



CANARA BANK

INVITATION TO TENDER

TENDER UNDER TWO BID SYSTEM FOR UNDERTAKING ANNUAL MAINTENANCE
CONTRACT FOR FIRE FIGHTING, FEEDER PIPE AND SPRINKLER SYSTEM INSTALLED AT
CANARA BANK, 21 CAMAC STREET CIRCLE OFFICE, KOLKATA

TENDER FROM ANY OTHER CONTRACTOR WILL BE SUMMARILY REJECTED

INSTRUCTION TO BIDERS

AND

GENERAL CONDITIONS OF CONTRACT

FOR

AT

CANARA BANK – CIRCLE OFFICE KOLKATA (7500)

TENDER NO.: 96/25-26/PK

NAME OF THE CONTRACTOR:

.....

ADDRESS:

.....

NOTICE INVITING THE TENDER

To,

M/s

Sealed tenders under two bid system (Technical bid and price bid) are invited on behalf of the Canara Bank for the work of Annual Maintenance Contract of Feeder Pipe and Sprinkler System installed at 21, Camac Street, Canara bank, Circle Office, Kolkata – 700016 (from ground floor to top floor floor) from the experienced agencies in the relevant category of work and who have carried out similar works with Govt. departments/PSU's/MNC's as per the requirements and details enclosed. The copy of the proof for having carried out similar works in the last five financial years should be enclosed with the tender. The detailed bill of quantities is enclosed herewith in price bid. Tender Documents may be obtained by paying tender fees Rs. 500.00 (five hundred only) through demand draft in favour of Canara bank payable at Kolkata from the Premises & Estate Section, Circle Office Canara Bank, 21 Camac Street, Kolkata-700016 or can be downloaded from Canara Bank's website <https://www.canarabank.bank.in> during working hours from **15.10.2025** till **06.11.2025**. **The tender fees is mandatory while submitting tender.**

There shall be no extension of the deadline of submission of the complete tenders along with EMD, tender fees and all other required formalities. The Assistant General Manager, Premises & Estate Section, Circle Office shall have the authority to cancel the tender process if Canara Bank does not find a suitable tender. Canara Bank shall have the right to call for fresh tender in these circumstances, where in prior tenderers shall have the right to participate in the fresh process.

Tender documents in respect of the above mentioned works containing 34 Nos. of pages as detailed on page mentioned herewith. Please note that tender is to be delivered / submitted in the office of the Assistant General Manager, Premises and Estate Section, Canara Bank Circle Office, 21 Camac Street, Kolkata -700016 , (W. B.) before 3.00 pm 06.11.2025.

The person, signing the tender on behalf of another person or on behalf of firm shall attach with tender a certified copy of the power of attorney on a non-judicial stamp paper of requisite value duly executed in his favour by such person or all the partners of the firm and must state specifically that he has authority to sign such tenders for and on behalf of other person or firm as the case may be, and in all matters pertaining to the contract including arbitration clause.

Tender Fees	: Rs.500.00 (DD in favour of Canara Bank, Payable at Kolkata)
Earnest Money Deposit	: Rs. 10000.00 (EMD in favour of Canara Bank, Payable at Kolkata)
Period of AMC contract	: 3 years from the work order

**Last date, time and place for : On or before 3:00 pm, 06.11.2025 to
Submission of tender The Assistant General Manager,
Premises & Estate section
Canara Bank, Circle Office
Kolkata**

**Time and date of opening of : 3.30 pm on 06.11.2025
technical bid**

**Prebid meeting Time and date: 3.00 pm on 21.10.2025 at Canara Bank Circle Office, 21
Camac Street, Kolkata -700016.**

No oral or individual consultation shall be entertained. No queries will be entertained from the Vendors after the pre-bid meeting. The Bank will not be bound to accept the lowest tender and reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.

**Assistant General Manager
Premises & Estate Section
Canara Bank, Circle Office
Kolkata**

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Date: 15.10.2025

GENERAL RULES & INSTRUCTIONS TO TENDERERS

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The rates quoted by the tenderer shall hold good till the completion of the work from the date of issue of the "WORK ORDER" and no enhancement in the rates are allowed during the period of execution of the work under any circumstances. The rates quoted shall also cover for the work to be executed before and after office hours and also on holidays.

The time stipulated for the AMC period is 3 years from the date of issue of the WORK ORDER and the work is to be carried out as per the convenience of occupants without disturbing other occupants of the building.

TENDERS:

The entire set of tender paper issued to the tenderer should be submitted fully priced and also signed on the last page together with initials on every page. Initials / signatures will indicate the acceptance of tender papers by the tenderers.

The schedule of quantities shall be filled in as follows:

- The "rate" column to be legibly filled in ink in both English figures and words.

- 'Amount' column to be filled in for each item and the amount for each sub-head as detailed in the "schedule of quantities".
- All corrections to be initialed.
- The "Rate" column for all the items shall be filled up.
- The "Amount" column for the items for which the quantities are not mentioned shall not be filled up.
- In case of any errors / omissions in the quoted rates, the rates mentioned in the tender in words shall be taken as correct rates.

No modifications, over-writings or corrections can be made in the tender papers by the tenderer, but may at his option offer his comment or modifications in a separate sheet of paper attached to the original tender papers.

The Bank reserves the right to reject the lowest or any tender or all of the tenders for each section or to split up and distribute any item of work to any specialist firm or firms, without assigning any reason.

The tenderers should note that tender is strictly on the item rate basis and their attention is drawn to the fact that the rates for each and every item should be correct, workable and self – supporting. If called upon by the bank, detailed analysis of any or all the rates shall be submitted. The architects/bank shall not be bound to accept the contractor's analysis.

The Quantity mentioned in the BOQ is approximate measurements. The works will be paid for as "measured work" on the basis of actual work done and not as "lump sum" contract.

All the items of work described in the schedule of quantities are to be deemed and paid as complete works in all respects and details including preparatory and finishing works involved, directly, related to and reasonably detectable from the drawings, specifications and schedule of quantities and no further extra charges will be allowed in this connection. In the case of lump-sum charges in the tender in respect of an item of works, the payment of such items of work will be made for the actual work done on the basis of lump-sum charges as assessed to be payable by the architects/bank.

The bank has power to add or delete any work or described in specifications or included in schedule of quantities and intimates the same in writing but no addition, omissions or variation shall be made by the contractor without authorization from the bank. No variation shall vitiate the contract. The bank reserves the right to delete any of the items in the tender without assigning any reasons whatsoever.

The tenderer shall note that his tender shall remain open for consideration for a period of 90 days from the date of opening of tender.

AGREEMENT

The successful contractor is required to sign agreement as may be drawn up to suit the local conditions and shall pay for all the stamps and legal expenses incidental thereto. The original will be kept with the Bank and duplicate with contractor.

EARNEST MONEY AND SECURITY DEPOSIT:

There is Rs. 10000.00 (Ten Thousand Only) Earnest Money Required to deposit/ submit along with the bids in favour of Canara Bank Payable at Kolkata.

A part of the Security Deposit if and as decided by the constituent bank can also be furnished in the form of a Bank Guarantee on the bank other than that of the constituent bank.

CONTRACTOR TO PROVIDE EVERYTHING NECESSARY:

The contractor shall provide everything necessary for the proper execution of the work according to the intent and meaning of the drawings, schedule of the quantities and specifications taken together weather the same may or may not be particularly shown or described therein provided that the same can reasonably be inferred there from

and if the contractor finds any discrepancies therein he shall immediately and in writing, refer the same to the Architects/Bank whose decision shall be final and binding.

The rates quoted against individual items will be inclusive of everything necessary to complete the said items of works within the contemplation of the contract, and beyond the unit price. No extra payments will be allowed for incidental or contingent labour and/or materials inclusive of all taxes and duties whatsoever except for specific items, if any, stipulated in tender documents

The contractor shall supply, fix and maintain at his own cost, for the execution of any work, all tools, tackles, machineries and equipments and all necessary scaffolding, staging and lighting by night as well as by day required not only for proper execution and protection of the said work.

The contractor shall take down and remove any or all such scaffoldings as occasion shall be required or when ordered to do so, and shall fully reinstate and make good all matters and things disturbed during the execution of work to the satisfaction of architect/bank.

The contractor shall all times give access to workers employed by the bank or any men employed at site and to provide such parties with proper sufficient and if required, special scaffolding and ladder and provide them lighting as may be required to enable such workmen to inspect the work, lay or fix pipes, Civil & furnishing wiring, special fittings etc. The quoted rates of tenderers shall accordingly include all these above-mentioned contingent works.

ESCALATION:

The rates quoted shall be firm throughout the tenure of the contract [including extension of time, if any granted] and will not be subject to any fluctuation due to increase in cost of materials, labour, sales tax, octroi etc, unless specifically provided in these documents.

CONTRACTORS EMPLOYEES:

The contractor shall employ technically qualify and competent supervisors for the work who shall be available [by turn] throughout the working hours to receive and comply with the instructions of the bank officials. The contractor shall engage at least one experienced engineer, as site in-charge for the execution of the work the contractor shall employ in connection with the work persons having appropriate skill or ability to perform their job efficiently. The contractor shall employ local labours on the work as far as possible. No laborers below age of 16 and who is not an Indian national shall be employed on the work. Any laborers supplied by the contractor to be engaged on the work on day-work basis either wholly or partly under the direct order or control of bank or its representative shall be deemed to a person employed by the contractor.

The contractor shall comply with provision of all labour legislation including the requirements of

- a. Payments of minimum wages act
- b. Employers liabilities
- c. Workmen's compensation act
- d. Contract labour (regulation and abolition) act, 1970 and central rules 1971
- e. Apprentices act 1961
- f. Any other act or enactment relating thereto and rules framed there under from time to time

The contractor shall keep the bank saved harmless and indemnified against claims if any of the workmen and all costs and expenses as may be incurred by the bank in connection with any claim that may be made by any workmen.

The contractor shall comply at his own cost with the order of requirement of any health officer of state or any local authority or of the bank regarding the maintenance of proper environmental sanitary condition of the area.

The contractor shall arrange to provide first aid treatment to the laborers engaged on the works. He shall within 24 hrs of occurrence of any accident at or about the site or in connection with execution of work, report such accidents to the bank and also the competent authority where such report is required by law.

The contractor shall obtain all Risk Insurance Policy at their cost within 7 days of commencement of work, for the laborers/workmen working at the site including the work till the work is completed. The policy shall be in the joint name of the Bank and contractor and Bank's name shall appear First.

PAYMENTS:

The contractor, in the form prescribed by the bank shall prepare all the bills and submit the same to Bank with measurement of work. Normally one interim bill shall be prepared each month. Bank may release payment within 15 days of receipt of bills/after check measurement, after deduction of retention money, Income Tax etc. The contractor shall have a competent engineer at site for the supervision of the work.

The contractor shall have to make his own arrangements for watch and ward of the work/building, till the work is handed over to the bank.

The decision of the bank will be final and binding with regard to the quality of work is concerned.

The contractor is responsible for procuring the required materials for the work and stores the same at site at his cost and risk.

The amount stated in the interim certificate shall be the 75% of total value of the work executed up to date of the bill, less the amount to be retained by the bank as retention money. If the bank has supplied any materials or goods to the contractors, the cost of such materials will be progressively deducted from the amount due to the contractor on accordance with the quantities consumed in the work. All the interim payments shall be regarded as payments by way of advance against the final payment only and not as payments for works actually done and completed and shall not preclude the requiring of bad, unsound or imperfect or unskilled work to be removed and taken away and reconstructed or re-erected or be considered as an admission of the due performance of the contract or any part there of if any respect or accruing of any claim nor shall it conclude, determine of effect in any way the power if the bank under conditions or any of them add to the final settlement and adjustment of the accounts or otherwise or in any other way or affect the contract.

The contractor shall submit the final bill within one month from the date of completion of the work. A certificate of completion from the bank shall accompany the final bill. The payment of the final bill shall be made after deduction of retention money as specified elsewhere in these documents.

ARBITRATION:

All disputes or differences of any kind whatsoever which shall at any time arise between the parties here to 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 contractor or the construction remaining operation or effect thereof or to the rights or liabilities of the parties are arising out of or in relation thereto whether during or after determination foreclosure or branch 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 the employer hereinafter mention to deal referred for adjudication to a sour arbitrator to be appointed as hereinafter provided.

For the purpose of appointing the sole arbitrator referred to above, the employer will send within 30 days of receipt of the notice, to the contractor a panel of 3 names of persons who shall be presently unconnected with the organization for which the work is executed.

The contractor shall on receipt of the names as aforesaid, select, anyone of the person's name to be appointed as a sole arbitrator and communicate his name to the employer within 30 days of the receipt of the names. The employer shall thereupon without any delay appoint the person as the sole arbitrator. If the contractor fails to communicate such selection as provided above within the period specified, the competent authority shall make the selection and appoint the selected person as the sole arbitrator.

If the employer fails to send to the contractor the panel of 3 names as a foresaid within the period specified, the contractor shall send to the employer a panel of 3 names of persons who shall be unconnected with either party. The employer shall on receipt of the name as a foresaid select anyone of the person's names and appoint him sole arbitrator. If the employer fails to select the person and appoint him as a sole arbitrator within 30 days of the 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 the employer.

If the arbitrator as 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 contract shall, however, continue during arbitration proceedings and payment due or payable to the contractor shall be withheld on account of such proceedings.

The arbitrator shall be deemed to have entered on the reference the date he issued notice to both the parties fixing the date of the first hearing.

The arbitrator may from time to time, with the consent of parties, enlarge the time or making and publishing the award.

The arbitrator shall give a separate award of each disputes or difference referred to him. The arbitrator shall decide each dispute in accordance with the terms of the contract and give a reasonable award. The venue of arbitration shall be such place as may be fixed by the arbitrator in his sole discretion.

The fee, if any, of the arbitrator shall, if required to be paid before the award is made and published, be half and half by each of the parties. The cost of the reference and of the award including the fees, if any, of the arbitrator who may direct to and by whom and in what manner, such costs or any part thereof shall be paid and may fix or settle the amount of costs to be so paid.

The award of the arbitrator shall be final and binding on both the parties.

Subject to aforesaid the provision of the arbitration act 1940 or any statutory modification or re- enactment thereof and the rules made there under, and for the time being in force, shall apply to the arbitration proceeding under this clause.

The employer and the contractor hereby also agree that arbitration under the clause shall be a condition precedent to action under the contract with regard to the matters hereby expressly agreed to be so referred to arbitration.

NOTICE INVITING TENDER

Canara Bank, Circle Office Kolkata invites sealed tender in Two bis system (Technical & Financial bid in two separate envelope) for the work of Annual Maintenance of feeder Pipe and Sprinkler System installed from ground floor to 6th floor at Canara Bank Circle Office building, 21 Camac Street, Circle office, Kolkata – 700016 from the experienced agencies in the relevant category of work and who have carried out similar works with Govt. departments/PSU's/MNC's as per the requirements and details enclosed.

The details are as summarized below:-

a)	Name of Work:	Annual Maintenance of Feeder Pipe and Sprinkler system installed at Circle Office Building, 21 Camac Street, Circle office, Kolkata – 700016 (W.B.) (From Ground floor to top floor)
b)	Pre-Qualification requirement (PQR) of bidders	<p>Eligibility criteria for the issue of the Tender document are as under: -</p> <p>A) Experience of having successfully completed similar works such as servicing and maintenance of Feeder pipe and sprinkler system during last five years year ended 31.03.2025.</p> <p>B) Documentary proof for the above shall be produced alongwith the offer/ work order copies from respective agencies, failure of which the offer may be disqualified. In case of Experience in Public / Private Ltd. the tenderer shall furnish completion certificate along with the copy of TDS certificate.</p> <p>C) ISO 9001, ISO 14001 , ISO 18001 certified agency is preferable.</p> <p>D) Establishment of registered office/ workshop setup in Kolkata or 50 kms surrounding Camac Street and having registration certificate toll free number and escalation matrix.</p> <p>E) The AMC vendor should not have been blacklisted at present from supplying any PSU/Banks/Govt organizations. Kindly provide undertaking</p> <p>F) Self attested PAN and GST number.</p> <p>G) Details of labour license self attested.</p>

c)	Sale of tender document	The blank tender document can be collected in person from the office of Premises & Estate Section, Circle Office Canara Bank, 21 Camac Street, Kolkata-700016 during working hours from 15.10.2025 till 06.11.2025 (Excluding public holidays) between 10.30 am to 5.00 pm. or can be downloaded from Canara Bank's website https://www.canarabank.bank.in .
d)	Cost of Tender Document	The tender document can be collected against payment Rs. 500/- (Rupees Five Hundred only) (Non refundable) by way of demand draft/Banker's cheque, in favour of "Canara Bank." payable at Kolkata. In case the tender is down-loaded from website, the tender fee of Rs. 500/- in form of demand draft/bankers cheque from any nationalized Bank/scheduled Bank in India drawn in favor of "Canara Bank", payable at Kolkata shall be enclosed with the Technical bid of the tender while submitting their tender by Tenderer.
e)	Earnest Money Deposit along with tender	Rs.10,000/- (Rupees Ten Thousand only) in the form of demand draft in favor of "Canara Bank" payable at Kolkata shall be submitted along with Technical Bid of the tender while submitting the tender. Price bid to be submitted in separate envelope.
f)	Last date of submission of tender	The complete tender in a bigger sealed envelope, containing two small envelopes, in which one envelope containing Technical bid having PQR documents & EMD and Second sealed envelope containing –Financial bid, shall be submitted by 06.11.2025 up to 3:00 hours at the office of The Assistant General Manager, Premises & Estate section, Canara Bank, Circle Office,21 Camac Street ,Kolkata-700016 (W.B.)
h)	Date of opening of Technical Bid & Financial Bid (envelope-1)	The envelope containing PQR documents, EMD & technical bid will be opened on 06.11.2025 at 03.30 P.M at the office of Assistant General Manager, Premises & Estate section, Canara

		Bank, Circle Office,21 Camac Street ,Kolkata-700016 (W.B.).
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Note:

1. The tenders shall be super scribed with “Tender for Annual Maintenance of Feeder Pipe and Sprinkler system installed at, Canara Bank, Circle Office, 21 Camac Street ,Kolkata-700016 (W.B.) located at Kolkata to be submitted in office by 3:00 P.M on 06.11.2025 to be opened on the same day at 03.30 P.M. Any bid submitted after 03.00 P.M. on 06.11.2025 shall not be considered by Canara Bank.
2. The Earnest Money in the form of Demand Draft/Pay Order valid for minimum three months from date of publishing of tender on NSIC website, payable in favour of “Canara Bank, Payable at Kolkata”. The GST No. & copy of PAN card of the firm shall be enclosed with the tender. No Cheque are acceptable. Quotations without EMD will be summarily rejected.
3. The tender shall be completed in all respect and should be signed by the Authorized Signatory of Tenderer on all the pages and duly signed all pages of tender shall be placed with Technical Bid. Also the company stamp shall be placed under the signature of person on each and every page of tender document.
4. All the columns of the tender shall be duly, properly and exhaustively filled in. The rates and units shall not be overwritten. The rates shall always be both in figures and words.
5. While applying for the tender document, the intending tenderers shall furnish proof of, experience certificates, works completed/awarded, valid work contract tax /GST No. / VAT/TIN as applicable. Photocopies of the completion certificates/award letters should be submitted along with the tender. Completion certificate issued by the reputed organization / MNC shall also be accepted. In case of certificates issued by the private party, copies of TDS should also be enclosed.
6. Technical bids without Earnest Money will be summarily rejected. Earnest Money Deposit of the unsuccessful bidders will be returned to them after completion of the tendering process.
7. The Tender should be signed on each page, dated and witnessed in all places provided for in the documents; all other papers should be initialed. The Technical bid & financial bid of the bidders will be opened at 03.30 P.M. on 06.11.2025.

8. The person, signing the tender on behalf of company/firm or on behalf of another person shall attach with tender a certified copy of power of attorney/proper authority on a non-judicial stamp paper of requisite value duly executed in his favour by such person, company/firm and must state specifically that he has authority to sign such tenders for and on behalf of such person or company/firm as the case may be, and in all matters pertaining to the contract.
9. The bidders having valid registered with NSIC, DIC or Udyog Aadhar shall be exempted from the submission of EMD/Tender cost. However, in case the said registered contractor become L-1, he will have to deposit the security deposit after award of the work. The copy of the said certificate shall also be enclosed with the tender document for availing the benefits.
11. The tenderer must confirm their acceptance of the terms and conditions mentioned herein and the enclosed documents. Each page of the original quotation document should be signed and returned back and this will form a part of the contract.
12. Complete tender document available on our website www.canarabank.bank.in, any further corrigendum/addendum to this tender document shall be made available on aforesaid website. It is therefore, requested that the bidders may regularly visit the website for checking any corrigendum/addendum to this document.
13. All the communication with respect to the tender shall be addressed to:
Assistant General Manager, Premises & Estate section,
Canara Bank, Circle Office,
21 Camac Street ,
Kolkata-700016 (W.B.)
14. Special provision for Micro & Small Enterprises:

Micro and Small Enterprises (MSEs) participating in the tender will be given benefit as per Public Procurement Policy, 2012. Further, the MSEs owned by SC/ST entrepreneurs will also be given benefits as per Public Procurement Policy, 2012

The definition of MSEs owned by SC/ST is as given under:

- In case of proprietary MSE. Proprietor shall be SC/ST
- In case of partnership MSE, the SC/ST partners shall be holding at least 51% shares in the unit.
- In case of Private Limited Companies, at least 51% share shall be held by SC/ST promoters.

Signed document to claim benefits shall be enclosed along with offer/ tender document.

INSTRUCTION TO THE TENDERERS

Tender notice for Annual Maintenance of Feeder Pipe and Sprinkler System installed at Canara bank Circle Office Building, 21 Camac Street, Bells House, Kolkata -700016, W.B. with following terms and conditions:-

1. **General Conditions:-**

- 1.1 Tender shall be submitted in official tender form only. If submitted in any other form the same shall be summarily rejected.
- 1.2 The details of installed system are to be inspected by the tenderer.
- 1.3 The service provider shall provide direct service and shall not employ Sub- Contractors.
- 1.3 The bidder/agency or his authorized representative must visit the Canara Bank, Circle office, Kolkata to have the knowledge of the existing fire systems and understand the deliverables. The Agencies can inspect the site and equipments with the Technician 10am to 5 pm on all working days till 05.11.2025. No extra shall be payable for non awareness of the site/equipments conditions and constraints.
- 1.4 Sealed offers are invited for the Annual Maintenance contract of Fire Fighting feeder pipe and sprinkler system as per the tender terms and conditions.
- 1.5 Corrections, if any in the tender must be attested by the tenderer.
- 1.6 Canara Bank reserves the right to reject all or any tender wholly or partly without assigning any reason whatsoever.
- 1.7 Late tenders will not be considered and shall be rejected.
- 1.8 Water & Electricity shall be provided at one point free of cost.
- 1.9 The rates quoted should be on FIRM & FIXED basis.

2. **Earnest Money Deposit (EMD)**

- 2.1 The tender should be accompanied with an earnest money deposit of Rs.10,000/- in the form of account payee demand draft in favour of “Canara Bank”, payable at Kolkata. No Cheques are acceptable.
- 2.2 Tenders received without prescribed earnest money and tender fees shall not be considered.

3. Eligibility conditions

- 3.1 Certificate in support of experience for having undertaken this kind of business along with a list of organizations where the Contractor is currently providing/has provided AMC of Fire Fighting / Fire sprinkler system covered in the tender.
- 3.2 Service providers should furnish PAN, Service provider must have GST Registration & other statutory requirements if any as applicable.
- 3.3 The agency/firm should not have been blacklisted by any Govt. Office. Kindly provide undertaking letter.
- 3.4 Self attested copy of documentary proof as required above must be furnished along with technical bid Part-I and in case the required information and documents with the technical bid are not furnished, the tender shall be rejected.
- 3.5 Price bid to put in separate sealed envelope.
- 3.6 Experience of having successfully completed similar works such as servicing and maintenance of Fire fighting/ Feeder pipe and sprinkler system minimum five years year ended 31.03.2025.
- 3.7 Documentary proof for the above shall be produced alongwith the offer/ work order copies from respective agencies, failure of which the offer may be disqualified. In case of Experience in Public / Private Ltd. the tenderer shall furnish completion certificate along with the copy of TDS certificate.
- 3.8 ISO 9001, ISO 14001 , ISO 18001 certified agency is preferable.
- 3.9 Establishment of registered office/ workshop setup in Kolkata or 50 kms surrounding Camac Street, Kolkata and having registration certificate toll free number and escalation matrix.
- 3.10 Details of labour license self attested.
- 3.11 EMD amount Rs. 10000.00 in the form of demand draft.
- 3.12 Tender document sign and sealed in all pages by bidder.

The Tender is consisting of two parts:

PART I- TECHNICAL BID & PART II- FINANCIAL BID

- 3 The technical bid will open on 06.11.2025 3.00 pm and financial bids will be opened only bidders who will qualify the technical bid. In selecting technically suitable parties, the decision of Canara Bank will be final and binding. The Financial bids of only those tenderers will be considered who will be technically qualified. The opened financial bids of the tender who

are not fulfilling the eligibility criteria of tender document in respect of work experience, requisite papers will not be considered in any case.

4 Bids prepared by the tenderer shall contain all requisite information along with self attested supporting documents as per details in Technical Bid & Financial bid.

7. The envelope must be super scribed “Tender for Annual Maintenance Contract of Fire Fighting/ Feeder pipe and Sprinkler System installed at Canara Bank, Circle Office Building, 21 Camac Street, Bells House, Kolkata – 700016, W.B.

The envelope must be super scribed as:

i. TENDERER’S NAME & SIGNATURE WITH SEAL

8. *Envelope: The said envelope is for technical bid, financial bid, requisite documents & shall be super scribed as “Annual Maintenance Contract of Fire Fighting/ Feeder pipe and Sprinkler System installed at Canara Bank, Circle Office Building, 21 Camac Street, Bells House, Kolkata – 700016, W.B.*

The tender must be placed in a properly sealed envelope addressed to Assistant General Manager, Premises and Estate Section, 21 Camac Street, Bells House, Kolkata – 700016 and the said envelope shall contain two separate sealed envelopes containing Technical, Financial bids and other requisite documents.

7. The tenders (Technical Bid) will be opened at Canara Bank Circle office on 06.11.2025 **at 3.30 pm**. The Tenderer or their authorized representative (One person only) may be present at the time of opening of the tender. Financial bid of successfully qualified bidders will be open later and informed subsequently.

8. **Submission of Tenders:**

The tender must be placed in a properly sealed envelope addressed to Assistant General Manager, Premises and Estate Section, 21 Camac Street, Bells House, Kolkata – 700016 and the said envelope shall contain two separate sealed envelopes containing Technical, Financial bids and other requisite documents and same has to be deposited before

3.00 P.M. on 06.11.2025. The technical bid shall be opened on the same day at **03.30 P.M.** in Canara Bank Circle Office in the presence of such of the tenderers who may wish to be present, either by themselves or through their authorized representatives. The authorized representatives shall be allowed to participate in the process only upon furnishing the proper authorization from the tenderer with proper photo identification.

9. **Performance Security: SECURITY DEPOSIT:**

- 9.1 On selection, the agency shall be required to deposit 10% of the total cost of work for three years as Security deposit after adjusting the EMD and the same will be refunded after successful completion of the three years period of AMC as specified in the work order in the favour of Demand Draft Canara Bank, Payable at Kolkata.

- 9.2 The EMD deposited by the successful tenderer shall be converted into security deposit. The EMD of the rest of bidders will be

- refunded after award of the contract. Security deposit of the above work will be retained by the bank and the same will be refunded after successful completion of the 3 years period of AMC as specified.
10. Nothing extra shall be paid on account of any discrepancy in nomenclature of items. The Tenderer shall seek clarifications if any before submitting the tender.
 11. While submitting the tender, any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender are liable to be rejected.
 12. Any cutting/over writing etc. in the tender must be signed by the person who is signing the tender.
 13. Conditional Tenders would not be accepted, and are liable to be rejected.
 14. The Tenderer agrees that the rates submitted shall remain valid for acceptance for a period of 120 days from the date of opening of tender.
 15. The contract is initially for a period of 12 months from the date of its award and can be extended for further period of one year on mutual consent on the quoted rates, terms and conditions. The period of AMC can be extended for another one year based :
 - a.) On satisfactory performance of the contractor of AMC of previous year.
 - b.) On mutual agreement/contract.
 16. The tenderers must thoroughly inspect the Canara Bank Circle Office Fir Fighting systems and furnish their quotes in —**as is where is** condition.
 17. The financial bids of the participants which are found to meet all the requirements as specified in the Technical Bid will alone be opened on a date which will be communicated at the appropriate time. Only the authorized representative of the firms will be present during the opening of technical and financial bids.
 18. After opening of technical bids, if necessary a technical team may inspect the infrastructure of the firm for verification and further

action.

19. Complete tender document available on our website <https://www.canarabank.bank.in>, any further corrigendum/addendum to this tender document shall be made available on aforesaid website. It is therefore, requested that the bidders may regularly visit the Canara Bank website for checking any corrigendum/addendum to this document.
20. It will be obligatory on the part of the tenderer to sign the tender documents for all the components & parts. After the work is awarded he will have to enter into an agreement on a non-judicial stamp paper of requisite value at his own cost within fourteen days from date of receipt of acceptance order or before the work is undertaken. The Canara bank will follow its own format for agreement comprising of terms and conditions stipulated in tender document.
21. In the event of any dispute the legal matter shall be subjected to the jurisdiction of Kolkata Court only.
22. All the communication with respect to the tender shall be addressed to:

Assistant General Manager,
Premises and Estate Section,
21, Camac Street,
Bells House, Kolkata-700016 (W.B.)
Ph-033-22831501
Email: pecokol@canarabank.com

We hereby confirm our acceptance to the instructions (S.No-1 to 22 above) as given above.

SIGNATURE OF THE CONTRACTOR

GENERAL CONDITIONS OF CONTRACT

1. Bank shall mean ‘Canara Bank, Premises and Estate Section, 21 Camac Street, Bells House, Kolkata-700016, W.B. and shall include their legal representatives, successors and permitted assigns.
2. The bids should be valid in the case of all the tenders for at least 04 months from the date of opening of the tender. In the case of the successful tenderer, rates quoted shall be valid for the entire period of the contract.
3. The contractor or his representative should not remove, disturb, and dislocate the existing equipment and its parts from its positions until and unless it is authorized by the Canara Bank/ Engineer-in – Charge.
4. The entire installation should be intact at any time of inspection as was handed over to him at the time of initial taking over of its maintenance and operation. Care shall also be taken not to damage installation by improper handling.
5. The Contractor shall inspect and examine the Site and its surrounding and shall satisfy himself before submitting his tender as to the nature of the Site, the quantities and nature of works and material necessary for the providing the services.
6. The Contractor shall be deemed to have satisfied himself before tendering as to the Correctness and sufficiency of his tender for the works and of the rates and prices quoted in the Schedule of Quantities, which rates and prices shall except as otherwise provided, cover all his obligations under the contract and all matters and things necessary for the proper completion and maintenance of the Works.

7. **TAKING OVER OF FIRE FIGHTING AND FEEDER PIPE AND SPRINKLER SYSTEM FOR AMC CONTRACT**

- All the equipments of Fire Fighting and Feeder Pipe sprinkler system shall be taken from the Bank on “as and where installed” basis in running condition.
- The contractor shall ensure that all the equipments of Fire Fighting and Feeder pipe and sprinkler system are in proper working conditions at the time of taking over.

- After completion of the contract, contractor shall hand over the system in perfect running condition (complete in all respects as per inventory) to the Canara Bank.

9. Commencement of Work

The Contractor is required to start the work within 7 days from the date of award / date of communication of acceptance of the tender. In case it is found that the work has not been taken up within seven days from the date of acceptance of the tender or issue of the work order, the Canara Bank may cancel the work order and forfeit the Security Deposit, deposited along with tender without any reference to the Contractor.

10. DURATION OF CONTRACT :

The contract would be initially for a period of 03 years from the date of commencement of work. In case the party will not rendered services satisfactorily, the contract will be terminated by bank by given 30 days notice.

11. Renewal of the contract

After expiry of the AMC of 02 years, the agency/contractor may be required to provide AMC services for subsequent year also which can be extended further on satisfactory performance of the previous year of the contract.

12. The rates of AMC shall be inclusive of all taxes, duties octroi, works contract tax, cartage loading, sales tax, turnover tax and any other statutory taxes and service tax complete in all respects, valid for a period of three year from the date of award of contract.
13. The tenderer shall take into account basic price, cost of labour, Travelling, transportation, taxes as applicable, conveyance / cartage etc. before quoting the rates. No extra claim what so ever in this regard shall be entertained. Parties are required to quote there PAN No., TIN No, Goods & Service Tax registration number.
14. The tenderer shall quote the rates in the enclosed “BOQ of the equipments of Fire Fighting and Feeder pipe and sprinkler system in **annexure “A” only**. The AMC is Non – Comprehensive type. Any

material /equipment required for smooth functioning of the system will be provided by Bank.

15. PAYMENT TERMS AND CONDITIONS:

- The payment to the agency will be made on quarterly basis at the end of each quarter against invoice with PAN & GST number, raised by the agency and based on past performance. TDS, Service Tax, WCT and any other tax as applicable as per prevailing rates will be deducted before making the payment. Quarter shall mean three months.
- The maintenance charges quoted by the agency per item is on yearly basis inclusive of all taxes and levies applicable. No escalation of prices shall be permitted on any ground.
- The AMC amount will be released quarterly at the end of each quarter on production of bill and service reports duly signed by the Engineer in charge or any other authorised staff of the Canara Bank, Kolkata.
- This is the sole responsibility of the contractor to submit the service reports of scheduled / breakdown service report at the time of submission of bill.

16. Security Deposit:

Total security deposit shall be 10 % of the accepted tender cost and shall be deposited by the contractor within fourteen (14) days of receipt of the letter of intent/notification of acceptance of the tender by him. The earnest money deposited shall be converted into initial security deposit.

All compensation or other sums of money payable by the contractor under the terms of this Contract or any other Contract or any other account whatsoever may be deducted from the security deposit.

Refund of Security deposit: Security deposit refundable without interest to the Contractor shall be refunded to the Contractor on the Engineer-In-Charge certifying in writing that the AMC period of 36 months has been completed satisfactorily.

Security Deposit will be forfeited in the event of the contract offered in full or in part not being fulfilled by the Tenderer/Contractor.

SSI units registered with the NSIC under its Single Point Registration Scheme will be exempted from submission of Security Deposit. The proof to be provided.

17. Labour:-

- a.) The Contractor shall employ its labour in sufficient numbers to maintain the required rate of progress and of quality to ensure workmanship of the degree specified in the Contract and to the satisfaction of the Engineer-in-Charge. The Contractor shall not employ in connection with the Works any person who has not completed eighteen years of age.
- b.) All the workers or employees deployed by the contractors shall be considered the employees of contractor and corporation shall not have any liability what so ever in nature in regard to such workers/employees.
- c.) The Contractor shall pay to labour employed by him directly wages not less than fair wages as per Minimum Wages Act. Fair Wage' means wages, which shall include wages for weekly day of rest and other allowances whether for time or piece work, after taking into consideration prevailing market rates for similar employment in the neighborhood but shall not be less than the minimum rates of wages fixed under the payment of Minimum Wages Act.
- d.) The Contractor shall in respect of labour employed by him or his sub-contractor comply with or cause to be complied with the Contractor Labour Regulation in regard to all matters provided therein.
- e.) The Contractor shall comply with the provisions of the payment of Wages Act, 1936, Minimum Wages Act, 1948, Employers' Liability Act, 1938. Workmen's Compensation Act, 1923, Industrial Disputes Act, 1947, Maternity Benefit Act, 1970 or any modification thereof or any other law relating thereto and rules made there under from time to time.
- f) The Contractor shall indemnify and keep indemnified the Corporation against:
 - i) Any claim arising out of third party loss/ damage to life or property caused by/ during execution of the work.
 - ii) Any claim arising out of loss/ damage to the workmen engaged by the contractor during execution of the work.
 - iii) Any claim due to non-compliance of applicable PF/ Labour laws, ESI regulations etc.

18. Income Tax/WCT/VAT

Income tax including surcharge if any, at the prevailing rate shall be deducted from the Contractor's bills as per the provision of Income Tax Act. The Contractor shall ascertain from the concerned

commercial tax department regarding the applicability of Works Contract Tax / VAT/TIN. Necessary deductions will be made from the contractor's bill as applicable.

19. REVIEW OF CONTRACT:

The performance of the firm shall be reviewed in every quarter and if the performance is not found satisfactorily, the contract will be terminated by giving on 30 days notice.

20. Tool and Plants:

The required tools and plants for carrying out the work shall have to be arranged by the Contractor at his cost and no tools will be arranged by Canara Bank. The Contractor shall keep all required tools at site.

21. All the liabilities regarding EPF or ESI of the labours/workmen engaged at the work, wherever applicable as per the prevailing Central or State government norms, shall be borne by the contractor. Corporation shall not be responsible for any liability/claims whatsoever in this regard. Further as and when demanded by the Corporation, the contractor shall submit the proof of deductions/ deposits of such liabilities of their labors/workmen engaged in the work to the Corporation. In case of default, the Corporation may deduct the payments against these liabilities from the bills of the contractor or may stop the payment of the bill till such time until the compliance is proved by the contractor.

22. **MOBILISATION ADVANCE:** No mobilization advance whatsoever shall be paid for carrying out this work.

23. **ARBITRATION AND LAWS** In the event of any dispute, the same shall be referred to the sole arbitration of Chairman-Cum-Managing Director, New Delhi of the Corporation or such officer he may appoint to be the arbitrator. There would be no objection that the Arbitrator is an employee of the Corporation or that he had to deal with the matter to which this tender relates is that in the course of his duties as an employee of the Corporation, he has expressed his views or all or any of the matters in dispute or differences. The award of the officer so appointed by him shall be final and binding on the tenderers. The venue of Arbitration is at Kolkata only. The award of

- the arbitrator shall be final, conclusive and binding on all parties to this contract. The cost of arbitration shall be borne by the parties to the dispute, as may be decided by the arbitrator(s).
24. The contractor shall comply all the norms in respect of deployment of Manpower, safety measures as per the approval given by Govt. of West Bengal, Office of the Director General, West Bengal Fire & Emergency Services, Kolkata to Canara Bank in their fire approval of the building.
25. Indemnity Clause- Your firm/ bidder/ agency shall indemnify the Bank against all actions, suits, claims and demands brought or made against it in respect of anything done or committed to be done by your firm in execution of or in connection with the work of this contract and against any loss or damage to the Bank in consequence to any action or suit being brought against your firm for anything done or committed to be done in the execution of this contract. Your firm will abide by the job, safety measures prevalent in India and will free the Bank from all demands or responsibilities arising from accidents or loss of life, the cause of which is your firm's negligence. Your firm will pay all indemnities arising from such incidents, without any extra cost to bank and will not hold the Bank responsible or obligated. The Bank may at its discretion and entirely at the cost of the contractor/vendor defend such suit, either jointly with your firm or singularly in case the later chooses not to defend the case.
26. Force Majeure- In the event of either party being rendered unable to perform by force majeure any obligations required to be performed under the AMC, the relative obligation of the party affected by such force majeure shall upon notice to the other party be suspended for the period during which such cause lasts. Upon the occurrence of such cause and up to its termination, the party Internal 12 stating that it has been rendered unable shall notify the other party in writing within 72 hours of such beginning and ending thereof giving full particulars and satisfactory evidence in support of its claim. Time for performance of the relative obligations suspended by the force majeure shall then stand extended by the period for which such cause lasts. During this period, the obligation of the parties shall remain suspended and the Contractor shall not be entitled to payment for that period. However, the Owner shall pay all amounts relating the commitments (including letters of credit) made by the Contractor on behalf of the Owner for executing this AMC prior to commencement of the force majeure situation. If the force majeure situation is expected to continue for more that 30 days, any of the parties may after informing the other party in writing of this intention to terminate the AMC by giving at least seven days prior notice.
27. The price bid as the L1 bidder shall be decided on the basis of lowest price quoted in the price bid subject to evaluation criteria totaling for all the three years ie: A+B+C excluding GST.

SIGNATURE OF THE CONTRACTOR

(Undertaking from Tenderer)

To,

The Assistant General Manager
Premises & Estate Section
Canara Bank Circle Office
21 Camac Street,
Kolkata-700016

Sir,

Name of work :	Annual Maintenance of the equipments of Fire Fighting and feeder pipe and sprinkler system installed at Premises and Estate Section, Canara Bank Circle office, 21 Camac Street, Kolkata -700016 (W.B).
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Dear Sir,

HAVING EXAMINED AND PERUSED THE FOLLOWING DOCUMENTS

Notice Inviting Tender Instruction
to the Tenderer General
Conditions of Contract

Format & Requirement for submitting Technical Bid

Format & Requirement for submitting Financial Bid Technical
Specifications of items for which tender issued

I/Wedo hereby submit tender for “Annual Maintenance of the equipments of Premises and Estate Section, Canara Bank Circle office, 21 Camac Street, Kolkata -700016 (W.B) as per the quoted rate and in all respects in accordance with the conditions applicable.

I/We enclose herewith a Bank Draft for Rs. 10,000/- as Earnest money. I am aware that the Earnest Money will not bear any interest.

If this tender is accepted, I/We agree to abide by and fulfill all the terms and provisions in the tender documents and agree to enter into an agreement with all the conditions that may be stipulated by the Canara bank or in default there of pay to the Canara Bank the sum of money mentioned in the said condition without prejudice to any other right of the Canara Bank.

I/We hereby distinctly and expressly declare and acknowledge that before the submission of this tender, I/We have carefully followed the instructions and I/We have understood the existing system of supply in the NSIC, including the scope and nature of duties expected from the Tenderer.

I/We distinctly agree that I/We would hereafter make no claim or demand upon the Canara Bank based upon or arising out of any alleged misunderstanding or misconceptions or mistake on my/our part of the said contract, agreements, stipulations, restrictions and conditions.

Any notice required to be served on me/us shall be sufficiently served on me/us by post (registered or ordinary) or courier or left at my/our address furnished herein.

I/We fully understand the terms and condition of the contract to be entered into between me/us and the Corporation and the written agreement shall be foundation of the rights of both the parties and the contract shall not be deemed to be completed until an agreement has been signed by me/us and the NSIC.

Date this.....day
of..... 2025

Name of the Tenderer/s:

Seal:

Authorized Signatory:

With complete address, phone/fax numbers

DECLARATION

(To be given by Tenderer at the time of submission of complete tender)

Name of work: “Annual Maintenance of the equipments of Fire Fighting and Fire Alarm system installed at Canara Bank Circle office, Bells house, 21 Camac Street, Kolkata -700016 (W.B).

I/We have read the Tender documents and related matters carefully and diligently and that I/We have submitted the tender after having studied, understood and accepted the full implications of the agreement.

The requirements of the tender agreement as stated above will be fulfilled by me/us to the satisfaction of the Bank.

Tenderer:

Seal:

(Authorized Signatory):

(To be submitted along with the tender document)

Enclosures: (Details shall be given for the documents attached)

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

Scope of Work under AMC cover area from Ground Floor to Top floor, pump room, Ground floor to sixth floor work station area of Canara Bank Circle Office Building, Kolkata

S.N	Job Description	Frequency	Responsibility	Payment
1	Inspection visit & Maintenance of equipment: Checking/Testing/Cleaning/Oiling/Greasing of all components related to fire safety equipment, including Hydrant Delivery Valve, Hose Reel with drum, Gate valve, Fire Pump and response indicators (R.I), sprinkler system, etc.	Once in a month	AMC Agency	Under AMC value. The material like oil, grease for minor maintenance will not be provided by Bank.
2	Consumable items of fire and electrical equipment are to be replaced as and when required.	As and when required	AMC Agency	The consumable items will be provided by the Bank.
3	Cleaning and painting: Basic cleaning and polishing of every gun-metal make vital outlet, i.e., adaptor Hydrant Valve, Branch pipe, FCB, Extinguishers etc. and cleaning of sprinkler by blower.	To be checked regularly & to be done as per requirement	AMC Agency	Under AMC value
4	Maintenance of Fire Fighting System etc.: Overall responsibility of maintenance of Fire Fighting System, Fire pumps including periodic overhauling, oiling, and greasing, preventing maintenance of sprinkler system leakage, attending to sprinklers as and when necessary. Detection and attending to leakages if any within the system. Fire Fighting System attendance (Electrical Parts). Regular checks and drills as per safety norms.	Regularly	AMC Agency	Under AMC value
5	Emergency visit and Period/Frequency: Emergency within 3 hours after call on any working day/ Non Working day for major fault breakdown of fire Pump or Fire Alarm Panel.	As required	AMC Agency	Under AMC value
6	Submission of report: After end of every routine or on emergency maintenance as required. A status service report to be submitted	Monthly or also in case of requirement	AMC Agency	Under AMC value

	report to be submitted every month or on attending breakdown call giving the details of job done for smooth functioning of the system.	and asked for by Bank		
7	Renewal of Fire NOC: Liaisoning with WBF&ES for getting Fire NOC, when it falls due for renewal	Yearly	AMC Agency	Under AMC value. However, any statutory fees required will be paid by bank directly to concerned department.
8	Initial Safety Inspection visit after receiving work order	Initially	AMC Agency	Under AMC value
9	Checking/testing/repairing/: Repairing of water pipe line related to the Fire Fighting System	To be checked regularly and done as and when required.	AMC Agency	All repair charges covered under AMC value. The cost of the consumable items will be provided by Bank.
10	Mock Fire Drill & Training Program to be conducted with prior notice to NSIC.	Twice in a year.	AMC Agency	Under AMC value
11	A Log book / register shall be maintained at site for keeping records of the system healthiness, fire mock drill and other relevant information on entire period of Annual Maintenance Contract and monthly report to be submitted to Bank	Monthly	AMC Agency	Under AMC value
12	Periodic Inspection/Fire Audit as Per West Bengal Fire & Emergency Services (WBF&ES) norm.	Half-Yearly	AMC Agency	Under AMC value
13	From minor defects to complete break-down of the systems, Vendor to always inform Bank with a complete report of the same along with list of items required for repairing the system along with Estimated cost, immediately.	As and when required	AMC Agency	Under AMC value
14.	Water Tank Cleaning	Once in a year	AMC agency	Under AMC value.
15.	Motors: Running starter Insulation resistance	Once in a year.	AMC agency	Under AMC value.

16.	Piping: Flushing Pressure	Once in a year Fortnightly.	AMC agency	Under value.	AMC
17.	Sprinklers system as a whole: Discharge Test.	Once in a year	AMC agency	Under value.	AMC

Note: The contractor is strictly advised to follow the said chart of preventive maintenance during AMC period and submit the service reports of the same along with bill. In case of absence of these service report no payment will be made for that quarter.

(Scope of work continued)

- a) The operation & maintenance/ upkeep of present installed Firefighting systems of Canara bank Circle Office Building, Canara Street Kolkata on quarterly basis during contract period. The following works will have to be carry out
- b) Arrangement of cleaning materials, tool etc. at site shall be done by contractor.
- c) Operation & maintenance/ upkeep of installations, External/ Internal Electrical Installations (fire system related) of following: ♣ Fire Hydrant system. ♣ Fire Fighting system. ♣ Fire Automation Panel ♣ Smoke Detection ♣ Fire Panel Room ♣ Sprinkler System
- d) Operation & Maintenance of various E & M Installations (Fire related) to ensure their serviceability and satisfactory working.
- e) The minimum material which are utilized for the quarterly operation shall be arranged by the contractor/agency. Minimum Material: ♣ Lubricants ♣ Sets of Screw Drivers and relevant accessories.
- f) Attending to complaints / fault / breakdowns / carrying out necessary rectification / repair works within 3 hours of call.
- g) Dismantling of old / defective mounting / accessories and storage of the same in the store, and installation of new ones, if required.
- h) Procure all the necessary permissions and approvals from the concern Internal authority as per the rules and regulations. The necessary charges (Only fire office charges) for taking the new NOC/Renewal/Certificate/approval on timely basis will be borne by the vendor
- i) The Maintenance of associated pipe lines, Valves, wiring etc. is the part of the rate quoted by the party for AMC. Nothing extra will be payable on this account. However, any material, items required for rectification of the same will be provided by Bank.

Check Lists to be done:

Cleaning, Greasing, Oiling, Brasso of all Hydrant Points, Servicing of all Motors & Pumps, Polishing and Colouring of gun metals parts like branch pipe, hose coupling and hydrant outlet, Check of all delivery hose pipe on discharge basis, Greasing of pump shaft, diesel engine etc, Cleaning of fuel tank and fuel line of diesel pump. Check fan belt & Gravity of battery of diesel pump.

1. The penalty amount per complaint will be as follow:

- i) Not visiting the site within 24 Hrs. of lodging the complaint for any fault @ Rs 500/- per day.
- ii) The repairing / replacement of minor things viz. replacement of indicator, sprinkler, Hose reel, Hydrant Delivery Valve, Hose Reel with drum, Gate valve if not done within 72 Hrs (after the issue of material by Canara bank) @ Rs. 1000/- per day.
- iii) Any damage to the building or the any part of the equipment which might result during the operation shall be repaired by the contractor.
- iv) Any damage resulting to the system on account of the negligence or mal-operation shall be made good by the contractor. Nothing extra will be paid for such work.
- v) At the time of acceptance of the tender, the contractor shall furnish the details of staff members along with contact details to the corporation who will look after maintenance of system.

2. The contractor or his representative should not remove, disturb, and dislocate the existing equipment and its parts from its positions until and unless it is authorized by the Engineer-in – Charge. The entire installation should be intact at any time of inspection as was handed over to him at the time of initial taking over of its maintenance and operation. Care shall also be taken not to damage installation by improper handling.

3. Proper reports of preventive and breakdown maintenance of Fire Fighting & Feeder Pipe and sprinkler system shall be prepared and shall be signed by Engineer – in – charge of Bank.

4. The Service Provider is responsible for the payment of Minimum Wages (under Central Act) to the personnel deployed by it as prescribed by the Govt of India. The Service Provider is also responsible for compliance of the provisions of all the statutes applicable in its case.

5. **Cancellation of Contract**

In cases of poor workmanship and non-compliance of tender/agreement or services provided by the contractor are not found to be satisfactory, the contract shall be terminated by the department by giving 30 days notice even before the expiry of contract period and shall be forfeited the security deposit without assigning any reason what so ever.

PRICE BID

(To be submit in separate sealed envelope)

Price Bid for the Annual Maintenance of Fire Fighting & Feeder system and Sprinkler system at Canara Bank Circle Office Kolkata, 21 Camac Street, Kolkata -700019 from ground floor to top floor.

S.No	Description	Unit	Qty.	Rate (Rs.)/ year	Amount (Rs.)/ year
1.	Annual Maintenance Contract of the “Firefighting system and feeder pipe & sprinkler system installed at Canara Bank, Circle Office Building, 21 Camac Street, Bells House, Kolkata. The spares required for maintenance of the systems (including replacement for the defective parts) shall be provided by the Bank. However, no labour charges for replacement/ rectification are payable and are deemed to be included in the scope of work of				
A)	AMC Rate for 1 st year	Lot	1		
B)	AMC Rate for 2 nd Year	Lot	1		
C)	AMC Rate for 3 rd Year	Lot	1		
Total Amount (Rs.) (A+B+C)					
Total Amount (Rs.) excluding GST					

Total Amount in words: -.....

*GST will be paid extra as applicable

Date:

**Signature of the Contractor
With seal and address**