagar	Jabalpur	94110	Bank Of India, Panagar Branch, Main Road, Near Kamania Gate, Panagar, Jabalpur, Madhya Pradesh, PIN : 483 220, STD : 0761
Jabalpur	Panna	Panna	94430	Bank Of India, Panna Branch, Opp. Hotel Maya Delux, Civil Lines Road, Panna, Madhya Pradesh, PIN : 488 001, STD : 7732
Jabalpur	Rahatgarh	Sagar	94210	Bank Of India, Rahatgarh Branch, New Bus Stand Rahatgarh, Rahatgarh, Sagar, Madhya Pradesh, PIN : 470 119, STD : 07584
Jabalpur	Rewa	Rewa	94410	Bank Of India, Rewa Branch, 1st Floor, Ambedkar Bhawan, Kothi Road, Near Shilpi Plaza, Main Road, Rewa, Madhya Pradesh, PIN : 486 001, STD : 07662
Jabalpur	Sagar	Sagar	94200	Bank Of India, Sagar Branch, 1st Floor Gendaji Trust Premises Gujrat Bazar, Sagar, Madhya Pradesh, PIN : 470 002, STD : 07582
Jabalpur	Satna	Satna	94400	Bank Of India, Satna Branch, Kanodia Complex, City Kotwali Chowk, Satna, Madhya Pradesh, PIN : 485 001, STD : 07672
Jabalpur	Seoni	Seoni	95700	Bank Of India, Seoni Branch, Near Desai Temple, Plot No. 71, Nehru Road, Seoni, Madhya Pradesh, PIN : 480 661, STD : 07692
Jabalpur	Shahdol	Shahdol	94150	Bank Of India, Shahdol Branch, Ward No.3, Sabji Mandi, Ganj Road, Shahdol, Madhya Pradesh, PIN : 484 001, STD : 07652
Jabalpur	Shahpura	Dindori	94340	Bank Of India,Shahpura Branch,Jabalpur-Dindori Main Road,Vill - Shahpura, Teh - Shahpura,Dindori, Madhya Pradesh,PIN : 481990,STD : 07641
Jabalpur	Singaudi	Katni	94140	Bank Of India,Singaudi Branch,At & Post Singaudi,Vijayraghogarh Block, Taluka Katni,Singavdi, Madhya Pradesh,PIN : 483 775,STD : 07626
Jabalpur	Suhagi	Jabalpur	94070	Bank Of India, Suhagi Branch, In Front Of J N K V Gate, Nh-7, Vill & Po - Suhagi, Jabalpur, Madhya Pradesh, PIN : 484 004, STD : 0761
Jabalpur	Tikamgarh	Tikamgarh	94440	Bank Of India, Tikamgarh Branch, Binodkunj Tiraha, OPP MPEB OFFICE, CIVIL LINES, JHANSI ROAD, Tikamgarh, Madhya Pradesh, PIN : 472 001, STD : 07683
Jabalpur	Umaria	Umaria	94170	Bank Of India, Umaria Branch, Uma Palace, Beside Sbi, Station Road, Umaria, Madhya Pradesh, PIN : 484 661, STD : 07653
Jabalpur	Singrauli	Singrauli	94450	Bank of India, ward no. 8, Near TCI Transport, besides Tandoor Hotel, Singrauli Ditric, Singrauli MP - Pin : 489886
Jabalpur	Pandhurna	Chhindwara	94460	Pandhurna Bank Of Indai , Muncipal Property Id 1003076751. Pardi Road Sant Jalaram, Ward No. 28, Dist Pandhurna, Madhya Pradesh - 480334
Jabalpur	Sidhi	Sidhi	94470	Bank Of India,Sidhi Branch, Rajbhawan Building, Ward No. 20,Singrauli Road, Dainiha Sidhi Madhya Pradesh - 486661
Jabalpur	Maihar	Satna	95720	Bank Of India,Maihar Branch,C/O Shri Kamal Chopra & Shri Anmol Chopra,Add- Near Bank of Maharashtra, Ward No. 05 Saxena Colony,Maihar MP-485771
Jabalpur	Mauganj	Rewa	95730	C/O Mr. Arun Kumar Pandey. Add- Ward No. 07 Indra Nagar, Mauganj, Madhya Pradesh -486331 Contact No.-9424723198/9516452910

Jabalpur	Prithvipur	Niwari	94480	Bank Of India Prithvipur , Add- Mishra Market , Main Road Jhansi Tikamgarh Road , Ward No. 03 , Prithvipur , Dist - Niwari , MP - 472336.
Jabalpur	RBC Jabalpur	Jabalpur	94750_RBC Jabalpur	Bank Of India, Jabalpur Service Branch, Ashirvad Market, 1St Floor, Lordganj, Jabalpur, Madhya Pradesh, PIN : 482 002, STD : 0761
Jabalpur	SMECC Jabalpur	Jabalpur	94750_SMECC	Bank Of India, Jabalpur Service Branch, Ashirvad Market, 1St Floor, Lordganj, Jabalpur, Madhya Pradesh, PIN : 482 002, STD : 0761
Jabalpur	Napier Town Currency Chest	Jabalpur	94030_Napier CC	Bank Of India, Napier Town Branch, Near Russel Chowk, Govind Kunj Colony, Jabalpur, Madhya Pradesh, PIN : 482 001, STD : 0761
Jabalpur	Mini RBC Sagar	Sagar	94200_Mini R140	Bank Of India, Sagar Branch, 1st Floor Gendaji Trust Premises Gujrat Bazar, Sagar, Madhya Pradesh, PIN : 470 002, STD : 07582
Jabalpur	SKVK Narsinghpur	Narsinghpur	C107	Bank Of India, Narsinghpur Branch, Manohar Complex, In front of UCO Bank, Bahari Road, Ram Ward, Kandeli, Narsinghpur, Madhya Pradesh, PIN : 487 001, STD : 07792
Jabalpur	ZCOD Jabalpur	Jabalpur	94750_ZCOD	Bank Of India, Jabalpur Service Branch, Ashirvad Market, 1St Floor, Lordganj, Jabalpur, Madhya Pradesh, PIN : 482 002, STD : 0761