



केनरा बैंक प्रबंधन संस्थान
**CANARA INSTITUTE OF BANK
MANAGEMENT,**
अनंतनगर, II स्टेज, मणिपाल
**ANANTHNAGAR, II STAGE,
MANIPAL-576104.**

सीआईबीएम, मणिपाल में घरेलू व्यवस्था सेवा के
लिए निविदा प्रलेख
**TENDER DOCUMENT FOR HOUSEKEEPING
SERVICES ATCIBM, MANIPAL**

महत्वपूर्ण /IMPORTANT

सीलबंद लिफाफे में जमा करना होगा, जिस पर कार्य का नाम और नाम तथा निविदाकर्ता का पता
लिखा होना चाहिए

To be submitted in a sealed Envelop super scribing the name of work and name and
address of the tenderer

TENDER REFERENCE NO: CIBM/ADMIN/TENDER/06/2021

DATE OF TENDER ISSUE: 09/07/2021

THIS TENDER CONSISTS OF TWO BIDS:

PART I : TECHNICAL BID

PART II: PRICE BID

TENDER DOCUMENT

- 1 Canara Bank, Canara Institute of Bank Management (CIBM), Manipal-Tender Document for Housekeeping Services at Canara Institute of Bank Management (CIBM), Ananthnagar, II Stage, Manipal - 576104

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निविदा सूचना/NOTICE INVITING TENDER (NIT)

Canara Bank, CIBM, Manipal invites sealed tender for the work mentioned below:

1). Name of the work:

To carry out Housekeeping services at Canara Bank, Canara Institute of Bank Management (CIBM), Ananthnagar, II Stage, Manipal - 576104.

2). Earnest Money Deposit (EMD) Amount: NIL. The bidder has to submit Bid Security Declaration as per annexure - 8

3). Initial Security Deposit (ISD) Amount:

The proposed contract is called for 2 years. But initially the contract will be awarded to successful bidder for one year and will be renewed for one more year based on satisfactory performance of first year. The successful bidder should submit a Security Deposit for 3% value of the first year contract amount within fifteen days from the date of acceptance of the tender for due performance of the Contract. The Security Deposit shall be by way of Performance Bank Guarantee/DD issued by a Scheduled Bank in India other than Canara Bank. The Performance Bank Guarantee should be valid for 12 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. If the contract is not renewed for second year, The Performance bank guarantee will be returned to the bidder within 30 days after completion of first year claim 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,. The Bank shall invoke the Performance Bank guarantee before the claim period, 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.

If the contract is renewed for second year, the contractor has to submit the security deposit for 3% value of the second year contract amount within fifteen days from the date of acceptance of renewed contract. The Performance Bank Guarantee submitted for first year will be returned after submitting second year Performance Guarantee. The Performance bank guarantee of 2nd year will be returned to the bidder within 30 days after completion of claim 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. The Bank shall invoke the Performance Bank guarantee before the claim period, 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.

4).Time for Commencement of work: within 7 days after awarding of contract/the date specified by the by the Bank during the award of the contract.

5). Proposal Format and Submission Procedure:

Two Bid System shall be strictly followed. Technical Bid and Price Bid have to be submitted separately. Joint bids will not be accepted by the Bank.

6) Pre Bid Queries and Clarification to the Tender:

- i. 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 send by email to cibm@canarabank.com and the pre-bid query should be in the following format.

Sl.NO	Page No	Tender Clause No	Tender Clause	Query

All communications regarding points requiring clarifications and any doubts shall be sent by E-mail id to cibm@canarabank.com on or before 11:00 AM on 19.07.2021. No oral or individual consultation shall be entertained. No queries will be entertained from the tenderer after the pre-bid meeting.

- ii. Pre-Bid meeting: A pre-bid meeting of the intending tenderer will be held as scheduled below to clarify any point /doubt raised by them in respect of this Tender document:

Date	Time	Venue
20.07.2021	03:00 PM	Canara Bank, Canara Institute Of Bank Management (CIBM),Ananthnagar, II Stage, Manipal - 576104

No separate communication will be sent for this meeting. If the meeting date is declared as a holiday under NI Act by the Government subsequent to issuance of RFP, the next working day will be deemed to be the pre-bid meeting day. Authorized representatives of interested bidders shall be present during the scheduled time.

The Bank will consolidate all the queries and discussions during the pre-bid meeting and the consolidated replies for the queries shall be made available in the Bank's website (www.canarabank.com) and no individual correspondence shall be made. The replies/clarification of the Bank in response to the queries raised by the bidder/s, and any other clarification / amendments / corrigendum furnished hereof will become part and parcel of the Tender document and it will be binding on the bidders.

Non-reply to the queries raised by any of the tenderer shall not be accepted as a valid reason for non-submission of the Tender. In addition, non-reply to any query may not be deemed the version of the tenderer as reflected in the query has been accepted by the Bank.

- iii. Amendment to Tender Document: At any time prior to deadline for submission of Tender, the Bank, for any reason, whether, at its own initiative or in response to a clarification requested by prospective bidder may modify the Tender document by amendment.

Notification of amendments will be made available on the Bank's website (www.canarabank.com) and will be binding on all Vendors and no separate communication will be issued in this regard.

In order to allow prospective bidders, reasonable time in which to take the amendment into account in preparing their tender, the Bank, at its discretion, may extend the deadline for a reasonable period as decided by the Bank for the submission of tender.

Each Tenderer has to necessarily fulfill the eligibility criteria stipulated and the terms of two bid system should be strictly adhered to. The Tenderer will have to go through two stages of process viz.

Stage - 1: Technical Assessment based on eligibility criteria and documents submitted.

Stage - 2: Opening of Price Bid.

Tenderers should first qualify in Stage -1 to become eligible for consideration for Stage - 2.

Sl No	Item Description	Reference
1	Scope of Works and eligibility Criteria	Annexure 1
2	General rules and instructions to Tenderer	Annexure 2
3	General Conditions of Contract	Annexure 3
4	Details of Buildings and Facilities Provided by the Bank to the housekeeping Contractor	Annexure 4
5	Contract Agreement Format	Annexure 5
6	Indemnity Bond Format	Annexure 6
7	Bank Guarantee format for Security Deposit	Annexure 7
8	BID Security Declaration	Annexure 8

After ensuring the above, the Tenderer need to submit their bids as described under 'Envelope-A and Envelope-B' as detailed below:

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Sl. No	BID DOCUMENTS
A.	Technical Bid - ENVELOPE - A
1	Tender Application
2	Check List for Enclosures
3	Tender offer
4	Certificate of Conformity
5	Self Declaration
6	Unfilled format of the price bid duly signed and stamped by the Contractor. Anything filled prices in this format, willmake bid liable to rejection of the tender.

B.	Price Bid - ENVELOPE - B
1	Price Bid

The Technical Bid and Price Bid in separate envelopes should be submitted in an envelope super scribing "Tender for providing Housekeeping services at Canara Bank, Canara Institute of Bank Management (CIBM), Manipal" addressed to the Bank clearly indicating Tenderer address and contact details-

DETAILS OF THE TENDER:

PARTICULARS	DETAILS
Date of Issue of Tender	09/07/2021
Earnest Money deposit	NIL. Bid Security Declaration to be submitted
Initial Security Deposit	As per Clause 30 & 31 of General rules and instructions to Tenderer
Period of Contract	2 years (But initially the contract will be awarded to successful bidder for one year and will be renewed for one more year based on satisfactory performance of first year)
Date of Pre bid meeting	20/07/2021 at 03.00pm
Last date and time for submission of the tender	30/07/2021 by 3.30pm
Date and time of Opening of the Tender - Technical bids	30/07/2021 by 4.30 pm (In case bid opening day happens to be holiday, the bid will be opened on the next working day of the Bank)
Date of opening of Price Bid	Date and time will be informed to the Technically Qualified Bidder. The communication will be sent through letter or e-mail.
Contact details	T Suneel Kumar, Asst. Manager (Tech), Mobile No.9972098760 and S Veera Prasad, Sr. Manager, Mobile No.8977535666

TENDER DOCUMENT

Note:

Tender documents should be submitted (drop into tender Box) over to The Asst. General Manager, General Administration Section, Canara Bank, Canara Institute of Bank Management (CIBM), Ananthnagar, II Stage, Manipal - 576104. Any tender submitted after stipulated date and time will not be accepted.

Bid will be opened in the presence of Tenderers or its authorized representatives who choose to attend. In case bid opening day happens to be holiday, the bid will be opened on the next working day of the Bank.

The copy of the tender document can be downloaded from our bank website www.canarabank.com.

Sd/-

Dy. General Manager (D)
General Administration Section
Canara Institute of Bank Management (CIBM)
Manipal

Place: Manipal
Date: 08.07.2021

ANNEXURE 1

SCOPE OF WORKS & ELIGIBILITY CRITERIA

HOUSEKEEPING SERVICES AT ADMINISTRATION AND HOSTEL BLOCKS

The following chores are to be taken up by employing experienced personal whose outlook should be smart and courteous at all times.

The various services required as follows:

AT ADMINISTRATION BLOCK:

1. Internal Housekeeping Services - Daily Services:

- i. **Floors:** (all areas: Entire Basement, Staircase (All basement, First and second Floor), All Rooms, Halls, Learning Rooms, GM Cabin, Labs, Principal Cabin, Auditorium, Museum, Library, Conference Room, All passage areas, common areas, pavements, pathways and other rooms shall be mechanically cleaned / with vacuum cleaner for minimum once in a day and wet mopped for two times daily as the case can be so as to maintain spic and span condition throughout the day.
- ii. **Furniture:** All Workstations, tables and chairs, storage cabinets and all other furniture equipments are to be cleaned twice in a day.
- iii. **Glass Partitions:** All the glass partitions, doors, window glass, window channels, curtains, vertical Blinds, name plates of all staff/executives, floor name plates, direction boards and paintings are to be properly cleaned for dust free.
- iv. All the PCs are to be cleaned for dust free with a soft dry cloth.
- v. Dustbins of all the places of the building are to be cleared twice in a day (Morning and Evening). The doormats/ other mats are to be cleaned properly.
- vi. Cleaning of all the Toilets twice in a day and place naphthalene balls at required places. Toilet Mirrors and wash Basins are to be properly cleaned and washed with water and the water drops are to be wiped off using soft cloth. Naphthalene balls/phenol/Hand wash/detergent/room-fresheners for toilets will be provided by the institution.
- vii. Daily cleaning of founders' statue and arranging for garlands.

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

2. Internal Housekeeping Services - Weekly Services:

- i. **Ceiling:** ceiling (concrete/Armstrong/any other) of all rooms, open area ceiling, columns, beams, walls, coving and wall panels shall be cleaned for removal of dust, dirt, cobwebs etc..manually/ by using necessary equipment.
- ii. Thorough cleaning of ceiling/wall mounted/pedestal fans, Light fixtures and indoor units of Air Conditioners, Xerox Machines are to be done.
- iii. All other vertical surfaces and horizontal surfaces shall be cleaned / mopped with dry / wet mop depending upon the requirements so as to retain the initial sheen.
- iv. Cleaning and removing of weeds at Terrace Flat Area and removing of weeds on the building walls.

- v. Cleaning of Staircase Railings and Collapsible gates.
- vi. Carpets/ Carpet floors to be cleaned with Vacuum Cleaners.
- vii. Cleaning of water cooler and water dispensers.
- viii. Cleaning of buckets/Mugs in the toilets with good quality cleaning material.
- ix. General checking of all toilets Fittings and sanitary accessories (Whole exercise should be completed within one week) with proper entry in the log book.
- x. Cleaning and Scrubbing of bath room tiles.
- xi. Cleaning of projectors.
- xii. Cleaning of library Books and Racks.
- xiii. Overhead water tank, base tank, Upper tank, toilet, stair case, and Conference rooms.
- xiv. Cleaning of Main Gate and Grilled Gates of compound wall and compound wall.
- xv. All museum items are to be cleaned with vacuum cleaners with at most care.

3. Internal Housekeeping Services - Routine Services:

- i. All floors, furniture, equipment, machinery, stair cases etc., at all places of the building shall be presentable, spic and span at any point of time.
- ii. Shifting of telephone units, computers, loose furniture, chairs, tables, almirahs, filing racks, compactors, etc., within the building from one location to other required location as per the instructions of the Officer- in-charge of College.
- iii. Cleaning of Lower/ upper Gutters of the building once in a month.

AT HOSTEL BLOCK:

1. Internal Housekeeping Services - Daily Services:

- i. **Floors:** (all areas: Staircase (All basement and First Floor), All Hostel Rooms, passage areas, common areas, pavements, pathways and other rooms shall be mechanically cleaned / with vacuum cleaner for minimum once in a day and wet mopped for two times daily as the case can be so as to maintain spic and span condition throughout the day.
- ii. **Furniture:** All tables and chairs, storage cabinets and all other furniture equipments provided in Hostel rooms and other rooms (other than Kitchen and Dining Hall) are to be cleaned twice in a day.
- iii. **Partitions/ Doors:** All the glass partitions, doors, window glass, window channels, curtains, vertical Blinds, name plates of all blocks and boards, floor name plates, direction boards and paintings are to be properly cleaned for dust free.
- iv. **Rooms Service:** Preparing Beds and changing the linen every three days during training period and once in a week during shut off period.
- v. Day and Night Reception Service to be provided by the contractor for allotment of rooms as directed by CIBM from time to time.
- vi. The Contractor shall arrange to keep the premises neat and tidy at all times. Any complaints regarding neatness of the rooms and premises from inmates and CIBM officials will be accountable as per directions of Canteen and Maintenance Committee.
- vii. The contractor shall arrange to get the linens washed through the laundry authorized by CIBM as below:
 - a) Every three days during training period.
 - b) Once in fifteen days during shut off period.

- viii. Proper register to be maintained for linens for verification of CIBM officials as and when required.
 - ix. The Gymnasium room/ the areas provided with carpet are to be cleaned daily with vacuum cleaner and dust on the Gym equipments to be cleaned daily.
 - x. Dustbins of all the places (other than Canteen) are to be cleared twice in a day (Morning and Evening). The doormats/ other mats are to be cleaned properly.
 - xi. Cleaning of all the Toilets (Hostel Rooms and other places of the building) twice in a day and place naphthalene balls at required places. Toilet Mirrors and wash Basins are to be properly cleaned and washed with water and the water drops are to be wiped off using soft cloth. Naphthalene balls/phenol/Hand wash/detergent/room-fresheners for toilets will be provided by the institution.
- Note:** The above frequency is only indicative and may be increased depending on needs.

2. Internal Housekeeping Services - Weekly Services:

- i. Ceiling: ceiling (concrete/Armstrong/any other) of all rooms, open area ceiling, columns, beams, walls, coving and wall panels shall be cleaned for removal of dust, dirt, cobwebs etc..manually/ by using necessary equipment.
- ii. Thorough cleaning of ceiling/wall mounted/pedestal fans, Light fixtures and indoor units of Air Conditioners are to be done.
- iii. All other vertical surfaces and horizontal surfaces shall be cleaned / mopped with dry / wet mop depending upon the requirements so as to retain the initial sheen.
- iv. Cleaning and removing of weeds at Terrace Flat Area and removing of weeds on the building walls.
- v. Cleaning of Staircase Railings and Collapsible gates.
- vi. Carpets/ Carpet floors to be cleaned with Vacuum Cleaners.
- vii. Cleaning of water cooler and water dispensers.
- viii. Cleaning of buckets/Mugs in the toilets with good quality cleaning material.
- ix. General checking of all toilets Fittings and sanitary accessories (Whole exercise should be completed within one week) with proper entry in the log book.
- x. Cleaning and Scrubbing of bath room tiles.

3. Internal Housekeeping Services - Routine Services:

- i. All floors, furniture, equipment, machinery, stair cases etc., at all places of the building shall be presentable, spic and span at any point of time.
- ii. Shifting of telephone units, computers, loose furniture, chairs, tables, almirahs, filing racks, compactors, etc., within the building from one location to other required location as per the instructions of the Officer- in-charge of College.
- iii. Cleaning of Lower/ upper Gutters of the building once in a month.

Other Services:

1. External Housekeeping Services (daily):

- i. Daily sweeping of the paved areas / roads / hard areas inside the campus by mechanical sweeping machine and manual sweeping in areas where mechanical sweeping is not practical.
- ii. Daily sweeping and wet moping of internal areas of utilities buildings, water pump room, Godown blocks, Security room etc.,
- iii. Cleaning of jogging Track.
- iv. Maintenance of valve chambers, inspection chambers, manholes, sewer lines including immediate clearance of blockage, if any.

- v. Removal of debris / garbage and transporting the same outside the premises and disposing in designated area of Udupi/ Manipal authorities on daily basis as identified and directed by officer-in-charge.
- vi. Cleaning of overhead tank and base tank once in a month with prior permission from college in-charge.
- vii. Cleaning of Generator shed and Model Branch building.
- viii. Cleaning clogged rain water/ rain water out let pipes in the raining season or otherwise from pavements and pathways on top priority/whenever required.

2. Sanitation Services (Daily):

- i. Cleaning of all toilets, wiping of WC seats, flush fittings, floors, dadoing etc. in the Admin and Hostel Block.
- ii. Cleaning of all sinks and counter tops, partitions, urinary stalls, wash room mirrors, etc.,
- iii. Removal of garbage / trash and replacement of waste basket under liners.
- iv. Restocking the washroom supplies like toilet paper, tissues, soaps, etc.
- v. Providing and placing of toilet refreshers in all bathrooms.
- vi. Providing and spraying of room fresheners before occupancy of the room.
- vii. Removal of internal blockages in fixtures, pipes and specials.
- viii. Changing of worn out / damaged water Taps/ pipes/ valves etc. Whenever required
- ix. Changing of foot valve of the underground ground whenever required.
- x. Good quality perfumes are to be sprayed twice in a day in each room to keep the room atmosphere in good fragrance and acceptable general ambience.

3. Rodent and Pest Control:

- i. All buildings as well as outside areas of building shall always be kept free of rodents and pests like cockroaches, mosquitoes, ants, termite, etc., The scope of work also includes disallowing cattle/animals and the like into the compound wall. A register for complaints also indicating preventive action taken shall be maintained and shall be got signed by the Officer-in-charge on weekly basis. Chemicals, items used if any for rodent and pest control shall be got approved from officer-in-charge. For Rodents control applicable procedures to be used.
- ii. Tools for rodent and pest control should be procured by the housekeeping agency; Bank will not be providing any tools.

Eligibility Criteria:

Sl. No.	Criteria	Documents Required
1.	The Firm/Company should be registered under the labour commissioner office at the respective jurisdiction	Copy of Labour License or shop and Establishment License issued by the Assistant labour Commissioner
2	The Firm/Company should have minimum 5 years of experience of providing Housekeeping Services and continuously preceding to 31/03/2021 in Government offices/ PSUs/ PSBs/ Private & Public limited Companies on annual contract basis for a minimum strength of 25 members.	Work Order copies /client certificates from 2016 onwards, clearly indicating the staff strength of the office where Housekeeping service is provided (Including address of office) and period of service.

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3	The Firm/Company must have at least one valid contract for similar work (Refer scope of works) in Karnataka for a multi storeyed building with a built up area of minimum of 50,000 sft in last two years.	Copy of Experience Certificate in this regard issued by the institutions/ companies duly specifying the duration and No. of participants of the contract and payment made to the contractor during the Contract period. The address where housekeeping Services are provided.
4	The Firm/Company should have annual turnover of minimum 20 lakhs for the last three financial years till 31/03/2021 (FY2018-19, FY2019-20, FY2020-21)	Documents supporting the annual turnover amount like Audited Balance sheet, Profit & Loss statement and CA Certificate (form CA who has audited the Firm/Company) for all the FY. Non compliance of any one of the above mentioned documents will be liable for rejection of tender.
5	The Firm/Company should not be a loss making one and should have operating profit for the last three years i.e. FY 2018-19, FY 2019-20, FY 2020-21.	Supporting documents like Balance sheet, Profit & Loss statement.
6	The Firm/ Company should have PAN & GSTIN Registration.	Copy of PAN and GSTIN Certificate of the Firm/Company
7	The Firm/ Company should have PF and ESI	Copy of PF and ESI Registration Certificate of the Firm/Company.
8	Weather Incorporated/ partnership	Certificate of Incorporation, Articles & Memorandum of Association in case of a company/ partnership deed in case of a partnership firm.
9	Labour	Certificate of Registration with Labour Department, Karnataka Govt.

The evaluation will also involve inspection of works, buildings/projects under their maintenance upkeep, discussion with the Agency and feedbacks from the clients.

TENDER DOCUMENT

ANNEXURE 2

GENERAL RULES AND INSTRUCTIONS TO TENDERER

1. The documents consisting of Notice Inviting Tender (NIT), Scope of work & Eligibility criteria, General rules and instructions to tenderer, General Conditions of Contract, Application Format, Price bid can be collected between the dates mentioned in the Notice Inviting Tender (NIT) during the working hours except on Sundays, second & fourth Saturdays and Public Holidays from Administration Section, Canara Institute of Bank Management (CIBM), Ananthnagar, II Stage, Manipal - 576104 or alternatively tender documents can be downloaded from the banks website www.canarabank.com.

2. The tender is "TWO BID CONCEPT" and it has to be submitted as such.

3. The first envelope should contain all the components of Technical Bid as detailed in the NIT with all supportive documents duly signed on all the pages other than the Price aspects. The envelope shall be sealed & super scribed as **"Technical Bid for providing Housekeeping Services at CIBM, Manipal"**.

Tenderer should note that Price bid aspects of the offer should not be disclosed in any way, in the technical bid/ first envelope, and such technical bids consisting Price bids are liable for rejection.

4. The second envelope should contain the Price Bid i.e., the Priced Bill of Quantities and shall be super scribed as **"Price Bid for providing Housekeeping Services at CIBM, Manipal"** and should be sealed and submitted. This envelope should contain duly filled in cost details (enclosed in the offer document) with values written in words and figures.

The two covers containing the Technical Bid and the Price Bid should be placed in a separate third cover mentioning on the face of the cover **"Tender for providing Housekeeping Services at CIBM, Manipal"**.

5. The sealed offers should be submitted to The Asst. General Manager, Administration Section, Canara Institute of Bank Management (CIBM), Ananthnagar, II Stage, Manipal - 576104 on or before 30.07.2021 by 3.30 pm. If last day of submission of bids is declared a holiday under NI Act by the Government subsequent to issuance of NIT the next working day will be deemed to be the last day for submission of the offer. No offer will be accepted by email.

6. The First envelope (Technical bid) will be opened in the said office on 30/07/2021 at 4.30 pm.

7. The price bids of the agencies meeting the eligibility criteria only will be considered and opened on a convenient date with due intimation to the Tenderers emerging successful in the Technical bid.
8. Offer shall be submitted on prescribed Form only i.e. as per documents issued/downloaded from website have to be duly filled and submitted and no other format shall be used, except for Proformas which shall be submitted in the letter head. Wherever required, particulars can be submitted in annexure but such details shall be clearly mentioned in respective columns in the original document. All the documents, enclosures, and correspondence will form part of contract. Offer in any other format other than that prescribed in this document shall be liable for rejection.
9. No alterations or additions are to 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.
10. The Bank's decision in the selection process is final and Bank will neither entertain any correspondence in this regard nor will be bound to furnish any explanation. The acceptance of an offer will rest with the Bank which does not bind itself to accept the lowest offer and reserves to itself the authority to reject any or all of the offers received without assigning any reason.
11. Offers which are incomplete in any respect are liable to be rejected.
12. Canvassing in connection with tenders is strictly prohibited and the offers submitted by the applicants who resort to canvassing will be liable for rejection.
13. The applicant shall furnish the list of his relatives working in the Canara Bank/list of retired Canara Bank employees employed with him.
14. The Tenderer or their authorized representative is requested to be present during the opening of the bids. This is optional. Bank will proceed with opening of the technical bids on the stipulated date & time unless otherwise modified.
15. It will be obligatory on the part of the Tenderer to tender and sign the offer documents for all the component parts.
16. The successful Tenderer shall execute the agreement (Annexure 5) on a stamp paper of appropriate value within 14 days from the date of acceptance of the offer, and until a formal agreement on stamp paper is prepared and signed, this offer document along with the correspondence shall constitute a binding contract between the tenderer and the Bank.
- 17. Conditional offers shall be rejected.** The Tenderer shall inspect the site to ascertain the site conditions, constraints and any other information required for making the offer. For any assistance for visiting the site intending applicants may

contact **Assistant Manager (Tech)** as provided in NIT.

18. During the course of technical evaluation if found necessary the Bank may seek supplementary details and the same shall be submitted within the stipulated time. Non - submission of such details in time may render such applications for disqualification from further evaluations as per the decision of the Bank.
19. No costs incurred by the applicant in applying, in providing necessary clarifications or attending discussions, or site visits will be reimbursed by the Bank.
20. Documentary proof with respect to the Eligibility criteria shall be furnished along with the application form. In this regard, copies of the work orders and certificates obtained from clients and or such other documents shall be submitted. Incomplete applications or applications without proper proofs for establishing their credentials will be liable for rejection and no correspondence will be entertained in this regard. The authorised person of the firm/ company shall sign in all the pages of the application with seal of the firm/company.
21. Applications received after the due date and time is liable for rejection.
22. If any of the labour employed by the contractor is found to be under performing or any misbehavior is found / reported while on duty, Bank reserves the right to ask for a suitable substitute.
23. Tender shall be quoted on prescribed form only and quoting in any other form will be rejected. All rates shall be quoted on the proper form of the tender alone.
24. If any tenderer withdraws his tender before the said period (last date of the submission of the tender) 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 security deposit.
25. All entries in tender documents should be in one ink. All cancellation and insertion should be duly signed by tenderer concerned with proper indication of the name designation and address of the person signing.
26. The rate should be quoted in figures as well as in words in Indian Currency only.
27. In case the rate quoted in figures differs from those quoted in words, the rates quoted in words will be taken as the tendered rate and shall be binding on the tenderer.
28. The tenderer shall note that the rate quoted shall be exclusive of all taxes and inclusive of expenses of all types of Workforce/Manpower (by following Labour Laws scrupulously as per government guidelines) and expenses pertaining to the consumables, operating profit etc., and no claim for enhancement of quoted rates on any account shall be considered.

29. The Bidder has to submit Bid security Declaration as per annexure-8 in lieu of EMD.
30. The proposed contract is called for 2 years. But initially the contract will be awarded to successful bidder for one year and will be renewed for one more year based on satisfactory performance of first year. The successful bidder should submit a Security Deposit for 3% value of the first year contract amount within fifteen days from the date of acceptance of the tender for due performance of the Contract. The Security Deposit shall be by way of Performance Bank Guarantee/DD issued by a Scheduled Bank in India other than Canara Bank. The Performance Bank Guarantee should be valid for 12 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. If the contract is not renewed for second year, The Performance bank guarantee will be returned to the bidder within 30 days after completion of first year claim 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,. The Bank shall invoke the Performance Bank guarantee before the claim period, 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.
31. If the contract is renewed for second year, the contractor has to submit the security deposit for 3% value of the second year contract amount within fifteen days from the date of acceptance of renewed contract. The Performance Bank Guarantee submitted for first year will be returned after submitting second year Performance Guarantee. The Performance bank guarantee of 2nd year will be returned to the bidder within 30 days after completion of claim 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. The Bank shall invoke the Performance Bank guarantee before the claim period 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.
32. The offer will be valid for a period of 120 days from the date of opening of tender.
33. Tenderer has to arrange for inspection if required and should have carried out the works satisfactorily at the site failing of which the tender will be disqualified.
34. All the parts of these tender documents i.e., Tender Notice, Scope of work, General rules and Instructions to tenderers, Price Bid, offer letter, General

conditions of contract, and all other parts shall form a part of the contract document.

35. Contractor should observe utmost economy in use of electricity and water.
36. The daily scope of works shall be approved by the Canteen and Maintenance Committee and the same shall be strictly complied.
37. The proposed contract is called for 2 years. But initially the contract will be awarded to successful bidder for one year and will be renewed for one more year based on satisfactory performance of first year. The contract is subject to annual renewal as per discretion of Bank thereafter. In case of unsatisfactory performance during the review period, the Bank shall terminate the contract at any point of time without prior notice.
38. The Tenderer shall quote the rates for 1st and 2nd years. The rate to be quoted by the tenderer shall be firm and shall cover and include wages to the labourers, supervisors, equipment deployed, contractors profit, transportation charges and all statutory levies such as "Octroi, sales tax, excise duty, PF, ESI but excluding GST and Service Tax arising from Act passed by Parliament or State Legislature and rules framed there-under. The rates shall be quoted on the format as per Part-II.
39. The tenderer shall note that no claim for enhancement of rates, on the ground that cost of materials, labour has increased, existing statutory levies have been increased, after tender, or in any other ground, will be entertained on any account.
40. Before tendering, the tenderers are advised to inspect the site of work and its environments and be well acquainted with the actual working and other prevailing conditions. The tenderer should specifically note that it is 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.
41. No employee of Canara Bank shall be engaged by the contractor during the course of carrying out the works.
42. The selected contractor shall at his own cost, have to comply with the rules of Karnataka Labour Enforcement office and other statutory bodies presently in force and in future till the contract period. The proof of compliance need to be submitted to the Bank within one month from the date of taking over.
43. The contractor should obtain the requisite license for Maintenance services at CIBM from the authorities such as Municipality, State/Central Government Departments, Labour Department..etc at his own cost. CIBM shall not be responsible in any way for any breach of these rules/ regulations.

44. The contractor needs to employ his own staff for the purposes of cleaning and such employment should conform to the labour act presently in force and in future till the contract period.
45. The successful tenderer should keep the entire internal and external premises neat and clean and should bear the expenses of cleaning materials required for the same and use good quality cleaning material.
46. All the records pertaining to Housekeeping shall be maintained up to date and shall be made accessible to the Bank.
47. The payment shall be made on monthly basis against bills certified by the Canteen and Maintenance Committee, CIBM.
48. The Contractor should maintain a register to record the daily attendance of housekeepers/staff and same should be produced along with the bills.
49. The Contractor should ensure a proper background check of all the workers employed by him and should inform the Institution as and when changes happen. Credentials of all workers are to be ensured to the satisfaction of the Bank and records of credential verification are to be submitted to the Bank.
50. CIBM 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 Bank under the terms and conditions of this contract or any payment necessitated due to the infringement of any statutory obligations by the contractor.
51. The contractor shall not transfer or sublet the work to anyone without the prior written approval of Canara Bank.
52. The contractor or his authorized representative shall be in attendance in CIBM premises during all working hours for supervising the work. For any negligence of the service employed 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.
53. 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 CIBM and the contractor each day on completion of work.
54. Without prejudice to any rights or remedies under this agreement if the contractor dies, the CIBM authorities shall have the right to terminate this agreement without any liability whatsoever as regards execution of the work for

the balance contract period after the death of the contractor.

55. In the case of two or more tenderers appearing “Prima Facie” lowest, quoting the same figure before and after the arithmetical check etc, an opportunity shall be given to both the parties for making a revised offer on the basis of a percentage reduction in the total value in a sealed covers, which shall be opened on a fixed date in the presence of the tenderers.

56. **Social Media Policy:** - No person of the bank or the contractors and third parties shall violate the social media policy of the bank.

The following acts on the part of personnel of the bank or the contractors and third parties shall be construed as violation of social media policy:

- i) Non-adherence to the standards/guidelines in relation to social media policy issued by the Bank from time to time.
- ii) Any omission or commission which exposes the Bank to actual or potential monetary loss or otherwise, reputation loss on account of non-adherence of social media related systems and procedures.”
- iii) The contractor may collect the social media policy of the Bank from CIBM, Manipal.

57. In case the final successful tenderer withdraws his tender, the Bank shall be entitled in its right to proceed with next successful tenderer or cancel the tender as deemed fit.

ANNEXURE 3

GENERAL CONDITIONS OF CONTRACT

The Contractor's main responsibilities will be to maintain and clean internal and external premises of Administration and Hostel Buildings of the campus neat, hygiene and presentable, supply of well-trained workmen, supply of quality cleaning material, compliance of statutory requirements and providing efficient service, etc.

1. DEFINITIONS/ INTERPRETATIONS

In the contract, the following expressions shall, unless the context otherwise requires, have the meanings, hereby respectively assigned to them -

- a) The 'Contract' means the documents forming the tender and acceptance thereof and the agreement duly executed between the Employer and the Tenderer, together with the documents referred to therein including those conditions, the specifications, schedule of quantities, tender agreement and instructions issued from time to time by the committee. All these documents taken together shall be deemed to form one contract and shall be complementary to one another.
- b) The 'Tenderer' or 'Supplier' or 'Contractor' or 'Proprietor' shall mean the individual Karta, or Manager of HUF, firm or Company, whether incorporated or not, undertaking the works and shall include the legal heirs/ representatives of such individual or the partners of firm and their legal heirs and successors, or company's authorised and constituted attorneys/ agents and permitted assignees of such firm or company.
- c) The 'Employer' or 'Bank' means any officer of the Canara Bank, who is specifically authorized to enter into contracts in respect of the above works.
- d) Officer In charge: The designated employee of the Bank, assigned with powers to enter in to contract.
- e) 'Contract Price' shall mean the final accepted rates in Price Bid hereto.
- f) 'Date of Contract' means the Calendar date on which the Employer and Contractor have signed the Agreement on the stamp Paper.

g) 'Approval' wherever used in the specifications or schedule of Quantities shall mean, respectively, approved by or approval of the 'Accepting Authority' in writing.

h) 'State' wherever used in the specifications is Karnataka state.

2. CONTRACTOR'S OBLIGATIONS

- a. The Contractor shall be responsible for the proper upkeep of Admin Block, Hostel Block premises and campus at CIBM, Manipal.
- b. For any damage, breakage or loss of any equipment or property of the Bank, the contractor shall have to replace the same at his own cost failing which the amount will be recovered from his security deposit or from other dues as payable to him by the Bank.
- c. The Contractor shall keep a proper inventory of the items/equipments/Furniture/provided by the Bank and supplied by the contractor separately and the same shall be verified by the Contractor & Canteen and Maintenance Committee of CIBM.
- d. The Bank reserves the right of free access through its authorized representative(s) to inspect the premises for ensuring their wholesomeness, cleanliness, Hygiene and quality at all times without any prior notice.
- e. The Contractor shall keep the entire premises clean, neat and hygienic. He shall use and provide at his own expenses the prescribed materials and other requisites for this purpose.
- f. The Contractor shall not use or allow to be used the premises or any part thereof for dwelling purposes and shall not allow any outsiders to loiter in and around the building without valid authority.
- g. The Contractor shall also not to use or allow to be used any facility, appliances, equipment provided by the Bank to him for any purpose other than providing Housekeeping services as per the Bank's requirement.
- h. The Contractor shall not without prior consent in writing by the Bank assign or sublet the contract or any part thereof to any other party provided that it shall not relieve the Contractor from any obligations, duty or responsibility under the contract.

- i. The Contractor shall arrange for all cleaning materials for the purpose of cleaning and maintenance and expenses in this regard shall be borne by the Contractor.

3. MANPOWER & WAGES

- a. The Contractor shall make regular and full payment of wages / salaries and other payments to the employees and furnish necessary proof, as and when demanded by the officer-in-charge of the Bank/ concerned department of State, State and local government agencies.
- b. The Contractor shall be responsible for the compliance with applicable laws with latest amendment(s) or which might become applicable, rules and regulations relating to Codes of Wages, 2019 , Contract Labour (Regulations & Abolition) Act, 1970, Shops & Establishments Act, Factories Act, 1948, Employees Provident Funds & Misc. Provisions Act, 1952, Payment of Gratuity Act, 1972, Payment of Bonus Act, 1965, Payments of Wages Act, 1936, Minimum Wages Act, 1948, Workmen's Compensation Act, 1923, ESI Act 1948 or such other Acts, laws or regulations passed by the State/States, Municipal & Local Government, agency or authority.
- c. The Officer-in-Charge or his authorized representatives will verify the payment of wages by cross verifying the salary slips of all employees or any other proof as required by bank and shall record the following certification in the wage register. "Certified that salary for the month of has been disbursed on to the Housekeeping Contractors' workers by the Contractor in accordance with the wages specified in State Minimum Wages Act".
- d. The Contractor shall also be liable to pay P.F. contribution, leave, salary etc and shall be liable to observe statutory working hours. The contractor shall note that neither the contractor himself, nor the persons employed by him shall have any right or privilege for employment benefit from the bank, nor they can make any claim in this regard.
- e. Proper records shall be maintained by the Contractor with respect to the above acts and such other acts as may be applicable to Contractor's working and his workmen which would be subject to check from time to time, by the Officer- in-Charge.
- f. The optimum manpower requirement in the Housekeeping may vary from time to time for efficient and timely covering all categories of personnel required to be provided for housekeeping services, for which the contractor must, at all times maintain the needed manpower.

- g. The Contractor shall maintain a register showing names and addresses of the persons engaged along with photographs of each person and shall produce the same for inspection on demand by Officer-in-Charge or such other persons so authorized by the Bank. Contractor shall submit police verification documents of the Workers employed.
- h. The Contractor shall arrange through the Bank's Catering and Maintenance Committee, on the advice of the Officer-in-Charge, to issue identity cards bearing photographs of the Housekeeping employees for gate entry and shall exhibit prominently during working hours. The Housekeeping staff shall also be liable for search on entry /exit.
- i. The Contractor shall ensure that all Housekeeping employees, during their working hours, wear proper and clean uniform as prescribed by the Bank.
- j. The employees of the Contractor should be subjected to medical examination twice in a year at Contractor's cost by the Medical Officer nominated by the Bank. The employees should be free from all communicable, contagious infections and other diseases. In the event of any employee of the Contractor being found medically unfit, the Contractor shall arrange to replace him. Contractor has to submit medical certificate as and when required.
- k. Nothing contained herein shall be construed to create a monthly tenancy or create any such interest in favour of the Contractor or their partners / representatives / employees in respect of housekeeping or the premises used by the Contractor in connection with or for the purpose of this agreement.
- l. On termination of this agreement, the Contractor shall discontinue to use and handover vacant and peaceful possession of the Bank Premises of the said housekeeping works or other premises together with the fixtures, equipment and articles in good condition to the Bank.

4. CONTRACTOR'S LIABILITY TOWARDS INDEMNITY

- a. The Contractor shall indemnify the Bank for any loss occurred to the Bank by any act of commission & omission made by the contractor & or its employees and it includes against any claim under the Payment of Wages Act, 1936, and/or the Minimum Wages Act, 1948, Workman's Compensation Act, Factories Act or any statutory obligations arising out of any other Act or Acts (latest amendment(s))or on behalf of any person employed by him.

- b. The Contract shall be in force for the period of 2 years (But initially the contract will be awarded to successful bidder for one year and will be renewed for one more year based on satisfactory performance of first year) stipulated in the contract and on the expiry thereof, it will be deemed to have been terminated automatically. Further, the contractor will not have any right either contractual or equitable to demand any fresh contract for another term or to continue the same for any period.
- c. The contract will be initially for a period of one year and may be extended / renewed as per the terms mutually decided by both the parties. On renewal, a fresh contract shall be executed and Security deposit shall be submitted as per NIT.
- d. In the event of any dispute arising out of the clauses mentioned above, the same shall be referred to the College In Charge, CIBM, Manipal or any officer whom the College -In Charge may appoint for decisions and his decision shall be final and binding on both the parties.

5. MISCELLANEOUS

- a. Contractor shall maintain the premises in clean and hygienic conditions. If the Contractor fails to engage sufficient staff for this purpose, the Bank will engage the staff on behalf of the Contractor at his risk and cost.
- b. Contractor shall not exhibit or cause to be exhibited in the CIBM premises of any printed or written notices or advertisements of any kind, whatsoever except notices related to the working of the Housekeeping, without the prior permission of the Bank.
- c. The Bank reserves the right to deduct any amount that becomes payable by the Contractor in respect of the labour being employed by him for executing the job awarded, under any Act, or rules framed there under and in force from time to time. The same shall be recovered from bills payable to the Contractor as debt recoverable.
- d. The Contractor shall undertake to provide comprehensive accident insurance policy coverage in respect of every employee employed by him. Contractor shall satisfy the Management of the same within the time prescribed by the Management but before the actual commencement of the job awarded to him.
- e. If any of the labour employed by the contractor is found to be under performing or any misbehavior is found / reported while on duty, Bank reserves the right to ask for a suitable substitute.

- f. Contractor shall ensure that peace and order is maintained in the resting area / material handling room and if peace and order in premises is disturbed due to lapse on the part of the contractor, a penalty of Rs.1000/- per occasion in a month for such lapse leading to disturbance of peace/order may be imposed by the Bank.
- g. If the Bank finds that the Contractor is misusing the facilities provided by the Bank for carrying out the Housekeeping services for any other purpose not covered under the contract, the Bank will be free to levy penalty which may extend to Rs.5000/- or more per occasion.
- h. If, on inspection, it is found that the quality of Housekeeping Services is not as per the norms laid down by Bank, a penalty up to Rs.1000/- may be imposed by the Bank for every such occasion.
- i. Contractor would ensure that all the housekeeping staff employed by him would behave courteously and decently with employees of the Bank and also ensure good manners.
- j. In the event of the Contractor suspending or abandoning the services without giving prior notice to the Bank, without handing over charge of the housekeeping materials entrusted to him by the Bank, the whole of housekeeping money and other dues payable to him shall stand forfeited to the Bank and he shall also be liable for such legal action deemed fit and proper for breach of contract and towards the loss of various accessories and furniture entrusted to the contractor.
- k. The Officer in charge would be the final authority regarding Imposition of penalty under various circumstances as enumerated above. His decision shall be final and binding on the contractor.

6. AGREEMENT

The successful tenderer will have to enter into an agreement with the Bank as per the formats enclosed within 14 days after acceptance of the tender by the Bank.

7. SECURITY DEPOSIT

The successful tenderer will have to deposit a Security deposit of 3 % of the Contract value as mentioned in NIT and the same shall not carry any interest.

8. TERMINATION OF CONTRACT

- 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. Bank shall not entertain any claim compensation by 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.
- c. The contractor shall follow such Act, rules and regulations (latest amendment(s)) of the State/State Government that are in force and that may be framed from time to time for completion of work. Canara Bank shall not be responsible for any infringement of the various statutes in force by the contractor.
- d. The contractor shall take, at his own cost the necessary license from statutory authorities in respect of this work. The expenses in completing the formalities in executing the agreement including execution on stamp paper will also be met by the contractor.
- e. Any additional items of work not covered by the contract shall be at a rate agreed by mutual discussion between the contractor and the Bank.
- f. Statutory deduction towards income tax will be made as per rules.
- g. Income tax will be deducted in every monthly bills payable to contractor.
- h. Prevailing Minimum Wages as notified by Regional Labour Commissioner (State) has to be paid to the labourers employed by Contractor.
- i. Payment to the labourers shall be paid on or before 7th of every month and confirmed to the Bank.
- j. The challans and other documents with regard to ESI/PF/pay slip should be submitted along with monthly bill.
- k. Goods and service tax charged by the Contract shall be reimbursed upon production of receipt of preceding month.

9. GENERAL

- a. Contractor shall adhere to safety practices and avoid hazardous and unsafe working conditions and shall comply with the safety rules in force from time to time.
- b. The premises will be in possession of the Bank and the Contractor is permitted to enter the premises to carry out the housekeeping services only. If at any time the contract is terminated or the contract comes to an end or if the Bank decides that the contractor should not be allowed to carry out the housekeeping works, in that event, the Bank will be entitled to restrain the contractor from entering the premises. The contractor will have no right or interest in the premises and other items given by the Bank.
- c. Contractor shall use the premises only for the purpose of this agreement / contract and he shall not make any structural additions or alterations to the same.
- d. Contractor shall work under the supervision of the Catering and Maintenance Committee, CIBM, Manipal and such other authorised officers of the Bank as may be nominated from time to time.
- e. The Contractor and his workmen will be subject to police verification regarding their antecedents.
- f. The contractor should not have been black-listed by any Government or Private Organization.
- g. The contract will not be given to any bidder for just being L-1. The capacity / experience / desired quality will also be considered. If any freak rates are quoted, the bank reserves the right to reject the offer quoted by the lowest tenderer.

Note: Freak rate means the rates quoted for labour charges should not be less than the minimum wages recommended in the latest circular of state government. (Please refer latest circular under Ministry of labour and employment)

- h. The offer containing erasures or alterations will not be considered. There should be no hand written material, corrections or alterations in the offer. Technical details must be completely filled up. Conditional offers will be rejected.
- i. The Contractor will have to provide the Bank with a list of employees category-wise located at the services and also their emoluments for the purpose of verification.

- j. All the personnel engaged by the Contractor entering upon the Bank's premises shall properly be identified by badges, which may be worn by them at all times while in Bank premises. The Contractor will ensure that their employees do not remain in the premises beyond their normal working hours unless otherwise authorized. Any unauthorized presence in the premises beyond normal working hours will not be acceptable and Contractor upon receipt of complaint will have to immediately withdraw such employees from working in the Bank premises.
- k. All the personnel engaged by the Contractor shall wholly and purely be in the employment of the Contractor and no claim of individual / collective nature on Bank's employment by any of the employees or claim of any nature on the Bank shall be tenable. The Contractor shall at all times keep the Bank fully and effectively indemnified against all actions, suits, proceedings, losses, costs, damages, charges, claims and demand in any way arising out of or during the course of anything done or committed / omitted to be done by the Contractor including the demand which the Contractor's employees individually / through their Unions may have raised against the Bank arising out of this agreement or as a result of the termination therefore or earlier determination of the Contract.

10.LABOUR

- a. The Contractor shall employ suitable labour to perform the required quality of work to the satisfaction of the Bank.
- b. The contractor shall furnish to the Bank at the intervals specified by Bank, 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 to the Bank a statement showing in respect of these conditions 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 (latest amendment(s)) or Rules made there under and the amount paid to them.
- c. The contractor shall apply and obtain license under the contract labour (R&A) Act 1970 (latest amendment(s)) 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.
- d. The minimum age of the labour employed shall not be below 18 years.
- e. The contractor shall comply with the provisions of the Codes of Wages, 2019 , 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 State or States with (latest amendment(s)), 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.

- f. 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 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.
- g. 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 thereon) 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.
- h. 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 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.
- i. 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.

- j. The contractor shall pay wages to his workmen at the rates as applicable under the Minimum Wages Act as per State Government guidelines for unskilled and for semiskilled/equivalent categories. The contractor shall provide the proof of disbursement of the wages 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.

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

- a. Before commencing the work, contractor submits 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 requirements 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. Contractor shall abide by Canara Bank decision in this respect.
- b. The contractor shall take all necessary safety precautions and arrange for appropriate appliances as per direction of Canara Bank or its authorized officials to prevent loss of human lives, injuries to personnel engaged and damage to property and environment.
- c. 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:-
- d. Safety Helmets conforming to IS-2925:1984 Safety Shoes conforming to IS-1989:1978.
- e. Eye and Face protection devices conforming to IS-8520:1977 and IS-8940:1978 wherever required
- f. Hand and body protection devices conforming to: IS-573:1975 IS-6994:1973
- g. IS-8807:1978 IS-8519:1977
- h. Where it becomes necessary to provide and/or store petroleum products, chemicals and liquid 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.
- i. All electrical equipment's connection and wiring for equipment's, its distribution and use shall conform to the requirement of the Indian Electricity Act and Rules. All electrical appliances including portable electric tool/equipment used by the contractor shall have safe plugging system to source of power and be

appropriately earthed.

- j. The contractor shall be held responsible for any violation of statutory regulations local, state or state and Canara Bank instructions that may endanger safety of men, equipment, material and environment in his scope of work or another contractor's or agencies. 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.

12.ARBITRATION

- a. 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.
- b. For the purpose of appointing the sole Arbitrator referred to above, Canara Bank will send within thirty days of receipt of the notice, to the contractor a panel of three names of persons who shall be presently unconnected with the organization for which the work is executed.
- c. 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.
- d. 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 names of persons who shall all be unconnected with either party. Canara Bank shall on receipt of the named as aforesaid select anyone of the person's 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.

- e. 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.
- f. 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.
- g. 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.
- h. "The contractor shall indemnify the bank for any loss occurred to the bank by any act of commission & omission made by the contractor & or his employees and it includes against any claim under the Payment of Wages Act, 1936, and/or the Minimum Wages Act, 1948, Workman's Compensation Act, Factories Act or any statutory obligations arising out of any other Act or Acts or on behalf of any person employed by him."

13. PAYMENT TERMS

The payments shall be on monthly basis on format prescribed by Bank, subject to production of Attendance Register, Proof of payment of wages, ESI, PF and filing returns to Statutory Authorities.

14. The successful tenderer shall execute the agreement (Annexure 5) on a stamp paper of appropriate value within fourteen days from the date of acceptance of the offer.

ANNEXURE 4

DETAILS OF BUILDINGS & FACILITIES PROVIDED BY THE BANK TO THE HOUSEKEEPING CONTRACTOR

1. CIBM, Manipal is having Administration and Hostel buildings in the campus. The built up area of each block is as follows:

Administration Block:

Ground Floor	1385 sq. meters
First Floor	2070 sq. meters
Second Floor	1013 sq. meters
Total Built up Area	4486 sq. meters

The Admin Block consist of Auditorium, Museum, Common Area, passages, 3 labs, Library, conference room, Toilets, Learning rooms, UPS rooms, Admin section, Principal and GM cabins, faculty rooms, waiting lounge, Stair case and free space rooms in Ground Floor.

Hostel Block:

Basement	417 sq. meters
First Floor	2625 sq. meters
Second Floor	2623 sq. meters
Total Built up Area	5665 sq. meters

The hostel block consist of 70 rooms for occupancy for trainees, kitchen, Dining hall, Gym, Basement Godown etc..

Along with above buildings, the Model Branch building and Generator Shed (138 sq. meters) is available in the campus, which is to be cleaned and maintained properly. Roads and pathways and are spread around the buildings and entrance. Place in front of Overhead tank and 665 meters jogging track is available in the campus.

2. CIBM will provide suitable place to the contractor during the contract period to maintain his office and storing the materials required as per contract. The place so provided should be used only for the performance of duties under the contract and not for any other purpose. The contractor shall have no tenancy rights on the place provided and the space provided shall be vacated by him immediately on expiry/termination of contract.

3. Free supply of water for carrying out services will be provided. The contractor has to take the utmost care in utilization of water.
4. All the above buildings, amenities, services needs day to day maintenance except electrical system which has separate maintenance contract agency to maintain DG sets, electrical substation, electrical circuits, UPS systems, etc., The CIBM works regularly for six days in a week and on Sundays/public holidays by limited officials. However, the housekeeping works will have to be taken up for all the days. Sundays can be used for extensive cleaning works. The contractor to engage in housekeeping services during 2 shifts of 8 hour each and timings will be fixed by office -in Charge. The entire internal and external premises shall be spic and span before 09.30 AM every day.
5. All the cleaning materials such as brooms, mops, buckets and consumables required for providing the above service has to be borne by the vendor. However agency has to ensure the proper quality of the cleaning materials and consumables supplied by the Bank by recording the usage of the materials in a register. The same will be verified and authenticated by the Bank official in charge at any point of time.
6. The contractor shall bring all the required equipment for cleaning like machines, vacuum cleaners and other equipment to be used for the housekeeping and cleaning works. Maintenance of such equipment including the cost of spares is the responsibility of the contractor.
7. As and when unforeseen, miscellaneous work arise the contractor, will have to carry out such work with his existing workers.
8. All the labourers should maintain personal hygiene, nails should be cut, neatly groomed and should maintain strict discipline within the building premises.
9. The contractor is required to engage the following categories of workers daily for the subject work in each shift:

Sl. No.	Category	Requirements/ Timings of shift
1	Supervisor (Full Time)	2 Nos. (2 shifts of 8 hrs each)
2	Housekeepers (Full time) required on all Bank working days	9 Nos. (3 workmen for Admin Block and outer premises and 3 workmen for Hostel Block for first shift, 3 workmen for Hostel Block at second Shift)

Other Conditions:

1. The contractor or his authorized representative should be available in the Hostel building at CIBM, Manipal to supervise and control his workers and take down instructions from the Catering and Maintenance Committee of the Bank.
2. The workers and the staff of the contractor working in the premises will have to maintain with proper discipline. The contractor shall provide his workers with proper safety appliances and equipments and Canara Bank shall not be responsible for accidents and injuries caused to his labour during the course of their work.
3. For working in the CIBM buildings, the workmen and supervisory staff of the contractor shall write down the names in the register at the entry of the gate and in the front of CCTV. All the staff of contractor may be required to undergo check as per the rules and regulations of Bank from time to time.
4. The workers / labourers employed by your company will be checked by Bank's Catering and Maintenance Committee personnel if required.
5. The facility Manager, supervisors, and workers should be provided with mobile phones for communication.
6. All the labourers should maintain personal hygiene, nails should be cut, neatly groomed and should maintain strict discipline within the building premises.

Note:

- Housekeeping services are to be carried out on all the seven days in the week. All 365 days in a year.

ANNEXURE 5

CONTRACT AGREEMENT FORMAT

This agreement made the _____ day of the month of _____ in the year 2021 BETWEEN, Canara Bank a body corporate constituted under the Banking Companies (Acquisition and Transfer of undertakings Act, 1970, having its Head office, 112, J C Road, Bengaluru) represented by its duly constituted attorney (hereinafter referred to as the Employer / Bank) on the ONE PART;

and

*Sri _____ S/D/o _____ resident of _____ the sole proprietor of M/s _____ having office at the following address _____

* M/s. _____ the partnership firm having an administrative/principal office at _____ represented by its Managing/duly authorized partner.

* M/s. _____ company/body corporate incorporated under the provisions of the Companies Act 1956 having its registered office at the following address _____, duly represented at _____ duly represented by its constituted and authorised Managing Director, Shri _____ and (hereinafter called the Contractor which term shall also be called the Supplier or the Contractor) on the other part

WHEREAS THE Employer / Bank is desirous to undertake Housekeeping services at Canara Bank, Canara Institute of Bank Management (CIBM), Ananthnagar, II Stage, Manipal - 576104 as detailed in the _____ and has been accepted by the Employer on the terms and conditions as set out therein and inter laid others.

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) Scope of Works and eligibility Criteria

- c) General Rules and Instructions for the guidance of Tenderers
- d) General Conditions of contract along with Annexure thereto
- e) Details of the buildings and Facilities Provided by the Bank to the housekeeping Contractor
- f) Tender offer, Contract Agreement Format, Indemnity Bond format & Bank Guarantee format, Bid Security Declaration, if any, leading to and prior to acceptance letter.
- g) Address of Canara Institute of Bank Management (CIBM), Ananthnagar, II Stage, Manipal - 576104
- h) Price - Bid.

[Note: * Strike off whichever is not applicable]

3. In consideration of the payments to be made by the Employer/ Bank to the Contractor, the Contractor hereby covenants and agrees with the Employer/ Bank to carry out Housekeeping services and perform the works in conformity in all respects and subject to all terms and conditions/rules as mentioned in the General Conditions as also in the aforesaid documents which shall form part of this agreement.

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

Signed, _____ sealed _____ and _____ delivered _____ by _____ the _____ said Contractor, _____

_____ to the Employer _____ in the presence of:

Witness (Signature, Name & Address):

1).

2).

Signature of Contractor (with seal)
Signature of Authorised representative
of the Employer / Accepting Authority.

ANNEXURE 6

INDEMNITY BOND

(To Be Submitted by the Successful Contractor in stamp paper)

THIS DEED OF INDEMNITY BOND is made on this ----- day of----- month of year two Thousand Twenty One(____.____.2021) By M/s ----- duly represented by one of its partners/proprietor -----, aged -- years, son of Sri -----, residing at-----.

* M/s. ----- the partnership firm having an Administrative/ principal office at----- represented by its Managing/ duly authorized partner.

* M/s. ----- company/body corporate incorporated under the provisions of the Companies Act 1956 having its registered office at the following address-----, duly represented at----- duly represented by its constituted and authorised Managing Director, Shri----- and (hereinafter called the Tenderer which term shall also be called the Supplier or the Tenderer) on the other part

Whereas My Firm/Company was short listed for issue of tenders and my company became successful in securing the subject work through competitive tendering and for carrying out housekeeping services at Canara Bank, Canara Institute of Bank Management (CIBM) has been awarded in favour of my Firm/ company.

And whereas for undertaking the contract for Housekeeping services, my firm/company has entered into contract agreement on __/__/2021.

Now this Deed Witnessed that in pursuance of the aforesaid contract agreement dt.____.20__ and in consideration of Canara Bank having agreed to make payments on or before 10 th of the every calendar month, for the bills claimed by my firm/company for rendering housekeeping services and referred to above, I hereby undertake to indemnify and keep harmless the Canara Bank and its officials 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, as specified by Canara Bank from time to time, for which I shall be solely responsible.

Signature of Contractor with seal

[Note : * Strike off whichever is not applicable]

ANNEXURE 7

PERFORMANCE BANK GUARANTEE FORMAT FOR SECURITY DEPOSIT

Guarantee No.....
Amount of Guarantee Rs.....
Guarantee cover from Dated:
To Dated:
Last Date for Lodgment of claim:

To:
The Asst. General Manager
Canara Bank,
Canara Institute of Bank Management (CIBM),
Ananthnagar, II Stage
Manipal - 576104

In consideration of (hereinafter called "Beneficiary") having agreed to exempt Ltd., having its Registered Office situated at (hereinafter called the "the obligator(s)") from the demand of Security deposit of Rs..... (Rupees only) under the terms and conditions of an agreement dated (hereinafter called the "said Agreement") for the due fulfillment by the said obligator of the terms and conditions contained in the said agreement, on production of the Bank Guarantee for Rs..... (Rupees only), at the request of the obligator _____ Bank, a body corporate constituted under the Banking Companies (Acquisition & Transfer of undertakings) Act, 1970 having its Head Office at _____ amongst others a branch at (hereinafter referred to as "the Bank") has agreed to give following guarantee in favour of the beneficiary for an amount not exceeding Rs..... (Rupees only) against any loss or damage caused to or suffered or would be caused to or suffered by reason of any breach by the said Obligator(s) of any of the terms and conditions contained in the said agreement.

We, the Bank to hereby undertake to pay the amount payable under this guarantee without any demur merely on a demand from the beneficiary stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by reason or any breach of the terms and conditions contained in the said agreement or by reason of the obligator's failure to perform the said agreement. Any such demand in writing made on the Bank shall be conclusive as regards the amount due and payable by the Bank under the guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs.....

We, the Bank further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the beneficiary under or by virtue of the said agreement have been fully paid and its claims satisfied or till the beneficiary certifies that the terms and conditions of the said agreement have been fully discharged this guarantee. Unless a demand for claim under this guarantee is made on us in writing on or before we shall be discharged from all liabilities under this guarantee thereafter.

We, the Bank further agree that the beneficiary shall have the fullest liberty, without consent and without effecting in any manner or obligations hereunder, to extend time of performance the said obligator(s) from time to time or to postpone for any time any of the powers exercisable by the beneficiary against the said obligator(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved of our liability by reason of any extension being granted to the said obligator(s) for any forbearance, act or omission on the part of the beneficiary or any indulgence by the beneficiary to the said obligator(s) or by any such matter or thing whatsoever which under the law relating to sureties would not for this provision have effect of so relieving us.

We, the Bank lastly undertake not to revoke this guarantee during its currency except with the previous consent of the beneficiary in writing.

Notwithstanding anything contained herein:

- i. Our liability under this Bank Guarantee shall not exceed Rs. _____
(Rupees only)
- ii. This Bank Guarantee is valid up to and
- iii. We are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only and only if you serve upon us a written claim or demand on or before (mention period of the guarantee as found under clause (ii) above plus claim period).
- iv. "The contractor shall indemnify the bank for any loss occurred to the bank by any act of commission & omission made by the contractor & or his employees and it includes against any claim under the Payment of Wages Act, 1936, and/or the Minimum Wages Act, 1948, Workman's Compensation Act, Factories Act or any statutory obligations arising out of any other Act or Acts or on behalf of any person employed by him."

PLACE:

DATE:

SIGNATURE & SEAL OF TENDERER

ANNEXURE-8

DECLARATION FOR BID-SECURITY

To
**The Asst. General Manager,
Administration Section,
Canara Bank,
Canara Institute of Bank Management (CIBM),
Manipal – 576104**

We, the undersigned, declare that, we understand that, according to your conditions, bids must be supported by a Bid- Security Declaration.

We accept that we will automatically be suspended from being eligible for bidding in any contract with the Bank for the period of time of 3Years starting on _____ 2021, if we are in breach of our obligation(s) under the bid conditions, because we:

1. Have withdrawn our Bid during the period of bid validity specified in the Letter of Bid; or
2. Having been notified of the acceptance of our Bid by the Bank during the period of bid validity, (i) fail or refuse to execute the Contract, if required, or (ii) fail or refuse to furnish the performance Security, in accordance with ITB 38.

We understand this Bid-Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) twenty eight days after excitation of our Bid.

SIGNATURE OF TENDERER WITH NAME

Duly authorized to sign the bid for and on behalf of:

(Firm Name)

Corporate Seal (where appropriate)

(Note: in case of joint venture, the Bid- Securing Declaration must be in the name of all partners to the Joint Venture that submits the Bid).

BID DOCUMENT

APPLICATION

TECHNICAL BID

1.	Name of the Company/Firm	
2.	Name of the Applicant	
2.a	Address (Head Office/Registered Office with telephone, Fax number, web-site Details)	
2.b	Email Address	
2.c	Father's Name	
2.d	Residential Address (Proof to be Enclosed):	
2.e	Office/Branch address at Karnataka along with details of local in-charge's name, mobile no.	
3.a	Status of the Firm (Whether Company/ Partnership / Proprietary)	
3.b	Name of the Proprietor/ Partners/ Directors (with professional qualifications, if any):	i. ii. iii. iv.
3.c	Year of establishment	
4.a	Whether registered with Registrar of Companies / firm. If so, No. & Date(copy to be enclosed)	
4.b	Whether registered under shops & Establishment Act (copy to be enclosed)	
4.c	Whether License to run the housekeeping services from appropriate authority obtained or not (copy of certificate to be enclosed)	
4.d	Details of Registration under various other statutory acts (attach copies of all)	
5.	Registration with Tax Authorities	
5.a	Whether Partnership Deed is registered	

सीआईबीएम, मणिपाल में घरेलू व्यवस्था सेवा के लिए निविदा प्रलेख
TENDER DOCUMENT FOR HOUSEKEEPING SERVICES AT CIBM, MANIPAL

5.b	Whether copy of Certificate of Incorporation, Articles, and Memorandum of Association in case of a Company in Partnership Deed in case of a Partnership Firm is enclosed?	
5.c	PAN No.	
5.d	GSTIN No.	
Furnish copies of Income-tax returns, registration		
6.	Furnish the particulars of Power of Attorney holder or letter of authorization (if applicable) for signing the Tender document	

7. Turnover of the Company/firm (Please attach copy of audited balance sheet and profit and loss account for three years or TO certified by CA).

Sl. No.	Year	Turn Over
1	2018- 2019	
2	2019- 2020	
3	2020- 2021	

8. Whether rendering housekeeping facilities to Government/ Public Sector/Banks/private sector organizations:-

NAME OF THE ORGANIZATION	Location & Address	Staff strength at each location	Year of service	Contract value

If required use additional sheet for providing full details.

9. Details of the qualifying works (please mention only such contracts which qualifies for the category for which you have applied)

Sl. No	Name of client housekeeping services extended for (name of the organization with address, concerned office & telephone no)	Number of staff in the organization at that location	Contract value	Period of service	If work left incomplete or terminated (furnish reasons) & other remarks if any
1.					
2.					
3.					

If required use additional sheet for providing full details.

TENDER DOCUMENT

Note: Copies of agreement and satisfactory performance certificate obtained from the client shall be enclosed.

10. Furnish the names of three responsible clients/ persons to whom the major works carried out by the applicant with address and telephone number who will be in a position to certify about the quality as well as past performance of your organization.

NAME OF THE OFFICIAL	ORGANIZATION & ADDRESS	CONTACT NUMBERS

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 contractors will be final and binding to me / us.
4. I / We have read the instructions appended to the proforma and I / we understand that if any false information is detected at a later date the contract shall be cancelled at the discretion of the bank.

Place:

Date:

SIGNATURE OF THE APPLICANT

NAME & DESIGNATION

SEAL OF ORGANIZATION

Enclosures:

- 1.
- 2.
- 3.
- 4.

TECHNICAL QUESTIONNAIRE

1.	Type and number of machineries And equipments your company proposes to use for the work other than provided by Bank.	
2.	Age profile of the labour force you would propose to employ for the works	Min Years Max Years
3.	Whether the firm/company is adhere to the safety precautions / protective measures mentioned as per the tender terms and conditions (Please write Yes/No)	
4.	Whether you accept the payment terms and conditions of Canara Bank? (Please write Yes/No)	
5.	Does the scope of works defined by the Bank covers all the aspects, if not, mention the other works which would come under the definition of housekeeping services and general cleaning works (Please write Yes/No)	
6.	Any other relevant details you wish to Mention	

Note: Any tender with incomplete detail in the below questionnaire will be summarily rejected.

CHECKLIST FOR ENCLOSURES

(Tenderer should fill up YES or NO without fail)

SNo	Bid Enclosures	Yes or No
1.0	Whether the Tender is submitted in sealed envelope with Two covers Technical Bid and Price Bid separately?	
2.0	Whether Technical Bid (Envelope- A) contains the following	
2.1	Signed and stamped Letter of Authorization or Power of Attorney for signing the Tender document shall be submitted.	
2.2	All sections covered in the Tender document in full shall be signed by the authority, stamped and submitted	
2.3	Duly filled up Technical Bid shall be signed by the authority, stamped and submitted	
2.4	Duly filled up all Annexure shall be signed by the authority, stamped and submitted	
2.5	Supporting documents to meet the Eligibility Criteria	
	a) All the supporting documents to meet the Eligibility Criteria as laid down in the Tender under Eligibility Criteria shall be signed by the authority and stamped	
	b) Tenderer's Certificate of Incorporation, License or Registration shall be submitted	
	c) Balance Sheet and Profit & Loss accounts for the past three year shall be submitted.	
	d) Clientele list of the Nationalized Bank's/ Government Organization already engaged shall be submitted	
3.0	Whether Price Bid (Envelope-B) contains the following	
	a) Duly filled up Price Bid with signature and stamp in all headings shall be submitted	
	b) Whether corrections or overwriting if any is attested?	
4.0	Whether all pages in the tender document is duly signed by the Authorised Person?	

Checklist should be enclosed in technical bid

SIGNATURE OF THE TENDERER WITH SEAL

TENDER OFFER

I/We have read and examined the Notice Inviting Tender, eligibility criteria, proforma filled in by the successful Tenderer, Schedules, Specifications Applicable, Scope of works, General Rules and Instructions, General Conditions of Contract, Schedule (Bill) of quantities in Price Bid, and all other documents referred to in the conditions of contract and all other contents in the tender document for the work.

I/We hereby tender for selection of Contractor for rendering housekeeping services specified for the Employer within the time specified, at the rates specified in the attached Price Bid and in accordance in all respects with the specifications, terms and conditions in writing referred to in the General Rules and Instructions, General Conditions of Contract and in all respects in accordance with, such conditions so far as applicable.

I/We agree to keep the tender open for 120 (One Hundred and Twenty days) from the due date of opening of Price bid thereof and not to make any modifications in its terms and conditions.

In the event of my / our failure to commence the work on the specified date after award I/We agree that the Bank shall without prejudice to any other right or remedy, be at liberty to act as per the Bid Security Declaration submitted by us.

I/We hereby declare that I/We treat the tender documents and other records connected with the work as secret/confidential documents and shall not communicate information/derived there from to any persons other than a person to whom I/We am/are authorised to communicate the same or use the information in any manner prejudiced to the safety of the State / the Employer.

I/We fully understand that you are not bound to accept the lowest or any tender you may receive. Shri. _____, Partner/ Proprietor/ Authorised representative of the Company, is the person authorised to negotiate Price, technical terms & conditions & sign on behalf of the firm any Agreement, Bills & receipts for this work.

I/We agree that until a formal agreement on stamp paper is prepared and signed, this tender with your written acceptance thereof shall constitute a binding contract between us.

Signature of Tenderer
Name & address:

Dated the:.....day of 2021
Witness,

1).

2).

CERTIFICATE OF CONFORMITY

Date:

To,
The Asst. General Manager
Canara Bank,
Canara Institute of Bank Management (CIBM),
Ananthnagar, II Stage
Manipal - 576104

CERTIFICATE

This is to certify that, the services for rendering Housekeeping services at Canara Institute of Bank Management (CIBM) which we shall provide, if we are awarded with the work, are in conformity with the Scope of Work in the Tender document. We also certify that the price we have quoted is inclusive of all the cost factors involved in the execution of the contract, to meet the desired standards set out in the Conditions of the contract.

Signature of the Tenderer:

Name:

Designation:

Seal:

SELF DECLARATION

Ref:

Date:

To,
The Asst. General Manager
Canara Bank,
Canara Institute of Bank Management (CIBM),
Ananthnagar, II Stage
Manipal - 576104

In response to the tender No. _____ dated _____ as owner/ partner/
Director of _____. I/We hereby declare that our Agency is
having unblemished past record and was not declared ineligible for corrupt & fraudulent
practices either indefinitely or for a particular period of time. We have not been
blacklisted by IBA or any other agency in the past. We also undertake that no employee
of Canara Bank is in any way connected with or directly involved in the management or
activities of our company.

I/We further declare that there has been no damage to records at any of our facility due
to FIRE / BURGLARY.

Signature of the Tenderer:

Name:

Designation:

Seal:

PART-II

PRICE BID

(TO BE SUBMITTED IN A SEPARATE SEALED COVER)

I, Shri/Smt. _____ have gone through the general rules and instructions provided by the Canara Bank, Canara Institute of Bank Management (CIBM), Manipal and am quoting the price for the items mentioned below. I undertake to render Catering Services at the rates mentioned hereunder, if the contract is awarded.

1.	Name of the Contractor	
2.	Address	
3.	Telephone No./Mobile No./email ID	

PRICE QUOTE

Sl. No.	Service to be provided as per Scope of Works	Price Quote (in Rupees) excluding GST	
		First Year (A)	Second Year (B)
1	Monthly Expenditure for carrying out Housekeeping works.		
Average of First and second year quote $C = (A+B)/2$			

('C' in words
Rupees _____

only)

Place:
Date:

Signature of Tenderer with Seal and date

Note: Lowest of Average of First and second year quote (C) will be the L1 bidder.

Note:-

1. The tenderer shall quote the rates including all taxes and inclusive of all expenses/cess/taxes excluding GST of all types of Work force/ Manpower (by following Labour Laws scrupulously as per government guidelines) and expenses pertaining to the cleaning materials and no claim for enhancement of quoted rates on any account shall be considered.
2. The amount per labor per year should be guided by the minimum wages (Basic + DA) specified by the **state government** including contributions to ESI, PF and any other statutory provisions. The rates quoted for subsequent years shall be arrived by the vendor taking into consideration of variations in Dearness allowance.
3. The Tenderer shall quote the rate for both 1st and 2nd year however the contract agreement will be renewed on yearly basis based on the satisfactory performance.
4. In the case of two or more tenderers appearing "Prima Facie" lowest, quoting the same figure before and after the arithmetical check etc, an opportunity shall be given to both the parties for making a revised offer on the basis of a percentage reduction in the total value in a sealed covers, which shall be opened on a fixed date in the presence of the two or more tenderers.

Place:
Date:

SIGNATURE OF THE TENDERER
NAME & DESIGNATION
SEAL OF ORGANIZATION