	<b>Name of the Policy</b>	<b>E-Waste Disposal Policy</b>
	<b>Department</b>	<b>Information Technology Department (ITD)</b>
	<b>Year</b>	<b>2023-24</b>
	<b>Status</b>	

## 1. Introduction:

- i. E-Waste disposal by Bank is to be undertaken by complying with guidelines issued by Government of India-Ministry of Environment and Forests, Central Pollution Control Board and respective States Pollution Control Board.
- ii. In Information Technology field all the old and discarded Computer Hardware Items like Servers, Storage, Desktops, All-In-One Computers, Laptop Computers, Tablet Computers, Printers, Scanners, Routers, Switch, other networking devices, Kiosks, ATMs and other such electronic items will constitute E-Waste.
- iii. Banks are categorized as Bulk Consumer as per e-waste (Management and Handling) Rules, 2011, as such we have to dispose the e-waste of Bank.
- iv. E-Waste of the Bank can be disposed through authorized collection centers or registered dismantlers or recyclers.
- v. Also E-Waste can be returned under Buy Back scheme, while replacing the old hardware items. Under buy back scheme, Bank will stipulate that the vendor supplying the new hardware has to compulsorily lift the old hardware item by paying certain amount and the buyback condition will be specified in the RFP document.
- vi. If the old hardware items can be put to use for different activities like children's education, computer literacy centers and other such activities the same can also be donated by following the guidelines on donation.
- vii. Bulk consumer shall maintain records of E-Waste generated by them in form-2 of CPCB and make such records available for scrutiny by the State pollution control or the pollution control committee concerned.


## 2. Procedure for Disposal of E-Waste by Bank:

### 2.1 Identification of E-Waste:

The consolidated details of the E-waste available for disposal are to be prepared item wise. The location where these items are pooled and available for inspection by the intending bidders are also to be prepared.

### 2.2 List of Electronic Equipment's classified as E-Waste for Disposal.

Sl.No	Category	Items
i	Computers	Server/ Desktop Computer (CPU, Monitor, Key Board and Mouse), Laptop, Note Book, Dumb Terminal etc. or similar items, Main frames, Mini Computer, Personal Computers (CPU with input and output devices), Laptop Computers (CPU with input and output devices) Note Book

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		Computers, Notepad Computers, Tablet etc. or similar items.
ii	Printers & Accessories	All type of Printers, All type of Scanners, Printer Cartridge, Toner etc. or similar items, Copying equipment, Mouse, Key Board, Electronic and Electronic Typewriters etc. or similar items.
iii	Network Equipment's	Routers, Switches, Patch Panel, Modem, Converter, VSAT equipment's etc. or similar items.
iv	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 Equipment's, Racks, Data Cartridge etc. or similar items and any other I.T. related Hardware items.
v	ATMs & Kiosks	ATMs, Kiosks of all types (Pass Book Printing Kiosks, Cash Deposit Machines, Cheque Deposit Machines, Bulk Note Acceptors and Recyclers etc.) or similar items.


After finalization of the list of items which are to be considered as E-Waste for disposal, in Principle permission from the competent authority/Chief Executive Officer is to be obtained and to issue a RFP among the empaneled vendors for disposal of these items.

## 2.3 Disposal of E-Waste:

### 2.3.1 Disposal by Bank:

- i. IT Department will empanel the Vendors for disposal of E-Waste for the Bank by issuing Expression of Interest.
- ii. While Empaneling the Vendors for E-Waste Disposal, Bank has to ensure that the vendors hold valid Certificate from Central Pollution Control Board/State Pollution Control Board to collect and dispose the E- Waste. Also the said Certificate should be valid till the Empanelment period.
- iii. IT Department will empanel the vendors for disposal of E-Waste and all the necessary details will be shared with the offices through a circular on e-waste disposal.
- iv. It is also permitted to dispose the E-Waste through RFP/Quotation process (Public Auction) by releasing an advertisement in the local daily/dailies by inviting bidders holding valid registration certificate for disposal of E-Waste from Central Pollution Control Board/State Pollution Control Boards, if there is no response for the Limited RFP from the empaneled vendors.

### 2.3.2 Disposal through Tender/RFP/Quotation process:

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- i. E-waste disposal shall be done through Sealed Tender Process by publication in Newspaper/placing in Bank's Website.
- ii. Sealed quotations/Tenders need to be opened, scrutinized and Proceedings have to be prepared by the Purchase Committee. The Proceedings of the Purchase Committee indicating highest quoted bidder have to be placed for the consideration of the SOG for sanction of Expenditure.
- iii. The RFP should contain items wise details of the various items identified for disposal and the locations where these items can be inspected by the bidders.
- iv. The highest quoted bidder will be considered to issue Work order/Purchase order.

### **3. Procedure for opening of Quotation/Tender:**

- i. The covers said to contain technical and commercial bids of all the bidders should be opened in presence of bidder representatives and Bank Executives/officials, and signatures should be obtained from bidder representatives and Bank Executives/officials with date.
- ii. Documents related to money should be noted in the bid opening report/register and handed over to Paying authority for accounting, safe custody and monitoring.
- iii. The above mentioned activities should be recorded along with the signatures in Meeting Minutes Register.

**3.1. Opening of Single Bids/Tenders:** In case single bid is received, the bids shall be re-invited.


**3.2. Second and Subsequent Invitation of Bids/Tenders:** Before issuing the second or subsequent invitations of bids, ITD to check whether, all the necessary requirements like standard bid enquiry conditions, industry friendly specifications, wide publicity, sufficient time for formulation of bids, etc., were fulfilled. If scrutiny reveals that all such aspects were not fully taken care of, then the deficiencies are to be rectified and the bid is to be re-issued/re-floated.

**3.3.** However, if after scrutiny it is found that all such aspects were fully taken care of and in spite of that there is only one responsive bid, re-bidding should normally be done if time permits.

**3.4.** If even after re-bidding only one bidder qualifies, the department may accept Single Tender in second or subsequent invitations/calls with the approval of a Committee headed by CGM/GM of IT and contract may be placed on that bidder provided the quoted price is reasonable after getting approval from competent authority keeping in view the Guidelines of CVC in this regard.

**3.5.** The inventory details of the old computer hardware items for disposal are to be identified.

**3.6.** The items which are identified for Buy Back Arrangement especially are to be excluded. These items will be taken by the Vendor while supplying new items under Buy Back Arrangement. It has to be ensured not to dispose of such items as scrap

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under E-Waste Disposal.

#### **4. Issuing Firm order on the Successful Empanelled Vendor:**

- i. On obtaining the permission from the competent authority, a firm order to be placed on the successful vendor authorizing them to collect the identified items from our Branches/Office giving the necessary details like location of the old items, timelines for lifting the old hardware etc.
- ii. Since Bank is selling old hardware items as E-Waste, Bank has to provide applicable Invoice with GST particulars for the sale value to the vendor.
- iii. Invoice from Bank is required for enabling vendors to lift the old hardware items and to generate e-way bill mandatory for transporting the E-Waste from our Branches/Offices.
- iv. The EMD submitted by the unsuccessful bidders to be returned after obtaining due permission.
- v. The Successful Vendor has to lift the identified E-Waste from our Branches/Offices by producing the order copy within the period specified in the order.
- vi. No amount has to be paid towards transportation cost, storing cost if any and all the cost should be borne by the successful bidder only.

#### **5. Precautions to be taken before handing over the old computer items:**


- i. The most important aspect to be complied while disposing E- Waste is to ensure destruction of data (if any) present in the old hardware to be disposed off.
- ii. The Vendor has to remove the storage media viz., Hard disk, Tapes, DATs, etc., and the same has to be degaussed in front of the Bank officials before collecting the e-waste from the Bank.
- iii. All the Concerned officials who will be handing over the old hardware items to the Successful bidder, has to be invariably informed to comply with the condition of destruction of old data present in the Computer Hardware Items before parting the hardware.
- iv. The EMD submitted by Successful bidder is to be released obtaining due permission.
- v. The GST Collected from the Vendor has to be remitted to Govt. Authorities as per the extant guidelines on GST.
- vi. All the documents related to RFP for disposal of E-Waste has to be preserved.

#### **6. Donation of Used Computer Hardware Items**

Educational Institutions, NGOs and other such institutions undertaking social service activities approach Bank to donate the old computer items for undertaking various activities by those institutions.

#### **The procedures for donating the old unused computer items present in the Bank are:**

- i. To ascertain the availability of the old unused computer hardware items which are

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- in good working condition and inventory details of those items are to be collected.
- ii. To obtain approvals from the CEO and to Communicate the concerned institution about acceptance of their request for donation and informing them to lift the old computer items from the Bank's location.
  - iii. Care to be taken for ensuring deletion of data by deleting data using authentic tools before handing over the old computer items.
  - iv. On lifting the old computer items, HO to delete the inventory of the items donated by Bank.

#### **7. Review and modifications:**

Taking into consideration of the RBI/NABARD guidelines, Chief Executive Officer is authorized to do suitable modifications to the policy from time to time.

**Sd/-**

**Chief Executive Officer**