

**PREMISES & ESTATE SECTION,
CIRCLE OFFICE, BAYS NO 17-18, SECTOR-12,
KARNAL-132001.
PHONE: 0184-2250814
(EMAIL: pecokar@canarabank.com)**

**TENDER DOCUMENT
FOR
HOUSEKEEPING
&
GENERAL CLEANING WORKS**

Reference:-HKP/PE KARNAL/476/2021

DATE:- 30.12.2021

IMPORTANT

**TO BE SUBMITTED IN SEALED COVERS, TECHNICAL BID ALONG WITH EMD
SUPERSCRIBING THE NAME OF WORK AND NAME AND ADDRESS OF THE
TENDERER AND PRICE BID SEPRATELY.**

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PART A - NOTICE INVITING TENDER (NIT)

THIS TENDER CONSISTS OF TWO BIDS: 1) TECHNICAL BID AND 2) PRICE BID

Sealed tenders in two bid system are invited from eligible Contractors for providing HOUSEKEEPING AND GENERAL CLEANING WORKS IN SIX REGIONAL OFFICES AND EIGHT RETAIL ASSET HUBS FOR A PERIOD OF TWO YEAR AT:-

1. CANARA BANK REGIONAL OFFICE, KARNAL, 2nd & 3rd FLOOR, NEAR HOTEL, NAMASTE CHOWK, NEAR HOTEL DEVENTURE, SECTOR-16, KARNAL-132001.
2. CANARA BANK, RETAIL ASSETS HUB, KARNAL, DAV PG COLLEGE, NEAR MALL ROAD, KARNAL-132001.
3. CANARA BANK, REGIONAL OFFICE, PANIPAT, ND TOWER, NEAR SANJAY CHOWK, PANIPAT-132103.
4. CANARA BANK, RETAIL ASSETS HUB, GROUND FLOOR, ND TOWER, NEAR SANJAY CHOWK, PANIPAT-132103.
5. CANARA BANK, REGIONAL OFFICE, PANCHKULA, SCO-904, 1st & 2nd FLOOR, NAC, MANIMAJRA, NEAR HOUSING BOARD CHOWK, CHANDIGARH-160101.
6. CANARA BANK, RETAIL ASSETS HUB, 370, INDUSTRIAL AREA, PHASE-II, PANCHKULA-134018.
7. CANARA BANK, REGIONAL OFFICE, ROHTAK, OPPOSITE JANNAT BANQUET HALL, DELHI BYPASS ROAD, ROHTAK-124001.
8. CANARA BANK, RETAIL ASSETS HUB, ROHTAK, MAIN DELHI BYPASS ROAD, BESIDE CANARA BANK (EAST SIDE), TILAK NAGAR ROHTAK-124001.
9. CANARA BANK, REGIONAL OFFICE, FARIDABAD, PLOT NO.-39, NEELAM BATA ROAD, NIT-1, FARIDABAD-121001.
10. CANARA BANK, RETAIL ASSETS HUB, 22/1 DELHI - MATHURA ROAD, BALLABHGARH ON HIGHWAY NO. NH-19 BALLABHGARH, FARIDABAD.
11. CANARA BANK, REGIONAL OFFICE, GURGAON, PLOT NO. 303, UDYOG VIHAR, PHASE II, PALAM ROAD PO, GURGAON-122015.
12. CANARA BANK, RETAIL ASSETS HUB, SUN TOWER, MAINMEHRAULI ROAD, SUKHRALI-122001.
13. CANARA BANK, RETAIL ASSETS HUB, B004, UNITECH BUSINESS ZONE, NIRVANA COUNTRY, GURGAON-122018.
14. CANARA BANK, RETAIL ASSETS HUB, PLOT 71, 72, KAMLANAGAR, NEAR RED SQUARE MARKET, HISAR-125001

The Tender Documents may be downloaded from our bank website: www.canarabank.com.

Earnest Money	:	Rs. 1,00,000/- (One lakh only) by way of crossed demand draft payable at Karnal in favour of 'CANARA BANK, PREMISES AND ESTATE SECTION, CIRCLE OFFICE, KARNAL'.
Application Fees	:	Rs. 1,500/- (One Thousand Five Hundred only) Non Refundable by way of crossed demand draft payable at Karnal in favour of 'CANARA BANK, PREMISES AND ESTATE SECTION, CIRCLE OFFICE, KARNAL'.
Security Deposit	:	5% of value of contract to be submitted by successful bidder within 15 days
Last date & time of submission of tender	:	On or before 3 PM, 20.01.2022 as per instructions in the tender documents
Time and date of opening of technical bid	:	3.30 PM on 20.01.2022
Time and date of opening of financial Bid	:	Will be intimated to successful bidders by email/phone
Components of Tender Two Bid System	:	1) Technical Bid comprising of : Part A - NIT(Notice Inviting tender) Part B - General Rules & Instructions to tenderer. Part C - Eligibility criteria for short listing. Part D - General Conditions of Contract Part E - Details of the Building Part F - Scope of works Schedule A & Annexure A, B and C 2) Price Bid (Separate Bid for each site has to be enclosed and put under one cover)

MANAGER

Place: KARNAL

Date: 30.12.2021

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PART B -GENERAL RULES AND INSTRUCTIONS TO TENDERER

1. Sealed Tenders in two bid system for the works as per the scope of works as detailed in PART F are hereby invited from the eligible contractors as per the eligibility criteria of this tender (PART C). Tender applications can be collected from Premises & Estate Section, Canara Bank, Circle Office, Bays no 17-18, Sector 12, Karnal-132001 OR can be downloaded from our website.
2. Tenders should be addressed to the Manager, Premises & Estate Section, Canara Bank, Circle Office, Bays no 17-18, Sector 12, Karnal-132001. The Tender should be submitted in a sealed cover alongwith EMD duly and clearly superscribing the name of work as well as name and address of the Tenderer.
3. The sealed tenders will be received by The Manager, Premises & Estate Section, Canara Bank, Circle Office, bays no 17-18, Sector 12, Karnal-132001 on or before the last date and time of submission specified in NIT.
4. The technical bid will be opened at Premises and Estate Section, Circle Office, Bay no 17-18, Sector 12 Karnal on 15.01.2022 at 3:30 P.M.
5. The Tenderers to furnish their local address, the name of the person to whom all the correspondence are to be addressed, with telephone number (both office and residence), mobile and fax numbers and email.
6. All entries in the tender documents should be in one ink. Erasing and over writing are not permitted. All cancellations and insertions should be duly signed by the tenderer concerned duly and clearly indicating the name, designation and address of the person signing.
7. Before submitting the tender, the tenderers shall fill in all the required particulars in the blank space provided for the purpose in the tender documents and also sign in each and every page of the tender document.
8. The rate should be quoted in Indian currency only and same should be quoted both in figures as well as in words.
9. In case the rate quoted in figures differs from those quoted in words, the rates quoted in words shall be taken as the tendered rate and shall be binding on the tenderer.
10. While quoting the rates, the tenderers are advised to take into account all factors including any fluctuations in the market rates. No claim for enhanced rates will be entertained on this account after acceptance of the tender or during the currency of the contract.
11. The rate to be quoted by the tenderer shall be firm and shall cover and include cost of all materials required for upkeep of the premises, wages to the labourers, supervisors, equipments deployed, contractors profit, transportation charges and all statutory levies, and taxes (GST, PF, ESI etc). The rates shall be quoted on the format as per Part-F.
12. The tenderer shall note that, after the tender is accepted, no claim whatsoever for enhancement of rates will be entertained on any account or on the ground that cost of materials/labour and/or statutory levies.
13. The rate quoted in the tender shall remain valid for a period of 'THREE MONTHS' from the date of opening the tender, for acceptance by the Bank. The quoted rates shall be firm for the contract period and no escalation in rates are payable on any grounds.
14. Before tendering, the tenderers are advised to inspect the site of work and its environment to be well acquainted with the actual working and other prevailing conditions. The tenderer should specifically note that it is the tenderers responsibility to provide all items which are not specifically mentioned in the scope of works, but which are necessary to complete the subject services.

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15. The bank will not be bound to accept the lowest tender and reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.
16. No employee of Canara Bank shall be engaged by the contractor during the course of carrying out the works.
17. The tenderer shall deposit a sum of **Rs. 1,00,000/-** towards Earnest Money Deposit along with the technical bid Only. The EMD (Earnest Money Deposit) shall be in the form of demand draft from any nationalized bank or from a scheduled bank and shall be drawn in favour of Canara Bank, Premises and estate Section circle office Baysite 17-18, Karnal.
18. No alterations or additions shall be made by the Contractors to the tender document. Violation of this instruction will attract rejection of the tender at the discretion of the Bank.
19. Tender shall be submitted in prescribed Form only and quoting in any other form will be render the tender liable for rejection. All rates shall be quoted on the proper form of the tender alone. Quoted rates and units different from one prescribed in the tender schedule will be liable for rejection.
20. If any tenderer withdraws his tender before the said period or makes any modifications in the terms and conditions of the tender which are not acceptable to the Bank, then the Bank shall, without prejudice to any other right or remedy, be at liberty to forfeit full value of the EMD as aforesaid.
21. All the parts of this tender documents i.e. Tender Notice, General rules and Instructions to tenderers, offer letter, General conditions of contract, Annexures, technical specifications shall form a part of the contract document.
22. The EMD of unsuccessful tenderers shall be returned within 15 days after award of work.
23. The EMD of successful tenderers shall be returned within 15 days after submission of Performance Guarantee.

MANAGER
CANARA BANK, PREMISES & ESTATE SECTION,
CIRCLE OFFICE, KARNAL

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PART C - Eligibility Criteria FOR SHORTLISTING

1. Minimum 3 years of experience as on 31/12/2021 in the field (Having Maintained at least minimum area of 40000 sq feet) of complete building upkeep and housekeeping at reputed organizations/MNCs, banks, institutions, commercial establishments on the annual contract basis.
2. The agency should have at least one valid contract for similar work (refer scope of work) at Delhi, Haryana and Chandigarh for multi-storied building with a built-up area of minimum of 40000 sq feet in last 02 years.
3. The average annual turnover of the agency should be at least Rs 50 lakhs (Rs Fifty Lakh Only) in last three accounting years as on 31.03.2020. Proof in this regard shall be submitted by the way of IT returns, Audited balance sheet or auditor's certificate.
4. The Agency should have valid GST registration number, PAN number, PF registration number, ESI registration number, labour license and all other relevant statutory permissions/approvals.
5. Applicant should have an 'Established office with required manpower at Delhi/Chandigarh/Haryana/Karnal to provide uninterrupted services.

The evaluation will also involve inspection of works, buildings/projects under their maintenances upkeep, discussion with the agency and feedback from the clients. The agency may also be required to furnish additional information, if any, to ensure clarity on deliverables.

Applicants are advised to furnish complete details/information about their qualifications, past experience and expertise. Complete documentary proof with respect to the details furnished in the application form regarding eligibility criteria shall be furnished along with the application form. **In this regard, copies of the work order and completion certificate and or such documents shall be submitted.**

Tender documents which do not contain the above details/documents are liable to be summarily rejected without any reference to the tenderers. As such, tenderers are advised to submit the required documents/information in the first instance itself. Intending tenderers should furnish the details about their tenderer as per performa provided in the schedule A.

SIGNATURE OF TENDERER WITH SEAL

DEFINITIONS:

BANK shall mean “Canara Bank” Head Office, or its authorized representatives.

CONTRACTOR shall mean the successful tenderer to whom the work is awarded

SITE means:-

1. CANARA BANK REGIONAL OFFICE, KARNAL, 2nd & 3rd FLOOR, NEAR HOTEL, NAMASTE CHOWK, NEAR HOTEL DEVENTURE, SECTOR-16, KARNAL-132001.
2. CANARA BANK, RETAIL ASSETS HUB, KARNAL, DAV PG COLLEGE, NEAR MALL ROAD, KARNAL-132001.
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5. CANARA BANK, REGIONAL OFFICE, PANCHKULA, SCO-904, 1st & 2nd FLOOR, NAC, MANIMAJRA, NEAR HOUSING BOARD CHOWK, CHANDIGARH-160101.
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14. CANARA BANK, RETAIL ASSETS HUB, PLOT 71, 72, KAMLANAGAR, NEAR RED SQUARE MARKET, HISAR-125001

CONTRACT means this “NIT” (Notice Inviting Tender) and its components

1. SECURITY DEPOSIT

1.1. The successful bidder shall submit a Security Deposit for **5% value of the contract** within **fifteen days** from the date of acceptance of the tender for due performance of the Contract.

1.2. The Security Deposit shall be by way of Performance Bank Guarantee/Fixed deposit issued by a Scheduled Bank in India other than Canara Bank.

1.3. The Performance Bank Guarantee should be valid for 24 months from the date of commencement of contract. The guarantee should also contain a claim period of three months from the last date of validity.

1.4. The Performance bank guarantee will be returned to the bidder within 15 days from the completion of claim period of 3 months, after completion of Contract period subject to satisfactory performance and on the contractor rendering a No Demand and No Due Certificate, and after adjusting any sums due to Canara Bank from the contractor.

1.5. The Bank shall invoke the Performance Bank guarantee before the expiry of validity, if the successful bidder breaches the contract or fails to complete his obligations under the contract. The bank shall notify the bidder in writing before invoking the bank guarantee. The proceeds of the Performance Bank guarantee shall be payable to the Bank.

2. The Bank shall have the right to withhold payment of, or make recoveries from claims due to the contractor in respect of any loss or damage caused or occasioned in respect of the properties of

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Canara Bank under the terms and conditions of this Contract or any payment necessitated due to
the infringement of any statutory obligations by the contractor.

3. The contractor shall not transfer or sublet the work to any one without the prior written approval of Canara Bank.
4. The contractor or his authorized representative shall be in attendance at Canara Bank premises during all working hours for supervising the work. For any negligence in the service rendered by the contractor or for any loss or damage caused or occasioned by himself, his agents or workmen in respect of the property of Canara Bank, the contractor shall be personally responsible and shall make good the loss forthwith.
5. Whenever under the contract any sum of money is recoverable, or payable by the contractor, the same shall be paid by the contractor on demand or such amount may also be deducted from any sum due, or from any sum which at any time there after becomes due to the contractor under this contract or under any other contract or from his security deposit, in respect of this work or in respect of any other works.
6. If Canara Bank engages workers to complete any part or whole of the work as per this contract for any period, owing to the failure on the part of the contractor to engage adequate number of workers, in such an event, the contractor has to reimburse to Canara bank, the extra cost involved on this account.
7. All activities of work done shall be entered in a register daily so that complete record is obtained of all work performed under this arrangement, and signed and dated by both parties viz., persons authorized for and on behalf of Canara Bank and the contractor each day on completion of work.
8. Without prejudice to any rights or remedies under this agreement in the unfortunate event of the death of the contractor, the Canara Bank authorities shall have the right to terminate agreement without any liability whatsoever as regards execution of the work for the balance contract period subsequent to the death of the contractor.

9. TERMINATION:

- (a) Canara Bank shall be at liberty to terminate the contract by issuing one month's notice to the contractor without assigning any reason whatsoever. The Bank shall not entertain any claim for any compensation by the Contractor for such termination of Contract.
 - (b) As regards unsatisfactory performance or non compliance with any of the terms and conditions of the contract by the contractor or abandoning the work, Canara Bank shall have the right to terminate the contract forthwith with one month's notice and rearrange the work through other agencies at the risk and cost of the contractor and under such circumstances, the security deposit paid by the contractor shall stand forfeited.
10. The contractor shall, While executing the entrusted work under the contract, follow such Act, rules and regulations of the State/Central Government that are in force and that may be framed from time to time. Canara Bank shall not be responsible for any infringement of any or various statutes in force by the contractor.
 11. The contractor shall obtain at his own cost, the necessary licence from statutory authorities in respect of this work. The expenses in completing the formalities in executing the agreement including cost of stamp paper/stamp duty shall be met by the contractor.
 12. Any additional items of work not covered by the contract shall be at the rate agreed by mutual discussion between the contractor and the Bank.
 13. STATUTORY DEDUCTION towards INCOME TAX will be made as per the Rules. Income Tax will be deducted from the monthly bills payable to contractor.

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14. Prevailing Minimum Wages as notified by Regional Labour Commissioner (Central) has to be paid to the labourers employed by Contractor.
15. Payment to the labourers shall be paid by 7th of every month and confirmed to the Bank.
16. The challans and other documents with regard to ESI/PF/pay slip should be submitted along with monthly bill.
17. Service tax charged by the Contract shall be reimbursed after production of receipts.

18. LABOUR

- 18.1 The Contractor shall employ suitable labour to ensure and maintain the required quality of cleaning to the satisfaction of the Bank.
- 18.2 The contractor shall, at the periodical intervals as specified by the Bank, furnish a distribution of the number and description of labour employed in carrying out works. The Contractor shall submit on the 4th and 19th of every month duly furnishing the following details for the second half of the preceding month and the first half of the current month (i) the number of labourers employed by him on the work (ii) their working hours (iii) the wages paid to them (iv) the accidents that occurred during the said fortnight showing the circumstances under which they happened and the extent of damage and injury caused by them and (v) the number of female workers who have been allowed maternity benefits as provided in the maternity benefit Act, 1961 or Rules made there under and the amount paid to them.
- 18.3 The contractor shall apply and obtain licence under the contract labour (R&A) Act 1970 and comply with the relevant provision of this Act, in respect of the labour employed by him for executing this contract. The contractor shall furnish necessary returns to the authority through Bank.
- 18.4 The minimum age of the labour employed shall not be below 18 years.
- 18.5 The contractor shall comply with the provisions of the Workmen's Compensation ACT 1923. the payment of the Wages Act 1936, Factories Act, Minimum Wages Act 1948, Employment of Children Act 1938, Employers Liability Act 1938, Industrial Disputes Act 1947 and other Acts of Central or States, that may be applicable to him. He shall be liable to pay all such sum, or sums that may become payable as contribution, compensation, penalty, fine or otherwise, which the provision of the said acts, to or on behalf of any workmen employed by the contractor by an authority empowered under the relevant Act. Any cost incurred by Canara Bank in connection with any claim or proceedings under the said Acts or in respect of loss, injury or improper performance of this contract by the contractor, is workmen, servant and any money which may become payable to Canara Bank as aforesaid shall be deemed to be deducted by Canara Bank or may be recovered by the management of Canara Bank from the contractor in the other manner.
- 18.6 The contractor should take independent code numbers under EPF Act 1952 and ESI Act 1948 and shall cover his workmen under the employees provident fund schemes and Employees State Insurance Act 1948 and show the proof of payment of subscriptions/contributions to the concerned authorities. Both in respect of ESI/EPF the contractor shall obtain necessary declaration forms from his employees and obtain individual insurance and PF number and shall furnish to the Bank every month, necessary proofs for having made remittance of ESI and PF contributions in respect of all contract labourers engaged by him.
- 18.7 As regards Employees State Insurance Act, the contractor shall submit Photostat copies of the challans of remittance of the contributions (both the employees contributions and his own contribution there on) to the ESI corporation in respect of the employees engaged in Canara Bank by him for this work for the relevant period before any payment is released by Canara Bank.
- 18.8 As regards the Employees provident fund and miscellaneous provision Act 1952 and rules and regulations and schemes framed there under, he shall be liable to pay employees compensation under the Act in respect of all labour employed by him for the execution of the contract. For this purpose, he shall indicate the code number obtained by him from the Regional Provident Fund

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Commissioner and produce the Photostat copy of the challan receipt of monthly remittance. He shall also furnish such returns as are due under the Act to be sent to the appropriate authorities through Canara Bank.

18.9 The contractor is required to take Insurance for all the workers employed on the works towards payments for workmen compensation. The Insurance has to be taken within 15 days of the award of work and has to be provided at the signing of the agreement. The contractor shall be fully responsible for the consequences arising out of default and Bank may treat it as breach of Contract and reserves the right to terminate the Contract.

18.10 The contractor shall pay wages to his workmen at the rates as applicable under the Minimum Wages Act as per Central Government guidelines for unskilled and for semiskilled/equivalent categories. The contractor shall disburse the wages in the presence of the Bank's representatives and obtain their signature in the payment register on or before 7th of every month. If it falls on Sunday payment shall be made on previous day.

18.11 The duration of duty is eight hours per day per person. To keep the efficiency and alertness the overtime will be kept to the barest minimum.

19. SAFETY CODE - RESPONSIBILITIES OF THE CONTRACTOR IN RESPECT OF SAFETY OF MEN, EQUIPMENT, MATERIAL AND ENVIRONMENT

19.1 Before commencing the work, contractor shall submit a 'SAFETY PLAN' to the authorized Canara Bank official. The 'SAFETY PLAN' shall include in detail the measure that would be taken by the contractor to ensure safety of men, equipment, material and environment during execution of the work. The plan shall take care to satisfy all the requirements as specified hereunder. The contractor shall submit Safety Plan along with his offer. During negotiations before placing of work order and during execution of the contract, Canara Bank shall have right to review and suggest modification in the Safety Plan. The Contractor shall abide by Canara bank decision in this respect.

19.2 The contractor shall take all necessary safety precautions and arrange for appropriate appliances as per the directions of Canara Bank or its authorized officials to prevent loss of human lives, injuries to personnel engaged and damage to property and environment.

19.3 The contractor shall provide to its work force and ensure the use of the following personal protective equipment as found necessary and as directed by the authorized Canara bank officials:-

Safety Helmets conforming to IS-2925:1984

Safety Shoes conforming to IS-1989:1978.

Eye and Face protection devices conforming to IS-8520:1977 and IS-8940:1978.

Hand and body protection devices conforming to:

IS-2573:1975

IS-6994:1973

IS-8807:1978

IS-8519:1977

19.4 Where it becomes necessary to provide and / or store petroleum products, chemicals and liquids or gaseous fuel or any other substance that may cause fire or explosion, the contractor shall store the same safely as per the directions of the bank.

19.5 All electrical equipment, connection and wiring for equipments, its distribution and use shall confirm to the requirement of Indian electricity act and rules. All electrical appliances including portable electric tool/ equipment used by the contractor shall have the safe plugging system to the source of power and be provided with the appropriate earthing.

19.6 The contractor shall be held responsible for any violation of statutory regulations local, state or central and Canara Bank instructions, that may endanger safety of men, equipment, material and environment in his scope of work or another contractor's or agency's. Cost of damages if any, to life and property arising out of such violation of statutory regulations and Canara Bank instructions shall be borne by the contractor.

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19.7 **INDEMNITY BOND:** Contractor shall sign an Indemnity Bond in the approved format as per ANNEXURE A before starting the work for indemnifying the Bank against any damage ,prosecution, other legal suits and claims arising out of any mishaps occurring at the site due to faulty work, and for violating rules and regulations for which the contractor shall be solely responsible.

19.8 In case of any damages to property by the contractor, Canara Bank shall have the right to recover the cost of such damages from out of the payments due to the contractor and decision of the Bank shall be binding on the Contractor.

19.9 In case of any delay in the completion of a job due to mishaps attributable to lapses by the contractor, Canara Bank shall recover the cost of such delay from the payments due to the contractor, after notifying suitably and giving him an opportunity to present his case.

19.10 In the event of any damage to the loose furniture, interiors, computers and such other equipments or to the existing building structure etc., during carrying out the contract works, the cost of repairing the same including the cost of replacement if any will be recovered from the contractor.

19.11 If the contractor fails to improve the standards of safety in its operation to the satisfaction of Canara Bank after being given a reasonable opportunity to do so, and/or if the contractor fails to take appropriate safety precautions or to provide necessary safety devices and equipment or to carry out instructions regarding safety issued by the authorized Canara Bank official, Canara bank shall have the right to take corrective steps at the risk and cost of the contractor after giving a notice of not less than seven days indicating the steps that would be taken by Canara Bank.

19.12 The contractor shall submit report of all the accidents, fires and property damage, dangerous occurrence to the authorized Canara Bank official immediately after such occurrence, but in any case not later than twelve hours of the occurrence. Such reports shall be furnished in the manner prescribed by Canara Bank. In addition, the contractor to the authorized Canara Bank official shall also submit periodic reports on safety measure from time to time as prescribed.

19.13 Before commencing the work, the contractor shall appoint/nominate a responsible officer to supervise implementation of all safety measures and liaison with his counterpart of Canara Bank.

20. ARBITRATION

20.1 All disputes or differences of any kind whatsoever which shall at any time arise between the parties hereto touching or concerning the works or the execution or maintenance thereof of this contract or the rights touching or concerning the works or the execution of maintenance thereof of this contract or the construction remaining operation or effect thereof or to the rights or liabilities of the parties or arising out of or in relation thereto whether during or after determination foreclosure or breach of the contract (other than those in respect of which the decision of any person is by the contract expressed to be final and binding) shall after written notice by either party to the contract to the other of them and to Canara Bank hereinafter mentioned be referred for adjudication to a sole Arbitrator to be appointed as hereinafter provided.

20.2 For the purpose of appointing the sole Arbitrator referred to above, Canara Bank will within thirty days of receipt of the notice, send to the contractor a panel of three persons who shall be presently unconnected with the organization for which the work is executed.

20.3 The contractor shall on receipt of the names of aforesaid, select any one of the persons named to be appointed as a sole Arbitrator and communicate his name to Canara Bank within thirty days of receipt of the names. Canara Bank shall thereupon without any delay appoint the said person as the Sole Arbitrator. If the contractor fails to communicate such selection as provided above within the period specified, the competent authority of Canara Bank shall make the selection and appoint the selected person as the Sole Arbitrator.

20.4 If Canara Bank fails to send to the contractor the panel of three names as aforesaid within the period specified, the contractor shall send to Canara Bank a panel of three persons who shall all

Tender Document for Housekeeping & General cleaning works at Canara Bank, ROs and RAHs be unconnected with either party. Canara Bank shall on receipt of the named as aforesaid select anyone of the persons name and appoint him as the Sole Arbitrator. If Canara Bank fails to select the person and appoint him as the Sole Arbitrator within 30 days of receipt of the panel and inform the contractor accordingly, the contractor shall be entitled to appoint one of the persons from the panel as the Sole Arbitrator and communicate his name to Canara Bank.

- 20.5 If the Arbitrator so appointed is unable or unwilling to act or resigns his appointment or vacates his office due to any reason whatsoever another Sole Arbitrator shall be appointed as aforesaid. The work under the Contract shall, however, continue during the arbitration proceedings and no payment due or payable to the contractor shall be withheld on account of such proceedings. The Arbitrator shall give a separate reasoned award in respect of each dispute or difference referred to him. The venue of arbitration shall be such place as may be fixed by the Arbitrator in his sole discretion.
- 20.6 The fees and expenses, if any, of the Arbitrator shall, if required to be paid before the award is made and published, be paid half and half by each of the parties. The Arbitrator may direct to and by whom and in what manner the cost of the reference and of the award including the fees and expenses or any part thereof shall be paid and may fix or settle the amount of costs to be so paid.
- 20.7 The award of the Arbitrator shall be final and binding on both the parties. Subject to the aforesaid, the provisions of the Arbitration and Conciliation Act, 1996 or any statutory modification or re-enactment thereof and the rules made hereunder, and for the time being in force, shall apply to the arbitration proceeding under this clause.
21. The details of the building shall be as per Part - E.
22. The Scope of work shall be as per Part - F.
23. **PAYMENT TERMS:** The payments shall be on monthly basis in the format prescribed by Bank, subject to production of the Attendance Register, Proof of payment of wages, ESI, PF and filing returns to Statutory Authorities.
24. The successful tenderer shall enter into agreement with the Bank in the format as per ANNEXURE - B within fifteen days from the date of acceptance of the tender.
25. **FORFEITURE OF EMD:** Bank reserves the rights to cancel the order and forfeit the EMD if,
- Security Deposit is not submitted within the stipulated time;
- Agreement is not entered within stipulated time;

SIGNATURE OF THE TENDERER WITH THE SEAL

Tender Document for Housekeeping & General cleaning works at Canara Bank, ROs and RAHs

PART E -DETAILS OF THE BUILDING

1. The Office building Complex of RO Karnal has a total area of 4182 Sq feet, spread on 2nd & 3rd floor.
2. The Office building Complex of RAH Karnal has a total area of 1496 Sq feet, spread on Ground floor.
3. The Office building Complex of RO Panipat has a total area of 4200 Sq feet, spread on 1st floor.
4. The Office building Complex of RAH Panipat has a total area of 2021 Sq feet, spread on Ground floor.
5. The Office building Complex of RO Panchkula has a total area of 5600 Sq feet, spread on 1st & 2nd floor.
6. The Office building Complex of RAH Panchkula has a total area of 1800 Sq feet, spread on 1st floor.
7. The Office building Complex of RO Rohtak has a total area of 4171 Sq feet, spread on Ground floor.
8. The Office building Complex of RAH Rohtak has a total area of 2650 Sq feet, spread on Ground floor.
9. The Office building Complex of RO Faridabad has a total area of 3870 Sq feet, spread on 1st floor.
10. The Office building Complex of RAH Faridabad has a total area of 1447 Sq feet, spread on Ground floor.
11. The Office building Complex of RO Gurgaon has a total area of 5372 Sq feet, spread on 1st floor.
12. The Office building Complex of RAH Gurgaon [Sukhrali] has a total area of 1522 Sq feet, spread on Ground floor.
13. The Office building Complex of RAH Gurgaon-1 has a total area of 1213 Sq feet, spread on Ground floor.
14. The office building complex of RAH Hisar has a total area of 3000 Sft spread on basement & ground floor

Above area is only approximate and actual area may vary slightly. The building consist of toilets. The tenderer shall visit the site and satisfy themselves about site conditions before quoting.

2. The premises consist of all DG sets, electrical substation, sump tanks for domestic arrangement and pump room to facilitate pumping of water from the sump to the overhead tanks and staircase. The site also consists of car and scooter parking lots, sanitary chambers, pathways and garbage dumping area. These areas are also to be included in the house keeping area.

SIGNATURE OF THE TENDERER WITH THE SEAL

Tender Document for Housekeeping & General cleaning works at Canara Bank, ROs and RAHs

ANNEXURE/PART-F - SCOPE OF WORKS

1. The ROs, RAHs works regularly for six days in a week except on Sundays public holidays and on 2nd and 4th Saturdays. The housekeeping works will have to be taken up for all the days. Sundays/other holidays can be used for extensive cleaning works. The contractor to engage in housekeeping services during 8.00 am in the morning to 6:00 pm. The entire internal and external premises shall be cleaned and kept spic and span before 09.30 am every day. As per Site Conditions, It is estimated that minimum of 20 members and 6 supervisors are to be engaged.

RO/RAH NAME	AREA	NO. OF TOILET	NO. OF PERSON	GA SEC./RAH CONTACT NO.
KARNAL RO	4182 sq ft [2 nd & 3 rd Floor]	LADIES-2 GENTS-2	*2+1	8572803853
KARNAL RAH	1496 sq ft	LADIES-1 GENTS-1	1	8295926276
PANIPAT RO	4200 sq ft [1 st Floor]	RO HEAD -1 LADIES-1 GENTS-1	*2+1	9996485173
PANIPAT RAH	2021 sq ft	LADIES-1 GENTS-1	1	8570825677
PANCHKULA RO	5600 sq ft [1 st & 2 nd Floor]	RO HEAD-1 LADIES-1 GENTS-1 COMMON-1	*2+1	9530903378
PANCHKULA RAH	1800 sq ft [1 st Floor]	LADIES-1 GENTS-1	1	8295926275
ROHTAK RO	4171 sq ft	RO HEAD-1 LADIES-1 GENTS-1	*2+1	9205197774
ROHTAK RAH	2650 sq ft	LADIES-1 GENTS-1	1	9729406841
FARIDABAD RO	3870 sq ft [1 st Floor]	RO HEAD-1 LADIES-1 GENTS-1	*2+1	7496918305
FARIDABAD RAH	1447 sq ft	LADIES-1 GENTS-1	1	7481969816
GURGAON RO	5372 sq ft [1 st Floor]	RO HEAD-1 LADIES-1 GENTS-1	*2+1	8527499107
GURGAON RAH [Sukhrali]	1522 sq ft	LADIES-1 GENTS-1	1	9867662098
GURGAON RAH-1	1213sq ft	LADIES-1 GENTS-1	1	8287639698
HISAR RAH	3000 Sq Ft	LADIES-1 GENTS-1	1	7404449274

*2+1=2 Labor+1Supervisor

- All the cleaning material and consumables required for providing the above service have to be procured by the housekeeping agency. Canara Bank will not supply any of the required items nor make additional payment for the said items. All the items used for cleaning should be of approved make as per the ANNEXURE - C.
- The contractor shall bring all the required equipment for cleaning like machines, brooms, clothes, mops, buckets to be used for the housekeeping and cleaning works. Maintenance of such equipments including the cost of spares is the responsibility of the contractor.
- As and when unforeseen, miscellaneous work arise the contractor, will have to carry out such work with his existing workers.
- The contractor or his authorized representative should be available at the work site to effectively supervise and control his workers and take down instructions for compliance the Officer-in-charge of the Bank. The facility Manager and supervisors should be provided with mobile phones for communication.

Tender Document for Housekeeping & General cleaning works at Canara Bank, ROs and RAHs

6. For working in the bank premises, the workmen and supervisory staff of the contractor shall obtain entry pass issued by the Bank. All the staff of the contractor may be required to undergo security check as per the rules and regulations of Bank from time to time.
7. **METHOD OF CLEANING:**
 - A. Sweeping in all the floors should be done manually /mechanically
 - B. Cleaning of carpets/mats should be done mechanically
 - C. Chairs/Sofa or fabric upholsteries should be cleaned manually/mechanically
 - D. Tables, Storage units, fans, etc., should be cleaned manually on regular intervals.
 - E. Light fittings should be cleaned manually/mechanically on regular intervals.
8. All the laborers (male and female) should be provided with distinguishable uniform, maintain personal hygiene, neatly groomed and should maintain strict discipline within the building premises. The contractor is required to engage the following categories of workers daily as per the timings mentioned below.
 - 1) Housekeepers - 8.00 am to 6.00 pm
 - 2) Supervisor - 8.00 am to 6.00 pm
9. The maintenance and upkeep of electrical system, equipments, DG Sets, Gardening are not covered under the agreement.
10. The following chores are to be taken up daily, by employing experienced personnel whose outlook should be smart and courteous at all times. The various services required are as follows:

1. Internal Housekeeping services: The daily chores to be carried out are as follows:

- 1.1. The floors shall be swept and wet mopped and kept ready by 9.30 AM and to be then followed by regular cleaning and mopping so as to continue to maintain neat and clean condition throughout the day.
- 1.2. The workstations, tables, chairs, almirahs, storage units and all other furniture shall be cleaned and kept ready by 9.30 am.
- 1.3. The dustbins shall be cleared daily once in the morning and once in the evening.
- 1.4. The doormats shall be cleaned off dust, mud and grime as required.
- 1.5. Atrium, fire and general staircases and terrace shall be cleaned daily by 9.30 A.M.
- 1.6. Glass partitions/doors at all floor to be cleaned neatly daily by 9.30 A.M.
- 1.7. Cleaning of name plates of section, executives, floor name plates daily by 9.30 A.M.

Note: The above frequency is only indicative and may be increased depending on needs.

2. Internal Housekeeping services: The weekly chores to be carried out are as follows:

- 2.1. The ceiling, false ceiling, coving, wall panel, wall surfaces, cornices etc., shall be cleaned for removal of dust, dirt, cobwebs, etc., manually and/or by using necessary equipment.
- 2.2. The vertical blinds shall be cleaned for removal of dust / dirt.
- 2.3. Thorough cleaning of ceiling fans, wall mounted fans, light fixtures, AC indoor units and such other equipments kept in the office area.
- 2.4. The glazing of the doors, partitions, internal glazings, windows, partitions, etc., shall be cleaned with glass cleaning liquid. Etc.,
- 2.5. The door and window frames, panels shall be wiped with a dry mop.

Tender Document for Housekeeping & General cleaning works at Canara Bank, ROs and RAHs

- 2.6. Thorough cleaning of top surfaces of canopies, open terrace areas at all levels / heights and keeping the water outlets free from choking / blockage, etc.,
- 2.7. Carpets shall be vacuum cleaned.
- 2.8. Dusting and cleaning of all stair case railing.
3. **External Housekeeping services: The chores to be carried out are as follows:**
 - 3.1. Daily sweeping of the paved areas / hard areas by manual sweeping.
 - 3.2. Daily sweeping and wet moping of internal areas of utilities buildings, dispensary, security blocks, etc.,
 - 3.3. Cleaning of dried leaves and dust particles at the main entrance gates every hour.
 - 3.4. Cleaning of terrace area should be done weekly once.
4. **Sanitation works: The various chores to be carried out daily are as follows:**
 - 4.1. Cleaning of all toilets, wiping of WC seats, flush fittings, floors, dadoing etc., by 9.30 am. Toilets to be cleaned thrice a day by morning before 9.30 AM, afternoon 1.00 PM and evening 4.00 PM and fragrance liquid to be poured during each cleaning.
 - 4.2. Cleaning of all sinks and counter tops, partitions, urinary stalls, wash room mirrors, etc, and restocking of washroom supplies like toilet paper, tissues, soaps, etc., to be done by 9.00 am.
 - 4.3. Removal of garbage / trash and replacement of waste basket underliners daily by 9.00 am.
 - 4.4. Scrubbing of toilet and cleaning with Acid at all floors weekly.
 - 4.5. Providing and placing of toilet refreshners.
 - 4.6. Providing and spraying of room freshners.
 - 4.7. Removal of internal blockages in fixtures, pipes and specials.
 - 4.8. Maintaining the toilet stink free throughout.
5. **Housekeeping services in conference rooms:**
 - 5.1 There is one main Seminar hall/Conference room. The interiors and all its accessories such as telephone instruments, light fittings, projectors, TV screens, fans, chairs, mirrors, etc., are to be cleaned thoroughly on a daily basis. Whenever meetings are scheduled, before and after such meetings thorough cleaning to be done and arrangement for drinking water, clearing the left out eatables, etc., needs to be undertaken by the agency.
 - 5.2 Good quality perfumes are to be sprayed twice a day in conference room and cabin to keep the room atmosphere in good fragrance and acceptable general ambience.

SIGNATURE OF THE TENDERER WITH SEAL

Tender Document for Housekeeping & General cleaning works at Canara Bank, ROs and RAHs
Schedule-A

Details about the tenderer to be furnished by the tenderers
Intending tendered should furnish details as per the following Pro forma

1	NAME OF THE VENDOR		
	ADDRESS		
	TELEPHONE NUMBER	OFFICE	
		RESIDENCE	
		MOBILE	
		FAX	
EMAIL			
2	1. Constitution of the tenderer- whether prop/partnership/pvt ltd/public limited company		
	b) Name of the Prop/Partners /Directors	1.	
		2.	
		3.	
		4.	
5.			
	c) Year of establishment		
3	Registration with registrar of Companies (No. & Date)		
4	Registration with tax authorities		
	a) Income tax no. PAN/GIR no. Furnish copies of Income tax returns for past 3 years		
5	GST & Commercial tax GST No:- (Furnish the copies of latest returns filed)		

6. Names of the Bankers with address:
(Enclose solvency certificate from the bankers to the extent of Rs. 25 lakhs and above)

I.
II.

7. Turnover of the company/ tenderer in (Please attach copy of audited balance sheet and profit and loss account for the last three years.)

sl	Year	Turnover
1	2019-20	
2	2018-19	
3	2017-18	

8. Registration with Govt/Public Sectors/Banks

Name of the organisation	Nature of the works	Value of the works	Date of registration

Tender Document for Housekeeping & General cleaning works at Canara Bank, ROs and RAHs

9. Name and relation, if any, with the staff :
Member of Canara Bank.

10. Details of similar work executed during the last 03 years as on 31.12.2020 (to satisfy point no. 2 of the eligibility criteria)

Sl	Name of the work	Work executed for (name of the organisation with address, concerned office and telephone number)	Nature of the work	Location of the work	Actual value of the work	Stipulated time for completion	Actual time for completion	If work left uncompleted or terminated (furnish reasons)

Note: Copies of work orders along with Xerox copies of relevant TDS certificate, satisfactory completion certificate obtained from the client shall be enclosed.

11. Key personnel permanently employed for service engineers in your organization

Sl. No.	Name	Qualifications	Experience	Particulars of work done	Employed in your tendered since	Any other

12. Furnish the names of three responsible persons with address and telephone number who will be in a position to certify about the quality as well as past performance of the organization.

DECLARATION

- 1) All the information furnished by me/us here above is correct to the best of my knowledge and belief.
- 2) I/ we have no objection if enquiries are made about the work listed by me/us in the accompanying sheets/annexure.
- 3) I/ we agree that the decision of CANARA BANK in selection of vendors will be final and binding to me/us.
- 4) I/ we have read the instructions appended to the pro-forma and I/ we understand that if any false information is detected at a later date the prequalification shall be cancelled at the discretion of the bank.

Place: -
Date: -

SIGNATURE OF THE TENDERER
NAME & DESIGNATION
SEAL OF ORGANISATION.

INDEMNITY BOND FORMAT

THIS DEED OF INDEMNITY BOND executed at Karnal on this _____ day of _____ month of year two thousand and Twenty Two (2022) By M/s _____ duly represented by proprietor / one of its partners Sri _____, aged _____ years, son of Sri _____, residing at _____ (hereinafter referred to as Contractor)

In favour of

Canara Bank, a body corporate constituted under the Banking Companies (Acquisition and Transfer of Undertakings) Act, 1970, having its Head Office, at 112, J.C.Road, Bangalore - 560002.

Whereas Canara Bank has invited sealed tenders on lumpsum rate basis from pre-qualified Contractors for housekeeping and general cleaning works at Canara Bank, Circle Office, Bays no 17-18, Sector 12, Karnal-132001. The Contractor was shortlisted and emerged successful in securing the subject work through competitive tendering and the work specified in the tender documents has been awarded in favour of Contractor by Canara Bank, Circle Office vide their letter.....

And whereas as per tender documents, the Contractor has to enter into a Contract Agreement with Canara Bank and execute an Indemnity Bond before starting the work. The Contractor has entered into Contract Agreement with Canara Bank on

In consideration of Canara Bank having awarded the above said Contract, the Contractor hereby undertake to indemnify and keep harmless the Canara Bank & its architect from any damages, prosecution, other legal suits and claims arising out of any mishaps occurring at the site due to faulty work, faulty construction and for violating rules and regulations, any possible damage to the building and members of public in course of execution of the work for which Contractor shall be solely responsible.

Further, Contractor hereby indemnifies and keep Canara Bank indemnified for any loss or damages incurred or suffered or to be incurred or to be suffered by Canara Bank on account of breach of the terms and conditions of the Contract by the Contractor.

Signature of Contractor with seal

CONTRACT AGREEMENT FORMAT

This agreement made on this _____ day of the month of ____ in the year two thousand and seventeen (____. 2020) BETWEEN, Canara Bank a body corporate constituted under the Banking & Companies (Acquisition and Transfer of Undertakings) Act, 1970, having its Head Office, at 112, J C Road, Bangalore- 560 002, its duly constituted attorney (hereinafter referred to as Bank) of the ONE PART ;

AND

M/s. _____ duly represented by one of its Proprietor/Partner _____, aged _____ years, S/o Sri _____, residing at _____ and having their office at _____ (hereinafter called the Contractor) of the other part.

WHEREAS THE Bank is desirous of undertaking theand has accepted the tender opened on _____.2020 submitted by the contractor & the contractor has agreed to perform as set out and subject to the terms & conditions set forth in the said documents mentioned herein under.

NOW THIS AGREEMENT WITNESSETH as follows:

1. In this agreement words and expression shall have the same meanings as are respectively assigned to them in the conditions of contract hereinafter referred to.
2. The following documents not inconsistent with these presents shall be deemed to form and be read and construed as part of this agreement viz.,
 - a) Notice inviting Tender
 - b) The Tender Document comprising Tender Notice, General rules & Instruction to tenderers, General Conditions of the Contract, Special; conditions , Appendix 1 to 12 to General Conditions of Contract, Special Conditions of Contract, Technical Specifications (Schedules A, B & C), Priced schedule of quantities, Tender Drawings / Sketches.
 - c) Corrigendum to tender document if any.
 - d) Letter from contractor dt. _____ in response to the negotiation meeting discussions held on _____
 - e) Letter of Acceptance issued to contractor by Bank - letter No. _____ DT _____.
 - f) Letters from and to the Contractor, if any, leading to and prior to acceptance letter.

In witness whereof, the parties hereunto have set their respective hands and seals the day and year first above written.

For & on behalf of the
Contractor with seal

For & on behalf of the
Canara Bank with seal

ITEMS TO BE PROVIDED AT DEPUTY GENERAL MANAGER / GENERAL MANAGERS CABINS/TOILETS

- 1) Liquid Soap - Dettol / Patanjali/ Godrej
- 2) Soap - Mysore Sandal / Cinthol / International Lux
- 3) Tissue paper box - Premier brand
- 4) Toilet roll - Premier brand
- 5) Buckets & mugs - Brite brand
- 6) Room spray - Godrej Aer (Sandal perfume)
- 7) Room freshener cakes - Godrej Aer

ITEMS TO BE PROVIDED AT GENERAL TOILETS

- 1) Napthalene balls- reputed branch
- 2) Toilet deodorant - Godrej Aer
- 3) Soap oil for handwash - Dettol / Patanjali/ Godrej
- 4) White Phenyl - Wonder Clean
- 5) Perfume with phenyl - Reputed brand (Jasmine perfume)
- 6) Buckets & Mugs - Brite brand

NOTE:

1. Any other equivalent brand with approval of the bank can also be used.

Signature of Contractor with seal

Tender Document for Housekeeping & General cleaning works at Canara Bank, ROs and RAHs

PRICE BID
(TO BE SUBMITTED IN A SEPARATE SEALED COVER)
NAME OF WORK

HOUSEKEEPING AND GENERAL CLEANING WORKS AT CANARA BANK REGIONAL OFFICE KARNAL FOR TWO YEARS PERIOD

Description of work
To provide housekeeping services for CANARA BANK, REGIONAL OFFICE KARNAL which is more fully described under <u>Details of the building and scope of works</u> with required Manpower and material and as per the General Rules and Instructions and General conditions of the tender.'.

Note:- The rates quoted should be excluding GST..

RO/RAH NAME	RATE PER MONTH FIRST YEAR (Rs.)	RATE PER MONTH SECOND YEAR (Rs.)	AMOUNT FOR 2 YEARS (Rs.) & words
KARNAL RO			

Place:

Date:

SIGNATURE OF CONTRACTOR WITH SEAL

Tender Document for Housekeeping & General cleaning works at Canara Bank, ROs and RAHs

PRICE BID

(TO BE SUBMITTED IN A SEPARATE SEALED COVER)

NAME OF WORK

HOUSEKEEPING AND GENERAL CLEANING WORKS AT CANARA BANK RETAIL ASSET HUB(RAH) KARNAL FOR TWO YEARS PERIOD

Description of work
To provide housekeeping services for CANARA BANK, RETAIL ASSETS HUB KARNAL which is more fully described under <u>Details of the building and scope of works</u> with required Manpower and material and as per the General Rules and Instructions and General conditions of the tender.'.

Note:- The rates quoted should be excluding GST..

RO/RAH NAME	RATE PER MONTH FIRST YEAR (Rs.)	RATE PER MONTH SECOND YEAR (Rs.)	AMOUNT FOR 2 YEARS (Rs.) & words
KARNAL RAH			

Place:

Date:

SIGNATURE OF CONTRACTOR WITH SEAL

Tender Document for Housekeeping & General cleaning works at Canara Bank, ROs and RAHs

PRICE BID
(TO BE SUBMITTED IN A SEPARATE SEALED COVER)
NAME OF WORK

HOUSEKEEPING AND GENERAL CLEANING WORKS AT CANARA BANK PANIPAT REGIONAL OFFICE FOR TWO YEARS PERIOD

Description of work
To provide housekeeping services for CANARA BANK, PANIPAT REGIONAL OFFICE which is more fully described under <u>Details of the building and scope of works</u> with required Manpower and material and as per the General Rules and Instructions and General conditions of the tender.'.

Note:- The rates quoted should be excluding GST..

RO/RAH NAME	RATE PER MONTH FIRST YEAR (Rs.)	RATE PER MONTH SECOND YEAR (Rs.)	AMOUNT FOR 2 YEARS (Rs.) & words
PANIPAT RO			

Place:

Date:

SIGNATURE OF CONTRACTOR WITH SEAL

Tender Document for Housekeeping & General cleaning works at Canara Bank, ROs and RAHs

PRICE BID

(TO BE SUBMITTED IN A SEPARATE SEALED COVER)

NAME OF WORK

HOUSEKEEPING AND GENERAL CLEANING WORKS AT CANARA BANK RETAIL ASSETS HUB PANIPAT FOR TWO YEARS PERIOD

Description of work
To provide housekeeping services for CANARA BANK, RETAIL ASSETS HUB PANIPAT which is more fully described under <u>Details of the building and scope of works</u> with required Manpower and material and as per the General Rules and Instructions and General conditions of the tender.'.

Note:- The rates quoted should be excluding GST..

RO/RAH NAME	RATE PER MONTH FIRST YEAR (Rs.)	RATE PER MONTH SECOND YEAR (Rs.)	AMOUNT FOR 2 YEARS (Rs.) & words
PANIPAT RAH			

Place:

Date:

SIGNATURE OF CONTRACTOR WITH SEAL

Tender Document for Housekeeping & General cleaning works at Canara Bank, ROs and RAHs

PRICE BID
(TO BE SUBMITTED IN A SEPARATE SEALED COVER)
NAME OF WORK

HOUSEKEEPING AND GENERAL CLEANING WORKS AT CANARA BANK REGIONAL OFFICE PANCHKULA FOR TWO YEAR PERIOD

Description of work
To provide housekeeping services for CANARA BANK, REGIONAL OFFICE RO PANCHKULA which is more fully described under Details of the building and scope of works with required Manpower and material and as per the General Rules and Instructions and General conditions of the tender.’.

Note:- The rates quoted should be excluding GST..

RO/RAH NAME	RATE PER MONTH FIRST YEAR (Rs.)	RATE PER MONTH SECOND YEAR (Rs.)	AMOUNT FOR 2 YEARS (Rs.) & words
PANCHKULA RO			

Place:

Date:

SIGNATURE OF CONTRACTOR WITH SEAL

Tender Document for Housekeeping & General cleaning works at Canara Bank, ROs and RAHs

PRICE BID

(TO BE SUBMITTED IN A SEPARATE SEALED COVER)

NAME OF WORK

HOUSEKEEPING AND GENERAL CLEANING WORKS AT CANARA BANK RETAIL ASSETS HUB PANCHKULA FOR TWO YEAR PERIOD

Description of work
To provide housekeeping services for CANARA BANK, PANCHKULA RAH which is more fully described under <u>Details of the building and scope of works</u> with required Manpower and material and as per the <u>General Rules and Instructions and General conditions of the tender.</u>

Note:- The rates quoted should be excluding GST..

RO/RAH NAME	RATE PER MONTH FIRST YEAR (Rs.)	RATE PER MONTH SECOND YEAR (Rs.)	AMOUNT FOR 2 YEARS (Rs.) & words
PANCHKULA RAH			

Place:

Date:

SIGNATURE OF CONTRACTOR WITH SEAL

Tender Document for Housekeeping & General cleaning works at Canara Bank, ROs and RAHs

PRICE BID

(TO BE SUBMITTED IN A SEPARATE SEALED COVER)

NAME OF WORK

HOUSEKEEPING AND GENERAL CLEANING WORKS AT CANARA BANK REGIONAL OFFICE ROHTAK FOR TWO YEAR PERIOD

Description of work
To provide housekeeping services for CANARA BANK, REGIONAL OFFICE ROHTAK which is more fully described under <u>Details of the building and scope of works</u> with required Manpower and material and as per the General Rules and Instructions and General conditions of the tender.'.

Note:- The rates quoted should be excluding GST..

RO/RAH NAME	RATE PER MONTH FIRST YEAR (Rs.)	RATE PER MONTH SECOND YEAR (Rs.)	AMOUNT FOR 2 YEARS (Rs.) & words
ROHTAK RO			

Place:

Date:

SIGNATURE OF CONTRACTOR WITH SEAL

Tender Document for Housekeeping & General cleaning works at Canara Bank, ROs and RAHs

PRICE BID
(TO BE SUBMITTED IN A SEPARATE SEALED COVER)
NAME OF WORK

**HOUSEKEEPING AND GENERAL CLEANING WORKS AT CANARA BANK RETAIL ASSETS HUB ROHTAK
UNDER KARNAL CIRCLE FOR TWO YEAR PERIOD**

Description of work
To provide housekeeping services for CANARA BANK, RETAIL ASSETS HUB ROHTAK which is more fully described under <u>Details of the building and scope of works</u> with required Manpower and material and as per the General Rules and Instructions and General conditions of the tender.'.

Note:- The rates quoted should be excluding GST..

RO/RAH NAME	RATE PER MONTH FIRST YEAR (Rs.)	RATE PER MONTH SECOND YEAR (Rs.)	AMOUNT FOR 2 YEARS (Rs.) & words
ROHTAK RAH			

Place:

Date:

SIGNATURE OF CONTRACTOR WITH SEAL

Tender Document for Housekeeping & General cleaning works at Canara Bank, ROs and RAHs

PRICE BID
(TO BE SUBMITTED IN A SEPARATE SEALED COVER)
NAME OF WORK

HOUSEKEEPING AND GENERAL CLEANING WORKS AT CANARA BANK REGIONAL OFFICE FARIDABAD FOR TWO YEAR PERIOD

Description of work
To provide housekeeping services for CANARA BANK, REGIONAL OFFICE FARIDABAD which is more fully described under <u>Details of the building and scope of works</u> with required Manpower and material and as per the General Rules and Instructions and General conditions of the tender.'.

Note:- The rates quoted should be excluding GST..

RO/RAH NAME	RATE PER MONTH FIRST YEAR (Rs.)	RATE PER MONTH SECOND YEAR (Rs.)	AMOUNT FOR 2 YEARS (Rs.) & words
FARIDABAD RO			

Place:

Date:

SIGNATURE OF CONTRACTOR WITH SEAL

Tender Document for Housekeeping & General cleaning works at Canara Bank, ROs and RAHs

PRICE BID
(TO BE SUBMITTED IN A SEPARATE SEALED COVER)
NAME OF WORK

HOUSEKEEPING AND GENERAL CLEANING WORKS AT CANARA BANK RETAIL ASSETS HUB FARIDABAD FOR TWO YEAR PERIOD

Description of work
To provide housekeeping services for CANARA BANK, RETAIL ASSETS HUB FARIDABAD which is more fully described under Details of the building and scope of works with required Manpower and material and as per the General Rules and Instructions and General conditions of the tender.'.

Note:- The rates quoted should be excluding GST..

RO/RAH NAME	RATE PER MONTH FIRST YEAR (Rs.)	RATE PER MONTH SECOND YEAR (Rs.)	AMOUNT FOR 2 YEARS (Rs.) & words
FARIDABAD RAH			

Place:

Date:

SIGNATURE OF CONTRACTOR WITH SEAL

Tender Document for Housekeeping & General cleaning works at Canara Bank, ROs and RAHs

PRICE BID

(TO BE SUBMITTED IN A SEPARATE SEALED COVER)

NAME OF WORK

**HOUSEKEEPING AND GENERAL CLEANING WORKS AT CANARA BANK REGIONAL OFFICE GURGAON AND
RETAIL ASSETS HBS UNDER KARNAL CIRCLE FOR TWO YEAR PERIOD**

Description of work
To provide housekeeping services for CANARA BANK, REGIONAL OFFICE GURGAON which is more fully described under <u>Details of the building and scope of works</u> with required Manpower and material and as per the General Rules and Instructions and General conditions of the tender.'.

Note:- The rates quoted should be excluding GST..

RO/RAH NAME	RATE PER MONTH FIRST YEAR (Rs.)	RATE PER MONTH SECOND YEAR (Rs.)	AMOUNT FOR 2 YEARS (Rs.) & words
GURGAON RO			

Place:

Date:

SIGNATURE OF CONTRACTOR WITH SEAL

Tender Document for Housekeeping & General cleaning works at Canara Bank, ROs and RAHs

PRICE BID
(TO BE SUBMITTED IN A SEPARATE SEALED COVER)
NAME OF WORK

**HOUSEKEEPING AND GENERAL CLEANING WORKS AT CANARA BANK RETAIL ASSETS HUB GURGAON
 SUKHRALI UNDER KARNAL CIRCLE FOR TWO YEAR PERIOD**

Description of work
To provide housekeeping services for CANARA BANK, SIX REGIONAL OFFICES AND EIGHT RETAIL ASSETS HUBS which is more fully described under <u>Details of the building and scope of works</u> with required <u>Manpower and material</u> and as per the <u>General Rules and Instructions</u> and <u>General conditions of the tender.</u> .

Note:- The rates quoted should be excluding GST..

RO/RAH NAME	RATE PER MONTH FIRST YEAR (Rs.)	RATE PER MONTH SECOND YEAR (Rs.)	AMOUNT FOR 2 YEARS (Rs.) & words
GURGAON RAH [Sukhrali]			

Place:

Date:

SIGNATURE OF CONTRACTOR WITH SEAL

Tender Document for Housekeeping & General cleaning works at Canara Bank, ROs and RAHs

PRICE BID
(TO BE SUBMITTED IN A SEPARATE SEALED COVER)
NAME OF WORK

**HOUSEKEEPING AND GENERAL CLEANING WORKS AT CANARA BANK RETAIL ASSETS HUB GURGAON
 RAH-I UNDER KARNAL CIRCLE FOR TWO YEAR PERIOD**

Description of work
To provide housekeeping services for CANARA BANK, GURGAON RETAIL ASSETS HUB which is more fully described under Details of the building and scope of works with required Manpower and material and as per the General Rules and Instructions and General conditions of the tender.'.

Note:- The rates quoted should be excluding GST..

RO/RAH NAME	RATE PER MONTH FIRST YEAR (Rs.)	RATE PER MONTH SECOND YEAR (Rs.)	AMOUNT FOR 2 YEARS (Rs.) & words
GURGAON RAH-1			

Place:

Date:

SIGNATURE OF CONTRACTOR WITH SEAL

Tender Document for Housekeeping & General cleaning works at Canara Bank, ROs and RAHs

PRICE BID

(TO BE SUBMITTED IN A SEPARATE SEALED COVER)

NAME OF WORK

HOUSEKEEPING AND GENERAL CLEANING WORKS AT CANARA BANK RETAIL ASSETS HUB HISAR UNDER KARNAL CIRCLE FOR TWO YEAR PERIOD

Description of work
To provide housekeeping services for CANARA BANK, RETAIL ASSETS HUB HISAR which is more fully described under <u>Details of the building and scope of works</u> with required Manpower and material and as per the General Rules and Instructions and General conditions of the tender.'.

Note:- The rates quoted should be excluding GST..

RO/RAH NAME	RATE PER MONTH FIRST YEAR (Rs.)	RATE PER MONTH SECOND YEAR (Rs.)	AMOUNT FOR 2 YEARS (Rs.) & words
HISAR RAH			

Place:

Date:

SIGNATURE OF CONTRACTOR WITH SEAL