

Premises & Estate Section
Circle Office Hubballi

Tender Reference No: COHUB/P_E/EM/05/2021/RA

NOTICE INVITING THE TENDER

Canara Bank is inviting tenders from the eligible electrical vendors for Annual Maintenance Contract for Day-to-Day Operation and Maintenance of Electrical Installations at Bank's Circle Office premises, Hubballi.

The interested vendors fulfilling the following conditions may apply in two Bid System (Technical Bid and Financial Bid):

1.	Name of Work	Annual Maintenance Contract for providing manpower & support services for Day-to-Day Operation and Maintenance of Electrical Installations at Bank's Circle Office premises, Hubballi.
2.	Application fee for tender document	₹ 590/- Payable to Canara Bank, Circle Office, Hubballi (DD to be enclosed in TECHNICAL BID ENVELOPE)
3.	EMD for tender document	₹ 25,000/- Payable to Canara Bank, Circle Office, Hubballi (DD to be enclosed in TECHNICAL BID ENVELOPE)
4.	Security Deposit	₹ 25,000/-
5.	Availability of tender document	In our website from 27.05.2021 to 18.06.2021
6.	Date of pre-bid meeting & Venue	09.06.2021 at 04:00 PM & Circle Office Hubballi
7.	Last date for submitting the technical and financial bid as per the format prescribed in the tender document	18.06.2021 by 03:00 PM
8.	Address at which the applications are to be submitted	Divisional Manager (P&E), Canara Bank Circle Office, Centrum Building, Airport Road, Hubballi-580030.
9.	Date and time of opening of Technical Bid	18.06.2021 at 04.00 PM
10.	Date and time of opening of Financial Bid	Will be intimated to all applicants after evaluation of Technical Bid.
11.	Place of opening Application	Canara Bank Circle Office, Hubballi
12.	Technical Bid Qualification Criteria	For qualifying in Technical Bid a entity should satisfy the eligibility criteria specified so it is requested to read the tender document carefully before applying for the same.



13.	For clarification and other details	Please contact : Premises & Estate Section Canara Bank C.O. Hubballi, Ph:- 0836-2239424/2239433
In case the date of opening of tenders is declared as a holiday, the tenders will be opened on the next working day at the same time.		
Canara Bank has the right to accept/reject any/all tenders without assigning any reasons.		
Note: Further any amendments / corrigendum to the tender, if issued in future, will only be notified on the Bank's Website		
		For and behalf of Canara Bank Divisional Manager

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Government authorities as per provision of MSME Act will be exempted from submission of EMD subject to the submission of valid document/certificate to that effect.)

- 8) The earnest money deposit of all the unsuccessful bidders will be returned within a period of -30- days from the date of opening of the received tenders. However, in case of the lowest/successful bidder backing out from the terms and conditions mentioned in his tender or refuses to honour his tender, the earnest money deposit will be forfeited.
- 9) **VALIDITY OF OFFER:** - The offer should be valid for period of 120 days from the last date for submission of the offer.

10) ELIGIBILITY CRITERIA:

The tender is invited from firms who meet the following requirements:

- a. Only firms who have completed works for Electrical maintenance, operation and Day-to-Day Electrical repair works with 5 years of experience in carrying out similar works for large office buildings/commercial premises and have executed successfully similar works, during last five years from the date of issue of tender.
- b. Experience of having successfully completed similar works during last five years from the date of issue of tender as under:
 - i. Three similar works each costing not less than the amount equal to ₹120,000/-
 - or
 - ii. Two similar works each costing not less than amount equal to ₹ 150,000/-
 - or
 - iii. One similar work costing not less than the amount equal to ₹ 240,000/-

Similar work shall mean annual contract of electrical maintenance, operation and day-to-day Electrical repair works executed in Public Sector Banks/ Public Sector Undertakings/ State/Central Government organisation.

Applicant shall submit the **Performance Certificates** from the respective previous employers in support of above otherwise application is liable to be rejected.

- c. Minimum yearly turnover of ₹ 120,000/- during last 3 financial years supported by audited financial statements.
- d. Bidder should have valid registration with ESI, EPF, Licenses/Registrations with labour Department, Certificate of Registration for Goods & Service Tax (GST) and acknowledgement with up to date filed return to be submitted
- e. Bidder should have valid Electrical Contractor License (preferably 'A' class) issued by Electrical licensing authority (CEI/competent authority) for carrying out electrical works.



f. Bidder should have service/office setup at the place of proposed work i.e., Hubballi for rendering AMC service. If office setup is not already there at the time of bidding, successful bidder shall have to establish one within 30 days of award of contract.

11) The tenderers shall be required to furnish as below Pre- Qualification documents in technical bid envelope to satisfy the Bank about their eligibility for participating in the tendering process:

	Particular
1	Copies of detailed successfully completed work orders indicating scope and value of works during last five years from the date of issue of tender
2	Copies of Work Completion certificates for the qualifying works during last five years from the date of issue of tender
3	Copies of Yearly turnover for the last three years i.e. 2019-2020, 2018-2019 & 2017-2018 (Audited balance sheet duly certified by a Chartered Accountant or turn over certificate from a CA along with copies of ITRs shall be submitted)
4	Copy of E.P.F and E.S.I registration certificates, Labour license, Electrical license (preferably 'A' class) supported by documentary evidence
5	Copy of PAN Card & other related Income Tax documents
6	Copy of GST Registration Certificate
7	Copy of MSME Registration Certificate, if applicable
8	Copy of Electrical Contractor License

12) **Concept of tender :** The tender is based on "Two Envelope Concept"
 First Envelope -1- Technical Bid (Page no - 1 to 38)
 Second Envelope -2- Price bid (Page no - 39)
 Third Envelope -3- Bigger Envelope carrying Envelope 1 & Envelope 2

Tenders on prescribed form should be placed in two envelopes one sealed envelope consisting of "Technical bid" duly super scribed as "Technical bid" and other sealed envelope consisting "Price Bid" duly super scribed as "Price Bid" and both envelopes shall be kept in one bigger sealed single envelope, super scribed as "Application/Offer for Annual Maintenance Contract for providing manpower and support services for Day-to-Day Operation and Maintenance of Various Electrical Installations at Bank's Circle Office premises, Hubballi" with the Name & Address of Tenderer and Contact Number.

The envelope containing both the bids must be addressed to:

Divisional Manager (P&E),
 Canara Bank Circle Office,
 Centrum Building, Airport Road,
 Hubballi-580030.

13) The Bank will evaluate the said reports before evaluation of price bid of the tenders. If any tenderer is not found to possess the required eligibility for participating in the tendering process at any point of time and/or his performance reports received from his clients and/or his bankers are found unsatisfactory, the

- Bank reserves the right to reject his offer even after opening of Technical Bid of the tender. The Bank is not bound to assign any reason for doing so.
- 14) Applications containing false and / or inadequate information are liable for rejection.
 - 15) The application which is received after due date & time is liable for rejection.
 - 16) Canvassing in any form in connection with pre-qualifications is strictly prohibited and the application of such persons / organizations who resort to canvassing will be liable to rejection.
 - 17) Only Technical Bid qualified parties will participate in Financial Bid.
 - 18) Canara Bank reserves the right to award work and/ or cancel work for any party as per its requirement or in case of any exceptional situation.
 - 19) Personnel deployed by the contractor should be well trained and should have adequate knowledge in electrical safety aspects and handling of electrical equipment's. The equipments supplied to personnel should meet the related IS Standards/International standards as per the prevailing Rules of Central/State Govt.
 - 20) Insurance: The successful bidder shall take "All Risk Policy" for the contract value and workmen compensation policy for the workers engaged in the work in the name of Canara Bank, Hubballi. The successful bidder shall indemnify the Bank for any loss or damage that occurs to persons or building or third party while executing the work.
 - 21) The General instructions to the tenderers and special conditions, conditions herein before referred to, Conditions of Contract enclosed with the tender documents, the subsequent correspondence exchanged between the Bank and the tenderer and the work order placed shall be the basis of the final contract to be entered into with the successful bidder. On receipt of intimation from the Bank of the acceptance of the tender, the successful bidder shall be bound to implement the Contract within 14 days thereof and sign an agreement in banks format.
 - 22) The successful bidder has to give undertaking on Non Judicial Stamp Paper of applicable value before the award of the work that they undertake to actually pay wages to its personnel of all descriptions to be engaged by them for completion of that particular job/work at the rate which is not less than the one prescribed as minimum wages under CLRA Act, 1970 and also keep the Principal Employer indemnified against all the actions that may be initiated against the Principal Employer by the Statutory Authorities for his failure to pay such wages and/or provide the essential amenities.
 - 23) Wages to be paid include all basic wages, VDA and all other allowances required under provisions in contract labor (Regulation and Abolition) Act, 1970 and Minimum Wages Act, 1948 and other laws e.g., bonus, PF, ESI, etc. The bidder shall ensure payment of minimum wages to the workmen employed by them and shall maintain a register of wages and shall issue a wage slip to every workman employed by them and obtain their signature or thumb impression on the wage slips. In addition, they have to provide essential amenities like drinking water, first aid facility, etc. to their employees as per Contract Labor (Regulation & Abolition) Act, 1970.

- 24) Submission of tenders in any other format will not be entertained & will be summarily rejected.
- 25) The EMD of successful tenderer will be kept as security deposit by converting the same to Fixed Deposit lien to Bank for the period of contract in case of closer/ extension of AMC the fixed deposit will be accordingly released from lien / extended.
- 26) No corrections such as cuttings, interpolations, omissions, over-writings etc. in the bid are permitted. Minor corrections such as cuttings, interpolations, omissions and over-writings if any, shall be duly authenticated by the authorized representative of the bidder.
- 27) Any printing or typographical errors/ omission in tender document observed by the bidder shall be referred to the Bank and Bank's decision regarding its interpretation/correction shall be final and binding.
- 28) The Bank is not bound to accept the lowest tender and reserves the right to accept either in full or in part any tender. The Bank also reserves the right to reject all the tenders without assigning any reason there for.
- 29) Apart from regular letter communications, all the E-mail communications from Premises & Estate Section at Circle Office are to be treated as formal communication.
- 30) **SETTLEMENT OF DISPUTE:** - All disputes and differences of any kind whatsoever arising of or in connection with the contract whether during or after completion of contract shall be deemed to have arisen at **Hubballi** and only court in **Hubballi** shall have jurisdiction to determine the same.

For and behalf of Canara Bank
Deputy General Manager



SIGNATURE OF TENDERER.....

Section II

SPECIAL CONDITIONS OF THE CONTRACT

- 1) Criteria of Rates and Renewal of the contract: Intending contractor will have to pass the minimum wages and other statutory dues as per the relevant statutes to the workmen and produce Bank account statement of the workmen. The monthly bill raised will be the minimum wages of the workmen and other benefits passed + their quoted percentage. It will be the sole responsibility of the contractor to meet all the labour related laws.
- 2) The Firm shall not disclose directly or indirectly any information, materials and details of the Bank's infrastructure / systems/ equipment etc., which may come to the possession or knowledge of the Firm during the course of discharging contractual obligations in connection with this agreement, to any third party and shall at all times hold the same in strictest confidence. The Firm shall treat the details of the contract as private and confidential, except to the extent necessary to carry out the obligations under the contract or to comply with applicable laws. The Firm shall not publish, permit to be published, or disclose any particulars of the works in any trade or technical paper or elsewhere without the previous written consent of the Bank. The Firm shall indemnify the Bank for any loss suffered by it as a result of disclosure of any confidential information. Failure to observe the above shall be treated as breach of contract on the part of the Firm and the Bank shall be entitled to claim damages and pursue legal remedies. The Firm shall take all appropriate actions with respect to its employees to ensure that the obligations of non-disclosure of confidential information under this agreement are fully satisfied. The Firm's obligations with respect to non-disclosure and confidentiality will survive the expiry or termination of this agreement for whatever reason.
- 3) The successful bidder shall obtain Police Verification Report on character and antecedents of its personnel and provide other details relating to age, educational qualification, name and permanent address to be provided under this contract along with their passport size photographs before engaging them for duty in Bank's Premises. The verification has to be carried out for all the employees/personnel deployed whenever the contract is renewed and upon insisting of the Bank.
- 4) If there is a case of dereliction / absentism in the duty by the electrician deployed proportionate recovery for the number of days of absence as per the prevailing labour rates (of respective category) will be deducted from the monthly bill payable by the Bank.
- 5) Payment will be done on monthly basis. Bills must be submitted latest by 10th of the month following the month to which the bill pertains along with attendance sheet and due certification of Bank's Engineer/caretaker.
- 6) The Bank may without prejudice to any other remedy for breach of Contract, by one month's written notice of default sent to the successful bidder and upon the successful bidder's failure and neglect to propose and/or execute any corrective action to set right the default, terminate this Contract in whole or in part:
- 7) The Bank may at any time terminate the Contract by giving written notice to the Bidder, without compensation to the Bidder, if the Bidder becomes

- bankrupt or otherwise insolvent, provided that such termination will not prejudice or affect any right of action or remedy which the Bank is or will be entitled to take or seek.
- 8) The successful bidder shall indemnify the Bank against all claims in respect of patent rights and shall defend all actions arising from such claims and shall himself pay all royalties, license fees, damages cost and charges of all and every sort that may be legally incurred in respect thereof.
 - 9) The successful Bidder will have to adhere to the safety code as detailed below:
 - i. The successful Bidder shall follow all safety regulations. He shall provide necessary safety appliances to his employees as instructed by the Bank depending upon the nature of work.
 - ii. The injured person shall be taken to a public hospital without loss of time, in cases where the injury necessitates hospitalization.
 - 10) The successful Bidder shall be solely responsible for full compliance with the provision of 'Sexual Harassment for Women at Work Place (Prevention, Prohibition & Redressal) Act, 2013'. In case of any complaint of sexual harassment against its employee within the premises of the Bank, the complaint will be filed before the Internal Complaints Committee constituted by the successful Bidder and the successful bidder shall ensure appropriate action under the said Act in respect of the complaint.
 - 11) The Bidder shall not be liable for forfeiture of its EMD, liquidated damages or termination for default, if the delay in performance or other failure to perform its obligations under the contract is a result of an event of Force Majeure. For purposes of the clause, "Force Majeure" means an event beyond the control of the Bidder and not involving the Bidder's fault or negligence and not foreseeable. Such events may include wars or revolutions, fires, floods, earthquakes, epidemics, quarantine restrictions, freight embargoes etc. The Bank will decide whether delay or failure on the part of the Bidder was the result of an event beyond his control or not. The decision of the Bank in this regard will be final and binding on the bidder and will not be open to question before any court / forum in any proceedings.
 - 12) The Contractor agrees to indemnify and to keep the Canara Bank and its officers, employees, directors and representatives indemnified against all claims (including third party claims), actions, losses, damages, costs, expenses, charges, including legal expenses (attorney/advocate fee included) which Bank may suffer or incur on account of:
 - a. any violations of applicable laws, regulations, guidelines during the contract period; or
 - b. any breach or non-performance of the terms and conditions of this Agreement; or
 - c. any breach of the representations and warranties made by the Contractor; or
 - d. any negligent or fraudulent act or omission by the Contractor; or any third party for reasons attributable to the Contractor.



- 13) Any claims, dispute and or difference (including a dispute regarding the existence, validity or termination of this Agreement) arising out of, or relating to this contract including interpretation of its terms will be resolved through joint discussion of the Authorized Representatives of the concerned parties. However, if the disputes are not resolved by the discussions as aforesaid, then the matter will be referred for adjudication to the arbitration of a sole arbitrator to be appointed by Canara Bank. In case the Contractor does not agree to such appointment, both the parties will appoint an arbitrator each and the arbitrators then will appoint the Presiding Arbitrator. The Arbitrator may give interim awards and/or directions, as may be required. The award of the Arbitrator/panel of Arbitrators shall be final and binding on both the parties. The Arbitration and Conciliation Act, 1996 shall be applicable. The venue of arbitration shall be Hubballi.
- 14) The Contractor shall bear the stamp duty on agreement and shall ensure that the agreement is stamped with proper duty chargeable thereon as per the respective state's Stamp Act. The agreement shall be executed in duplicate and the Canara Bank shall retain the original and the contractor shall retain the duplicate.
- 15) The bidder's workforce should attend to the breakdown call immediately. Major/minor complaints shall be attended immediately, and no extra payment will be made for same. The Firm has to depute sufficient staff/technicians on all days including Saturday, Sunday and Bank holidays providing week off and arranging relievers (Wiremen/helper) as per the tender conditions and in case of emergency/for very essential work/breakdown etc., without extra charges/payment.
- 16) The staff deputed by Contractor should be competent to attend all the works listed down in this "Section V: Scope of Work". In case the staff is unable to attend any of the works listed, Contractor shall arrange, at his own cost, a competent technician for the same. Any such arrangement should be made, without incurring any additional cost to the Bank, within 6 hours from the time of receipt of complaint, failing which Bank shall be forced to get the same attended rectified at Contractor's cost and risk.
- 17) The successful bidder should visit the Bank's office and meeting may be held with the concerned authority at least once in a month or as & when required to sort out the problems faced by the Bank/successful bidder/staff.
Note: This is purely a labour contract. Any material required for repair / replacement/maintenance of the electrical installation will be supplied by the Bank with prior written approval.
- 18) Electricians shall have duty timings as per the schedule or as directed by the Bank's Engineers from time to time.
- 19) The successful bidder shall furnish his contractor's electrical license along with the bio-data, passport size photograph and wiremen licenses of the persons deployed for the work. In case of absence of regular electrician an alternative electrician shall be authorized by the bidder to carry out the maintenance work with the bidder's signature duly authenticated.
- 20) The bidder should take the workman compensation policy for the actual no. of Electrician to be deployed at site in the joint names (Bank's name should be mentioned first) before commencement of work.
- 21) The service contract charges will be inclusive of insurance charges, ESI/PF, Bonus, Tools, liveries, profit etc., as applicable. Bank will not be responsible

- for any additional claim i.e., tax/insurance charges/any charges raised due to accident/mishap.
- 22) Vendor is required to give prompt service. Bidder shall attend the complaint lodged in complaint book preferably within same day. However, for major electrical work, agency shall complete the job as directed by the Bank. In case of inordinate delay beyond the stipulated time, unless the same is brought to the notice of Bank's Engineer in writing on the very day of receipt of complaint, Bank has a right to either levy a penalty for each unattended complaint or get the complaints attended from an external agency at Contractor's risk and cost. This cost shall be recovered from Contractor's security deposit or from the dues payable.
 - 23) The Bank reserves the right to ask bidder to supply additional manpower as required by the Bank depending upon site requirement for execution of the work mentioned in the scope of work at the same rate as regular electricians.
 - 24) All electricians should duly sign in the attendance register available in Bank and report to Bank's officials at CO. The working hours shall be 12 working hours (excluding 30 minutes lunch break), 7 working days in a week, the working hours shall be mutually agreed. During emergency works the workers will have to continue to work till the emergency is over. The weekly holiday should be given to the workers as per statutory requirements and in consultation with the Bank. The Contractor shall prepare a roster for the entire month well in advance and get the same approved from Bank. Any changes in this roster shall be allowed only if done with approval of Bank. Bidders shall maintain a record of payment to their workers and shall submit it along with the bill. Bank reserves the right to depute officer/ staff to verify minimum wages. It is also to be noted that the Agency/firm registered with PF/ESIC authorities only will be eligible to participate.
 - 25) The successful bidder should provide suitable liveries/uniform to their staff deputed at Bank and colony with the name of the vendor/agency displayed on the front pocket and the profession (either Electrician or Helper) on the back. The bidder should also provide safety shoes, safety goggles, 1100V rated insulated gloves, fuse pullers and safety helmet to all his employees deputed and ensure of using the same while on duty.
 - 26) The successful bidder shall provide for a day of rest to all his employees deputed in the Bank in every period of seven day. He shall arrange for a reliever of similar skill during the period of rest. The price quoted shall also include the wages for deputing suitable reliever during the periods of rest.
 - 27) The Contractor shall have to carry out the work other than day to day maintenance according to programme given by the Bank. The Contractor shall have adhere to this programme failing which he shall be wholly responsible for any inconvenience caused to the occupants.
 - 28) List of Documents to be submitted along with Monthly Bill: Copy of following documents for a particular month duly certified by the successful bidder /supervisor to be submitted along with monthly bill for payment:
 - a. Statement of Complaints received/attended.
 - b. Statement of materials procured (if any) with the approval of Bank.
 - c. Copy of Attendance Register.
 - d. Declaration for compliance of Contract labour Act & Minimum wages Act.
 - e. Documentary evidence indicating the payment made towards PF/ESI

etc.

- 29) Successful Contractor to display the notice containing the following details at prominent place at the work site as per rule 81(1) of Contract Labour (R&A) Rules, 1971:

- a. Rates of wages.
- b. Hours of work.
- c. Wage periods.
- d. Dates of payment of wages.
- e. Names & addresses of the Labour Inspectors having jurisdiction &
- f. Date of payment of unpaid wages.

SECTION III

SPECIAL INSTRUCTIONS TO THE BIDDER

1. The installations, service, building and equipment mentioned in the tender document shall be handed over on, 'as is where basis is' and nothing extra shall be paid towards pre-maintenance as they are in running/working condition.
2. After the expiry of the contract, the firm shall have to hand over complete installation to the Bank in proper working condition. All defects and deficiencies shall have to be rectified by the firm to the entire satisfaction of the Bank failing which the work shall be got done at the risk and cost of the firm.
3. No advance payment will be made to the contractor. No T&P will be issued to the contractor.
4. Contractor may note that only computer bill is acceptable. GST, Income tax, TDS, labour Welfare Cess and other taxes as applicable shall be recovered from the Contractor's bill.
5. The Contractor or his staff should not remove, disturb/dislocate the existing equipment and its parts from its position until and unless it is authorized by the Bank. The entire installation should be intact at any time of inspection and as handed over to him at the time of initial taking over for its maintenance and operation. Care should also be taken to prevent damage or theft.
6. The Contractor shall also be responsible for any periodic statutory inspection to be carried out and on equipment's payment of fees, rectification of defects pointed out during such inspection etc., A failure to comply with this clause by the contractor will render him liable for payment of all penalties imposed by the state/local bodies and the inspection and / of subsequent rectification will be carried out by the Bank at his risk and cost besides recovering the penalty amounts imposed by the state/local bodies.
7. The Contractor will have to arrange all registers/stationary etc., nothing extra shall be paid for this account. When a register is filled up completely, it will be handed over to the Bank. It will not be returned to the Contractor and the same will become the property of the Bank.
8. The workmen will not be allowed to stay within the premises except duty hours. No residential accommodation shall be provided to any of the staff engaged by the Contractor.
9. The water required for the work or workmen can be availed from the available source at site free of cost. The successful bidder has to tap the same from the point shown to them at their own cost.
10. The electric power required for the work can also be similarly drawn from the supply available at site free of cost. The successful bidder has to tap the same from the point shown to them at their own cost.
11. The successful bidder has to obtain permission, if any required from the local authorities / bodies as per the existing local byelaws for such works and the charges/fees if any, has to be borne and paid by the successful bidder including water and draining charges.
12. The tenderer should carefully examine and understand the specifications, terms and conditions of the Tender and may seek clarifications, if required. The tenderer in all such cases seek clarification in writing in a word document (.doc) in the same serial order of that of the Tender by mentioning the relevant

page number and clause number of the Tender. The soft copy of the pre-bid queries should be sent by E-Mail to pecohub@canarabank.com and the pre-bid query should be in the following format.

Sl No	Page No	Section	Tender Clause	Query

All communications regarding points requiring clarifications and any doubts shall be given in writing to the Deputy General Manager, Canara Bank, Circle office, Centrum Building, Airport Road, Hubballi 580030 by the intending tenderers before 2:00 PM on 09.06.2021. No oral or individual consultation shall be entertained. No queries will be entertained from the tenderers after the pre-bid meeting.

13. The bidder may please note that the work has to be carried out in an occupied building /premises during normal working hours / restricted hours without causing any inconvenience to the other occupants. The rates quoted for each item shall be quoted accordingly. All dismantling work and work generating noise shall be done during the day time and on holidays and day time work may have to be done on restricted hours. Bidder shall take into account the above facts while quoting the rates. The entire work involved shall be carried out with the least disturbance to the staff and also day to day cleaning has to be done by the successful bidder. The staircase and passages used by the labourers shall be cleaned properly on daily basis, to the entire satisfaction of Bank.
14. Neat housekeeping at all times is the responsibility of the successful bidder. The debris / dust or any waste generated out of the above work shall be cleaned as frequently as required and shall be stored at the specified place inside the Bank's Premises, as per the instructions of the Bank's Engineer. The successful bidder shall remove all the debris stored at the specified place inside the Bank's premises and shift it to the approved waste dumping place as per Municipal regulations as and when the accumulated waste is around one truck load or earlier, if instructed by Bank's Engineer. The successful bidder shall be solely responsible for any penal action/ penalties levied by Municipal authorities for violation of their rules/ regulations in this regard.
15. The successful bidder shall use only Bank's approved brand materials.
16. Some other works, such as Electrical/Civil/plumbing/sanitary, or any specialized works etc., have been organized by the Bank through separate agencies. The successful bidder shall coordinate his work with all other agencies deployed by the Bank at site so that no hindrances are presented to the planned work of any other agency.
17. The bidders should have valid Labour license from Labour Commissioner as per prevailing Labour Act, if applicable. The successful bidder shall ensure payment of minimum wages to the workmen employed by him as per Central Labour Commissioner's rates and obtain their signature or thumb impression on wage slip. A copy of such wage slip shall be submitted to the Bank.
18. The bidders should have valid Electrical contractor license from licensing authority as per prevailing Electricity Act during entire annual maintenance contract period otherwise failure to comply with these instructions can result in rejection of the work without any notice.

19. Contractor/Bidder is advised to visit the site before quoting the rates to get acquainted with the area, services, installations condition and understand the overall nature and scope of the work for themselves.
20. The successful bidder shall carry out the work strictly in accordance with specification details and instructions of the Bank's officials. The bidder should note that the tender and other documents describing each item in the schedule are only indicative in nature and cannot be taken as complete in detail and finishes. It is expected that the bidder should understand the intent of the tender and specifications and provide for materials, workmanship, finishes and accessories appropriately so as to deliver the product of high standards. Bank reserves the right to insist on selection of material, workmanship, detailing and finishes, which they consider are appropriate and suitable for the intended use. The successful bidder is not eligible to claim extra on this account. No claim from the successful bidder at a later date will be entertained for his failure to understand this condition. The decision of the Bank in respect of the quality of material, type of work, workmanship, finish etc. shall be final and binding on the successful bidder.
21. The successful bidder should note that he should execute his part of work without causing any damage to any part of the building and also without disturbing the existing occupants. Any damage so caused shall be made good at the cost & risk of the successful bidder.
22. The successful bidder shall make sure that they protect their materials during and after installation and hand them over in good shape to the Bank satisfactorily. At the time of handing over, any damages, scratches, dents or such defects noticed shall be got rectified as directed without any extra charge by the successful bidder to the satisfaction of the Bank.
23. The successful bidder shall also be responsible for the safety and security of all their materials and also for ensuring fire prevention steps at all times in the working premises including their part of the work.
24. The successful bidder shall submit the addresses, personal details and photographs of their workmen being engaged by them for the said work to the Bank for obtaining Entry passes. Workmen will be allowed inside the premises only on producing the photo passes issued by the Bank. The successful bidder, his staff and the labour will have to comply with the security regulations of the Bank.
25. Wearing of uniform: Successful bidder shall provide a proper uniform with displaying firms name on the front and designation on the back along with safety shoes and helmet to their worker/employees engaged on site for identification purpose at their own cost. Bidder should ensure that their worker/employees shall remain in these uniforms while on duty along with identity cards.
26. In case of any accident during the operation/maintenance of the equipment leading to injuries/damage to human being, equipment or loss of life, the contractor shall be fully responsible for settling all claims and indemnify the Bank against any claims arising out of such accidents.
27. Safety of the staff employed will be the responsibility of the Contractor. Bank will not be responsible for any mishap, injury/accident, or death of the staff. No claim in this regard shall be entertained/accepted by the Bank. In case of any non-fulfilment of obligation, necessary recovery shall

- be made from his bill / security deposit / performance guarantee.
28. The Contractor shall take all precautions to avoid accidents by exhibiting caution boards, red flags, red lights, providing necessary barriers and all other measures required from time to time. The contractor shall be responsible for all damages and accidents due to negligence on his part.
 29. No claims of the labour shall be entertained by the Bank including that of providing employment, regularization of services etc.,
 30. Staff employed by the Contractor should be well behaved, polite and courteous. Any complaint against contractor's staff on behavior should be taken very seriously and such staff should be removed by the contractor immediately from the site and arrange replacement.
 31. The Contractor shall comply with proper and legal orders and directions of the local or public authority or Electricity Authority/Municipality and abide by their rules and regulations and pay all fees and charges of which he may be liable.
 32. The contract includes the emergency services whenever required after contract time; no extra charge will be made for that.
 33. The Contractor will carry out preventive maintenance/Checks as per Bank's/ OEMs specifications/ respective standard trade practice. The results of such tests shall be recorded in proforma and handed over to the Bank.
 34. The Contractor shall arrange to render efficient service as outlined above. However, in case he fails to maintain the service to the satisfaction of the Bank and the Bank has to incur any expenditure to maintain the installation by alternate arrangement, the expenditure thus incurred will be recovered from the contractor, for which Bank's decision shall be final.
 35. The Bank reserves the right to terminate this contract, at any time if the performance of the Contractor is found unsatisfactory.

SECTION IV
SAFETY CODE

1. First-aid appliances, including adequate supply of sterilized dressings and cotton wool, shall be maintained in a readily accessible place.
2. The injured person shall be taken to a public hospital without loss of time, in cases where the injury necessitates hospitalization.
3. Suitable and strong scaffolds should be provided for workmen for all works that cannot safely be done from ground.
4. No portable single ladder shall be over 8 meters in length, the width between the side rails not less than 30 cm (clear) and the distance between two adjacent rungs shall not be more than 30 cm.
5. The excavated material shall not be placed within 1.5 meters of the edge of the trench or half of the depth of the trench, whichever is more. All trenches and excavations shall be provided with necessary minimum height shall be one metre.
6. No floor, roof or other part of the structure shall be so over-loaded with debris or materials as to render it unsafe
7. Those engaged in welding works shall be provided with welder's protective eye-shields and gloves.
8. Suitable face masks should be supplied for use by the workers when the paint is applied in the form of spray or surface having lead paint dry rubbed and scrapped.
9. Hoisting machines and tackles used in the work, including their attachments, anchorage and supports shall be in perfect condition.
10. The ropes used in hoisting or lowering material or as a means of suspension shall be of durable quality and adequate strength and free from defects.
11. Cutting/drilling machine and other electrically operated equipments used at site shall be plugged into correctly rated electrical outlets.
12. Only ISI marked 3 pin plug and other appliances and equipments shall be used.
13. Electrical power cables/wires used shall not have any joints and shall be properly rated.
14. All electrical appliances i.e., welding, drilling, cutting machine etc., shall be safely and securely earthed to prevent leakage current while in operation.
15. Two buckets of water and sand shall be kept in an easily accessible area on the site.
16. Personal protective equipment such as safety shoes, hand gloves, welder's mask, ear plug etc., depending upon the requirement of the work shall be provided by the contractor to the workmen to prevent occupational health hazards.
17. The Safety belt shall be provided by the contractor and used by the workmen while working from height for more than 10' from ground level.
18. None of the fire extinguishers shall be removed/shifted from its designated location.
19. Power supply shall be switched off from the mains when equipment is not in use.
20. Any debris generated from the work shall be collected on daily basis, removed from site and stored at the designated place in proper manner.
21. Battery operated emergency light/torches shall be provided by the contractor to the workmen while working beyond office hours.

SIGNATURE OF TENDERER.....

SECTION V

SCOPE OF WORK

1. Attend day to day complaints/maintenance work of electrical installations including maintenance of lighting system, fans, panel switchboards etc. inside the Circle Office.
2. Regular checking and operation of panels and other allied equipment's, all UPS systems and other electrical installations at office premises.
3. Ensure to provide continued power supply at all the points/locations inside CO or as directed by Bank's engineer.
4. Daily checking and operation of audio/video systems of Video Conference Room/Conference room.
5. Liaison with local authorities of electricity supply for reporting power failures in case of emergencies, other statutory bodies/AMC vendors as and when required by the Bank and as directed by the Bank's Engineer.
6. Daily work of switching-on/off lights in CO whenever required.
7. Quarterly Preventive maintenance of all the switches, MCBs, fuses, cable terminals, Meter panels, Sub Power Panels etc. in the floors etc. after thorough checking of the entire system including insulation. This includes the corrective measures in the defective/ loose terminals at office/Bank and shall be brought to the notice of the Bank's engineer along with recording in register.
8. Whenever a particular equipment goes out of order, the system should be thoroughly check for any faults/ defects and the same shall be brought to the notice of the Bank's Official immediately. If the material is required to be replaced, material may be issued by Bank's engineer/Bank's representative available in stock. The scope involves labour charges for replacing electrical items such as fans, light fixtures/ lamps, switching accessories (such as switch, socket, regulator, bells, holders, capacitors), switchgears such as MCB/ RCCB/ RCBO (SP, DP, TP, TPN up to a capacity of 100 A), contactors- control and power (up to 250 A), single phasing preventers, terminal connectors, float switches, MCCB & SFUs (up to 250 A), fuse links, indicator lamps, ammeters/ voltmeters/ multifunction meters/ energy meters, limit switches in existing switchboards, panels and distribution boards, and replacement of existing distribution boards/ enclosures etc. supplied by Bank.
9. The list is only indicative. Any maintenance work not specifically mentioned above but required for the healthy operation of the system concerned and for the satisfaction of the occupant/complainant will be considered in part of scope of work.
10. Regular checks required servicing /maintenance /minor repairs of all type of HT/LT switchgears and its parts, switchboards.
11. Attend to all types of routine /preventive maintenance work such as checking /cleaning tightening of all electrical accessories and switchgears, DBs switch boards, meter rooms and cleaning the same at regular intervals.
12. Clean all the electrical installations/fixtures once in three month.
13. Carry out the following tests once in a year during the contract period in consultation with Bank and the test reports are to be submitted for bank's record. During the tests, if any defect or deficiency is found in the

equipment's/installations, it shall immediately be brought to the notice of the Bank's officials on duty and corrective action taken.

- a. Insulation resistance test between conductor and earth and between phases at building and in Distribution boards as indicated by Bank's Engineer.
 - b. Measurements of earth resistance test for all available earth stations (preferably before monsoon).
 - c. Earth loop test and polarity test of substation.
 - d. Checking the load on the main incoming cable and bringing to the notice of the Bank of any overloading.
 - e. Checking continuity of earth strip running along the building and ensuring effectiveness of lightning protection system. The work has to be mandatorily taken up in the month of April every year.
- 14) Cleaning the Bus bar chamber for dust and other foreign materials, carbon deposits if any, loose connections, burning, checking the insulation for breakage /failure, tightening all the connections etc. -Half yearly
 - 15) Megger testing of panel (phase to phase, phase to neutral as well as phase to earth)-Half yearly
 - 16) Megger testing of cable for insulation resistance between phases and phase to earth- Yearly
 - 17) Checking the load on the cable with ammeter/Tong tester-Yearly
 - 18) Checking of contactors and cleaning of contacts - Quarterly
 - 19) Checking of control wiring meters and protect system and battery charger-Monthly.
 - 20) Following log of data should be maintained on hourly basis ;
 - a. LT Voltage & current at incomer of Main LT panel - Hourly basis
 - b. Power factor at the income.
 - c. Log of relays trip and alarm.
 - 21) Checking load on periodical basis and informing the Bank's engineer about unbalance observed in the load.
 - 22) Checking high temperature using contactless temperature measuring techniques.
 - 23) Tightening of the nuts & bolts at cable termination.
 - 24) Physical Cleaning of the panels.
 - 25) Supply and fixing of minor burnt parts of panels such as indicators, ammeters, control fuses, selector switches, terminal connectors and thimbles
 - 26) Attending to electrical complaints of office building during office hours as and when required by the Bank. All the complaints shall be lodged in the register provided by the Bank and same shall be attended immediately. The complaint register should be produced either daily or according to the requirement or when asked to do so by the Bank's Engineer or any official authorized by the Bank.
 - 27) Maintaining small stock of electrical items for emergency. The following set of tools and tackles to be provided by contractor and maintained at all times in Office.
 - a. Tong Tester/Clamp meter/Multimeter
 - b. Megger (500V/1000V)
 - c. Test Lamp kit
 - d. Screw Driver set, hacksaw blade set, drill machine, tool kit etc.,



- e. Insulation Tape, Cotton waste, PVC and Johnson cotton, fuse wire, Torch light, screws etc.
 - f. Emergency Medical kit with medicines and burns treating ointment. After expiry the replenishment shall be done immediately.
 - g. Infrared Temperature detector to check hotspots in Panels/DBs etc.,
- 28) Helping the Bank's staff in meeting fire emergencies if any
- 29) General inspection of UPS room, daily twice (morning and evening) including holidays and maintaining the logs of the readings.
- 30) UPS room should be invariable visited once in every six hours for proper functioning of the 60+60 KVA UPS. In case of any alarm, beeper/ sounder complaint should be lodged with the AMC vendor and with Bank's Engineer.
- 31) Preventive maintenance of Distribution boards/ floor panels and main panels in the office building (frequency once in six months)
- 32) Checking the MCB DB and Main/ floor panels of the main office building during holidays as per the programme duly approved by the Bank's engineer.
- 33) The log register in respect of the preventive maintenance shall be maintained and put up to Bank' engineer.
- 34) All the MCB DB's and Panels should be thoroughly checked and minor items required such as tape, thimbles, control fuse, indicator shall be provided.
- 35) The contractor has to depute one staff having wiremen with valid licenses on all days (24X7) (including Sundays and holidays) as per requirement of Bank.



SECTION VI
FORM OF TENDER

To

The Divisional Manager
P & E Section
Canara Bank C.O
Hubballi-580030

We have carefully examined the requirements, conditions and schedule of quantities relating to the works specified in the tender document hereinafter set out and having visited and examined the site of the works specified in the said document and also having acquired the requisite information relating thereto as affecting the tender. I/We hereby offer to execute the works specified in the said memorandum at the rates mentioned in the attached schedule of quantities and in accordance in all respects in writing referred to in articles of agreement, general instructions to tenderers and special conditions, conditions hereinbefore referred to, specifications and schedule of quantities with the conditions of the tender and conditions of contract attached hereto by in all respects, in accordance with such conditions so far as they may be applicable.

Should this Tender be accepted, I/we hereby agree to abide by and fulfill all the terms and conditions of the Tender and in the event of any default thereof, to forfeit and pay to you or your successors, or assignees or nominees such sums of money as are stipulated in the conditions contained in the tender document together with the written acceptance of the Contract.

Dated thisday of 2021

For and on behalf of M/s

(Signature of authorized signatory with seal)



SIGNATURE OF TENDERER.....

SECTION VII

ARTICLES OF AGREEMENT

ARTICLES OF AGREEMENT made the _____ day of _____ between the Canara Bank, Premises & Estate Section, Circle Office Hubballi having its Head Office at Bengaluru (hereinafter called "the Employer") of the one part and _____ (hereinafter called "the Contractor") of the other part.

WHERE AS the Employer is desirous of Annual Maintenance Contract (AMC) for Day-to-Day Operation & Maintenance of Various Electrical Installations at Bank's Circle Office, Hubballi (hereinafter called " the said work") and has caused drawings, specifications and schedule of quantities describing the work to be done. AND WHERE AS the said drawings from Numbers _____ to, the specifications, and the schedule of quantities have been signed by or on behalf of the parties hereto.

AND WHERE AS the Contractor has agreed to execute upon the subject work to the conditions set forth here in and to the conditions set forth in the special conditions and in the schedule of quantities and conditions of Contract as modified and finally accepted by both the parties (all of which are collectively herein after referred to as "the said Conditions") the works shown upon the said drawings and/ or described in the said Specifications and included in the Schedule of quantities at the respective rates therein set forth , amounting to the sum as therein arrived at or such other sum as shall be come payable there under (herein after referred to as "the said Contract Amount").

A. NOW IT IS HEREBY AGREED AS FOLLOWS

- i. This agreement will come into effect from _____ and will remain in force upto _____ or unless it is terminated as per the terms hereinafter contained.
- ii. The charges of ₹.....(Rupees only) covering the cost of manpower (materials/ fittings/ fixtures shall be arranged at Bank's SARs or at approved reasonable rate) for efficient rendering the maintenance services shall be payable on monthly basis subject to submission of bill/invoice. The payment thereon will be made after the same is duly certified by the Bank's officials to the effect that the maintenance services have been provided satisfactorily and after deducting all statutory dues/ taxes etc.
- iii. The above charges are firm and not subject to labour conditions, exchange variations or any other condition whatsoever.
- iv. The above charges also include Insurance Charges , duty or other levy, whether existing or levied in future by the Central Government or the State Government or any local authority.
- v. The contractor shall be responsible for providing services on regular basis as per the scope of work and terms and conditions of the contract.

B. Services to Be Rendered by the Contractor:



The contractor shall:

- i. Ensure the deploys trained and competent persons who are physically fit and are not suffering from any chronic or contagious diseases for carrying out the works.
- ii. Be responsible and liable for payment of salaries, statutory minimum wages and other legal dues to the persons who are employed by him for the purpose of rendering the services required by the Bank/employer under the agreement.
- iii. Ensure that all persons employed by him, for the purpose for rendering the services required by the Bank under this agreement, are insured with Government of India recognized insurance companies, for which no extra payment will be made by the Bank. The contractor shall be responsible for any injury or damages to any persons, animals or any other things.
- iv. Ensure that his employees, while in the premises of the Bank or while carrying out their obligations under this agreement, observe the standards of cleanliness, decorum, safety, good behavior and general discipline laid down by the Bank or its authorized agents and the Bank / employer shall be the sole judge as to whether or not the contractor and / or his employees have observed the same.
- v. Personally and exclusively supervise the work of his employees so as to ensure that the services rendered under this agreement are carried out to the satisfaction of the Bank.
- vi. Ensure that no employees of the contractor will enter or remain on the Bank's premises beyond the specified time limits unless and absolutely necessary for fulfilling contractors obligations.
- vii. Be liable for any damage caused to the bank or its premises or any part there of or to any fixtures or fittings thereof or any property of the Bank and therein by any act, omission, default or negligence of the contractor or his employees or agents.
- viii. Supply identity cards to his / her employees or agents who shall be doing the job at the Bank's premises. All the employees and agents should bear the identity card for all the times while they are working in the Bank's premises.

C. Minimum wages :

- i. Rates quoted by the firm should be in accordance with the Contract Labour (Regulations & Abolition) Act, 1970/ Minimum Wages Act 1948. Wages to be paid include all basic wages, VDA and all other allowances required under law e.g., PF, ESI, bonus etc., Tenders /Bids having quoted rates below the prescribed rates/ latest minimum wages prescribed by Government of India will be summarily rejected. The firm shall ensure payment of minimum wages to the workmen employed by they / them and shall maintain a register of wages and shall issue a wage slip to every workman employed by the firm and obtain their signature or thumb impression on the wage slips. In addition, they have to provide essential amenities like drinking water, first aid facility etc. to their employees as per Contract Labour (Regulations & Abolition) Act, 1970.
- ii. The successful bidder has to give under taking on Non Judicial Stamp Paper of applicable value before the award of the work that he undertakes to actually pay wages to all the labourer of all descriptions to be engaged by him for completion of that particular job / work at the rate which is not less than the one prescribed under minimum wages under CLRA Act and also keep the Principal Employer indemnified against all the actions that may be initiated

- against the Principal Employer by the Statutory Authorities for his failure to pay such wages and provide the essential amenities
- iii. The successful bidder shall indemnify and keep in demnified the Bank against all losses and claims, damages or compensation for breach of any provisions of the Payment of Wages Act , 1936 , Minimum Wages Act, 1948, Contract Labour (Regulation and Abolition) Act,1970 or any other labour law / statute in force in this regard. The firm only shall be responsible for liabilities, if any, in this regard.
 - iv. The Bank may also insist, if necessary, the successful bidder for bank account payment of labours and he will furnish the bank account details of engaged labours as proof of payment on enquiry.

- D. The successful tenderer shall take work men compensation policy for the workers engaged in the work. The successful bidder shall indemnity the Bank for any loss or damage that occurs to persons or building or third party while executing the work. Third party liability in successful bidders all risk policy shall be minimum Rs.2.00 lakh per person for any one accident or occurrence and Rs.5.00 lakh in respect of damage to property for any one accident or occurrence

Note: These policies shall be valid till the completion of the work. If the successful bidder does not provide these policies, the Bank reserves the right to take the above insurance policies themselves and recover the cost there of from the bill of the successful bidder.

- E. Without prejudice to what is contained here in above, the Bank shall at its sole and absolute discretion, be entitled to terminate this agreement forth with by written notice without assigning any reason and without payment of any compensation, if
- i. In the opinion of the Bank (which shall not called in question by the contractor and shall be binding on the contractor) , the contractor fail so refuses to implement this agreement to the Bank's satisfaction and/ or
 - ii. The contractor commits abreach of any terms and conditions of this agreement and / or
 - iii. For any reason what so ever, the contractor becomes disentitled in law to perform his obligations under this agreement and / or
 - iv. There is any variation in the ownership / partnership or management of the contractor or his business without the prior approval in writing of the Bank to such variation.
 - v. In the event of termination of this agreement for any reason whatsoever ,the contractor /or persons employed by him or his/ her agents shall not been titled for any sum or sums what so ever from the Bank by way of compensation, damages or Otherwise
- F. The contractor shall bear the cost of the stamp duty of this agreement .Bank shall retain the original and the contractor shall retain the copy of the same.
- G. The contractor shall ensure payment of minimum wages to the work men employed by him/her/ them.
- H. The several parts of this contract have been read by the Contractor and fully understood by the Contractor



- I. The contractor shall not disclose directly or indirectly any information, materials and of the Bank's infrastructure/ system/equipment's etc. which may come to the profession or knowledge of the contractor during the course of discharging its contractual obligations in connection with the agreement, to any third party and shall at all times hold the same in strictest confidence. The contractor shall treat the details of the contract as private and confidential, except to the extent necessary to carry out the obligations under it or to comply with applicable laws. The contractor shall not publish, permit to be published, or disclose any particulars of the works in any trade or technical paper or elsewhere without the previous written consent of the Employer. The contractor shall indemnify the Employer for any loss suffered by the Employer as a result of disclosure of any confidential information. Failure to observe the above shall be treated as breach of contract on the part of the contractor and the Employer shall be entitled to claim damages and pursue legal remedies. The contractor shall take all appropriate actions with respect to its employees to ensure that the obligations of non-disclosure of confidential information under this agreement are fully satisfied. The contractor's obligations with respect to non-disclosure and confidentiality will survive the expiry or termination of this agreement for whatever reason.
- J. The contractor/agency shall be solely responsible for full compliance with the provisions of the "the Sexual harassment of women at work place (Prevention, Prohibition & Redressal) Act, 2013. In case of any complaint of sexual harassment against its employee within the premises of the Bank, the complaint will be filed before the Internal Complaints Committee constituted by the contractor/agency or local complaint committee as the case may be and the contractor/agency shall ensure appropriate action under the said Act in respect of the complaint.
- K. The Contractor shall be responsible for any monetary compensation that may need to be paid in case the incident involves the employee of the contractor, for instance any monetary relief, to Bank's employee or other firm's employee, if sexual violence by the employee of the contractor is proved.
- L. If either party is unable to perform its obligations under this Agreement due to the occurrence of an event beyond its control (such as acts of God, war like situations, riots, labor strike, government actions, earthquakes, cyclones, typhoons, and other natural calamities, etc.), that party will not be deemed to have defaulted under this Agreement. Each party agrees to use all reasonable efforts to enable performance under this Agreement to continue. If the period of non-performance due to a force majeure event exceeds 30 days, the party whose ability to perform has not been so affected may, by giving written notice, terminate this Agreement.
- M. In consideration of the said contract amount to be paid at the times and in the manner set forth in the said conditions, the Contractor shall, upon and subject to the said conditions, execute and complete the work shown upon the said specifications and the schedule of quantities.'
- N. The Employer shall pay the Contractor the said Contract amount or such other sum as shall become payable at the times and in the manner specified in the said conditions.
- O. The said Conditions and Appendix thereto shall be read and construed as forming part of this agreement and the parties hereto shall respectively abide by, submit themselves to the said conditions and perform the agreements on their part respectively in the said conditions contained.

The agreement and documents mentioned herein shall form the basis of this contract.

SIGNED AND DELIVERED by the :

(on behalf of Canara Bank)

(Contractor)

Witnesses

1.

2.



SECTION VIII

PROFORMA APPLICATION

1.	Name of the Applicant/Organisation	
2.	Complete postal Address of the Registered Office	
i.	Contact Person	
ii.	Telephone nos.	
iii.	Mobile nos.	
iv.	E-mail ID	
3.	Complete Postal address of the Local office through which the proposed works of the Bank will be handled and the Name & Designation of officer in charge	
i.	Contact Person	
ii.	Telephone nos.	
iii.	Mobile nos.	
iv.	E-mail ID	
4	EMD DD Details	
i	DD Number	
ii	Name of Bank	
5.	Year of Establishment (Enclose Supporting Document)	

6.	Type of the organization (Whether sole proprietorship, Partnership, Private Ltd. or Ltd. Co. etc.) (Enclose certified copies of documents)	
7.	Name of the Proprietor/ Associates/ Partners/ Directors of the Organization/ Firm. (Enclose certified copies of document as evidence)	
i	Name	
ii	Name	
iii	Name	
iv	Bio-data of Partners/ Associates/ Directors /Proprietor. Bio-data to be Enclosed.	
8	Details of registration -(Enclose certified copies of document as evidence)	
i	Whether Partnership firm, Company, etc.	
ii	Name of Registering Authority	
iii	Date and Registration number	
9	No. of years of experience in the field and details of work in any other field. (Enclose supporting documents)	
10	Details of registration with : Statutory Authorities (Enclose certified copies of documents as evidence).	
11	PAN Number	
12	GST Number	
13	Income Tax Return Certificate	

14	Yearly turnover of the organization during last 3 years. Furnish copy of audited balance sheet and Profit & Loss A/c (Audited)			
	Financial Year	Assessment Year	TURNOVER (in lacs)	
i	2017-18	2018-19		
ii	2018-19	2019-20		
iii	2019-20	2020-21		
	Average Turnover			
15	Details of work undertaken during last 5 years to satisfy experience criteria			
15A	YEAR	WORK ORDER / COMPLETION CERTIFICATE REFERENCE NO	ORGANISATION	DATE OF WORK ORDER
A1	2016			
A2	2017			
A3	2018			
A4	2019			
A5	2020			
15B	Furnish the details of responsible persons for whose organization, you have completed the above mentioned jobs and who will be in a position to certify about the performance of your organization.			

	YEAR	ORGANISATION WITH POSTAL ADDRESS	NAME & DESIGNATION	MOBILE NUMBER	EMAIL ID
B1	2016				
B2	2017				
B3	2018				
B4	2019				
B5	2020				

16	Similar type of work carried out during last 5 years.		
A1	i	Completion certificate no	
A2	ii	Date of issuance of Completion certificate	
A3	iii	Value of the work completed (₹ _____)	
A4	iv	Completion certificate issuing authority	
A5	v	Complete postal address of the Department	
A6	vi	Email id	
17	Whether any Civil Suit / litigation arisen in contracts executed / being executed during the last 10 years. If yes, please furnish the name of the project, employer, Nature of work, Contract value, work order and brief details of litigation. Give name of court, place, and status of pending litigation. Attach a separate sheet if required.		
18	Information relating to whether any litigation is pending before any Arbitrator for adjudication of any litigation or else any litigation was disposed off during the last ten years by an arbitrator. If so, the details of such litigation are required to be submitted.		
19	Have you been ever disqualified or levied penalty by the bank in past for non fulfilment of the contractual obligations. If yes, please provide details.		

20	Have you in past carried out any works for Canara Bank or its subsidiaries? If yes, give details.	
21	Detailed description and value of works done Enclosed(YES/NO)	
22	Name and value of other similar major works on hand in PSU/ Banks/ Govt. Organisations. Details to be given.	
23	List of Technical Personnel employed with profession experience and qualification.	

NOTE: Separate sheets, photographs, documents, etc. in support of above can be enclosed. Applicants having valid GST no. will be given preference.

Please note that all the documents requested should be arranged in the same order as mentioned in the technical bid with proper numbering and index page.

DECLARATION

1. All the information furnished by me / us here above is correct to the best of my knowledge and belief.
2. I / We agree that the decision of CANARA BANK in selection will be final and binding to me / us.

SEAL AND SIGNATURE OF THE CONTRACTOR:

ANNEXURE '1'

(The successful Bidder's should give following declaration (1 & 2) along with the bills)

1. DECLARATION

I, Shri/Smt.being the owner/proprietor of..... (name of the firm/establishment), do hereby declare that I have adhered to the rules and regulations stipulated in Contract Labour (Regulation and Abolition) Act,1970 and Minimum Wages Act,1948 as amended from time to time, to the extent applicable to my firm/establishment. In this context, I also declare that I have paid wages to the workers/ labourers engaged by me in connection with the work entrusted to me by the Bank, as per prevailing CLC rates.

Place:

Date:

Seal and Signature of the Bidder

2. GST DECLARATION

I do hereby declare that the GST Registration Number of my/our firm/establishment is.....and the GST claimed in the bill will be paid duly to Government of India after receipt of the same from the Bank.

I will inform the Bank in due time about the payment of GST to Government of India.

Place:

Date:

Seal and Signature of the Bidder



ANNEXURE '2'

AFFIDAVIT

(This affidavit should be furnished on a Non-judicial stamp paper of appropriate value duly notarized and to be submitted with bid document)

I/we undertake to confirm that our company/agency/firm/partnership firm has not been blacklisted / delisted by any State Govt. /Central Govt. departments/CPWD/PSUs/Autonomous bodies during the last 5 years of its operations. Further that, if such information comes to the notice of the Bank then I/we shall be debarred for bidding in all Bank's tenders in future forever. Also, if such information comes to the notice of the Bank on any day before date of start of work, the Bank shall be free to cancel the agreement/work order and to forfeit the entire amount of Earnest Money Deposit / Performance guarantee.

Place:

Date:

Seal and Signature of the Bidder

Signature of Notary with seal

ANNEXURE '3'

Proforma for Indemnifying the Employer against Non Compliance to Contract labour Rules/regulations (On Non-Judicial Stamp Paper of appropriate value to be submitted by the successful bidder)

To,

The Divisional Manager
P & E Section
Canara Bank C.O
Hubballi-580030

Dear Sir

NAME OF WORK: ANNUAL MAINTENANCE CONTRACT FOR DAY TO DAY OPERATION AND MAINTENANCE OF VARIOUS ELECTRICAL INSTALLATIONS AT CANARA BANK CIRCLE OFFICE, HUBBALLI.

We, M/s (Name of contractor), hereby undertake that we shall comply with all the statutory rules/ regulations with regard to the employment of contract labour and their payment.

We also hereby fully indemnify and keep indemnified the Employer, i.e. Canara Bank Circle Office, Hubballi against payments to be made to the contract labour and for the observance of the laws in this regard without prejudice to our right to claim indemnity from our sub-contractors.

Yours faithfully,

For

AUTHORISED SIGNATORY

NAME AND ADDRESS OF THE CONTRACTOR:

SEAL AND SIGNATURE OF THE CONTRACTOR:



ANNEXURE '4'

UNDERTAKING LETTER FOR NON ALTERATION OF DOCUMENT

Canara Bank,
Premises & Estate Section,
Hubballi-580030

TENDER REF: COHUB/P_E/EM/05/2021/RA

Dear Sir,

This has reference to your above RFP published in your bank's website and CPPP web site.

We hereby state that we M/s _____ have submitted the above offer documents duly filling at the appropriate places without making any alterations, corrections, omissions in the offer issued by the bank or downloaded from the web site.

Signature & Name of the Bidder with seal

ANNEXURE '5'

LIST OF WORKS COMPLETED BY THE ORGANISATION DURING THE LAST 5 YEARS

Sr. No	Name of the Project & location.	Name & full postal address of the Firm. Also indicate whether Govt. Semi-Govt. Private body, Reputed firms or Financial Institution with full postal address & details of contact person of the Firm.	Contract Amount (₹) with copy of Work Order	Completion Period Stipulated (Year)	Actual (Year) of completion	Any other Relevant information.

Notes:-

1. Information has to be filled up specifically in this format in your letter head. Please do not write remark "As indicated in Brochure".



PRICE BID

(To be submitted in sealed envelope as per point 12 of Section I)

To
 The Divisional Manager
 P & E Section
 Canara Bank C.O
 Hubballi-580030

Sir,

Sub: Annual Maintenance Contract for day to day operation and maintenance of various electrical installations at Canara Bank Circle Office, Hubballi.

I have read and understood the terms & conditions of tender and quote my rates as below:

Description of item			
Annual Maintenance Contract for day to day operation and maintenance of electrical installations at Circle Office Premises, Hubballi as per detailed terms in tender document			
1	AMC charges per month for first year of contract	{A}	₹
2	AMC charges per month for second year of contract	{B}	₹
3	AMC charges per month for Third year of contract	{C}	₹
Total AMC charges for 3 years of contract (Excluding GST)		12 X {A} + 12X {B} + 12 X {C}	₹
Total Amount in words:			

Note: Before quoting the rates the contractor/bidder should visit the site and understand the scope of work.

UNDERTAKING:

1. I/We understood all terms and conditions mentioned in the Scope of work, Specifications, General Terms and Conditions mentioned in the tender document.
2. I/We hereby undertake to carry out the work of AMC for day to day operation and maintenance of various electrical installations at Bank's Circle Office, Hubballi at the rate/s quoted in price bid if quotation is accepted.
3. I/we shall obey all government rules, regulations etc., which are or may be applicable related to this work
4. Rates quoted shall be inclusive of all charges but excluding GST and GST will be payable as per Bank norms.
5. The rate quoted should be quoted on lump-sum basis and should be valid for 3 years, however the contract agreement will be renewed on yearly basis after satisfactory service. The lowest bidder will be arrived after combining the rate for three years.

Place:

Seal and Signature of the Bidder

Date: