


केनरा बैंक Canara Bank   
भारत सरकार का उपक्रम A Government of India Undertaking

 सिंडिकेट Syndicate

## TENDER DOCUMENT

FOR

LOW SIDE WORK FOR AIRCONDITIONING OF VARIOUS BRANCHES COMING  
UNDER CANARA BANK CIRCLE OFFICE MUMBAI

Issued by

CANARA BANK

GENERAL ADMINISTRATION SECTION  
CIRCLE OFFICE,  
2<sup>nd</sup> Floor, B Wing, C-14 G-Block,  
BKC, MUMBAI - 400 051

GENERAL ADMINISTRATION SECTION,  
CIRCLE OFFICE,  
2<sup>nd</sup> Floor, B Wing, C-14, G-Block, BKC, MUMBAI - 400 051

**NOTICE INVITING TENDER**

Sealed tenders are invited from air conditioning contractors empaneled in the bank for the works mentioned below -

1. Name of the Work : **Low side works for Airconditioning of various branches.**
2. EMD Amount : Nil
3. Time of Completion : 7 days from the 3<sup>rd</sup> Day of issuance of the work order by the Bank/Handover of the premises.
4. Contents of the Tender : (A) Notice Inviting Tender  
(B) General Rules & Instructions to Tenderers  
(C) Form of agreement  
(D) Bill of Quantities  
(E) Layout Plan
5. Date of Issue of Tender : **29.10.2025**
6. Pre bid meeting at site : 10.11.2025 at 3:30 PM at Circle Office Mumbai
7. Date of Submission : Sealed Envelopes to be submitted on or before **19.11.2025 upto 2.00 PM**
8. Date of Opening : Tenders will be opened on 3.00 pm on 19.11.2025

TENDER DOCUMENT ISSUED TO: \_\_\_\_\_



## (I) GENERAL RULES AND INSTRUCTIONS TO TENDERERS

1. Sealed Tenders are invited from competent contractors (hereinafter also referred as TENDERER/ CONTRACTOR) who have been already empanelled by the Bank (hereinafter referred as the Employer and also as Bank), for -

**Low side works for Airconditioning of various branch premises under Canara Bank Circle Office Mumbai.**

Scope of work involved shall be as per clause No.2 of the General Conditions of the Contract.

The tender concept is "**SINGLE ENVELOPE CONCEPT**".

2. Tender documents consisting of specifications, schedule of quantities of the various items of work to be done and the set of terms and conditions of contract can be collected personally from office of the *Assistant General Manager, General Administration Section, Canara Bank Circle Office, C-14, G- Block, BKC, Mumbai-400051* between the dates mentioned in the Notice Inviting Tender (NIT).
3. Cost of Tender would be as detailed in the Notice Inviting Tender (NIT).
4. **EARNEST MONEY DEPOSIT (EMD):** The tender shall be accompanied by earnest money as per details in Notice Inviting Tender (NIT). No interest will be paid on the EMD. Tenders without Earnest Money shall be liable for rejection. Bidders having valid MSME Udyam Registration Certificate is exempted from EMD.
5. The tender documents are not eligible to be transferred. The tenderer shall not mutilate or alter or over write or misuse in any manner and shall submit the same duly filled & signed in prescribed format only. However for tenderers reference a photocopy can be retained. The successful tenderer will be issued with a copy of the tender document at the time of signing of the agreement.
6. The duly filled & signed tenders in sealed packet super-scribing "**Low side works for Airconditioning of alternate branch premises of Badlapur (East) branch**" are to be submitted to the office of Assistant General Manager ( General Administration section, Circle Office at 2<sup>nd</sup> floor, at the address mentioned in point 3. The date of opening of sealed tenders shall be as detailed in the Notice Inviting Tender (NIT) in the presence of the office staff and contractors/ representatives of contractors who are present at the time of opening of tender.
7. The tenderer shall check the tender documents and if any page/pages is/are missing or duplicate or indistinct, the same shall be brought to the notice of employer and rectified before submission of the tender.
8. The total time allowed for carrying out of the work shall not exceed the period specified in the NIT counted from the day of Acceptance Letter and/ or written orders to commence the work by the Bank.



9. The contractors should quote *in figures as well as in words* the rate, and amount tendered by them without any conditions. The amount for each item should be worked out and the requisite totals given. The rates quoted shall be all inclusive rates for the item of work described, including materials, labour, tools & plant, carriage & transport, supervision, overheads & profits, mobilizing and other charges whatsoever including any anticipated or un-anticipated difficulties, inclusive of all taxes and duties, etc complete for proper execution of the work as per drawings and specifications and no claim whatsoever for any extra payment shall be entertained. The quoted rates should be readable without any over-writing.
10. The language for tender shall be **ENGLISH** and the total amount tendered should be written in the same language only.
11. The security deposit shall be collected and repayable as detailed in clause No.12 of the General Conditions of the Contract.
12. The successful tenderer to whom the contract is awarded will have to deposit as initial security deposit a further sum to make up 2% of the value of accepted tender including the Earnest Money as detailed in clause No. 12 of the General Conditions of the Contract. The EMD of the contractor, whose tender is accepted, shall be forfeited in full in case he does not remit the Initial Security Deposit within the stipulated period or start the work by the stipulated date mentioned in the work order. - NOT APPLICABLE.
13. The acceptance of a tender will rest with the employer which does not bind itself to accept the lowest tender, and reserves to itself the authority to reject any or all of the tenders received without assigning any reason. All tenders in which any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected. **THE EMPLOYER RESERVES THE RIGHT TO ACCEPT THE TENDER IN FULL OR IN PART AND THE TENDERER SHALL HAVE NO CLAIM FOR REVISION OF RATES/ OTHER CONDITIONS IF HIS TENDER IS ACCEPTED IN PART.**
14. Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable for rejection.
15. All rates shall be quoted on the proper form of the tender alone. Quoted rates and units different from prescribed in the tender schedule will be liable for rejection.
16. Special care should be taken to write the rates in figures as well as in words. While quoting the rate in schedule of quantities, the word `only' should be written closely following the amount and it should not be written in the next line. However, if any discrepancy is found,
  - i) The rates which correspond with the amount worked out by the tenderer shall unless otherwise proved be taken as correct.(OR)
  - ii) If the amount of an item is not worked out by the tenderer or it does not correspond with the rates written either in figures or in words then the rate quoted by the tenderer in words shall be taken as correct.



(OR)

- iii) Where the rates quoted by the tenderer in figures and in words tally but the amount is not worked out correctly, the rates quoted by the tenderer will unless otherwise proved be taken as correct and not the amount.
17. Tender is called, as item rate and the tender containing percentage below/ above will be summarily rejected. However, where a tenderer voluntarily offers a rebate for payment within a stipulated period, this may be considered.
18. **APPLICABLE GOODS AND SERVICE TAX SHALL BE PAID EXTRA AS PER THE PREVAILNG NORMS. CONTRACTOR SHOULD PRODUCE GST REGISTRATION NUMBER. THE OFFERS WITHOUT GST NUMBER WILL BE SUMMARILY REJECTED.**
19. The contractor shall give a list of his relatives, if any, working with the Employer along with their designations and addresses.
20. No employee of the employer is allowed to work as a contractor for a period of two years of his/her retirement from the employer services, without the previous permission of the employer. This contract is liable to be canceled if either the contractor or any of his employees is found at any time to be such a person who had not obtained the permission of the employer as aforesaid before submission of the tender or engagement in the contractor's service.
21. The tender for the works shall remain open for acceptance for a period of 90 days from the date of opening of tenders. If any tenderer withdraws his tender before the said period or makes any modifications in the terms and conditions of the tender which are not acceptable to the Employer, then the Employer shall, without prejudice to any other right or remedy, be at liberty to forfeit full value of the earnest money as aforesaid. (Also please refer special conditions regarding validity of optional items).
22. The tender for the work shall not be witnessed by a contractor or contractors who himself / themselves has / have tendered or who may and had/have tendered for the same work. Failure to observe this condition would render tenders of the contractors tendering as well as witnessing the tender liable to summary rejection.
23. It will be obligatory on the part of the tenderer to tender and sign the tendered documents for all the component parts and that, after the work is awarded, he / they will have to enter into an agreement (as enclosed) for each component with the competent authority of the Employer.
24. Further the tenderer shall agree that until a formal agreement on stamp paper is prepared and signed, this tender shall constitute a binding contract between the tenderer and the Employer.
25. The tenderer, apart from being a competent contractor must associate himself with agencies of appropriate class who are eligible to tender for other related works connected directly or indirectly with the contract and employed by the employer.



26. Tenderers are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their tenders as to the nature of the site and dimensions, the means of access to the site, and obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their tender.
27. Tenderer shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed. Submission of a tender by a tenderer implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done and local conditions and other factors bearing on the execution of the work.
28. On acceptance of the tender, the name of the accredited representative(s) of the contractor who would be responsible for taking instructions from the Employer shall be communicated to the Employer.
29. Method of Evaluation of tender: All the competitive tenders will be received on the specified date and time. On the same day or on specified date & time in event of any compelling circumstances, the tenders will be opened in the presence of the available tenderer. *Any clarifications, discrepancies, omissions, ambiguities in the tender document or any doubt as to their meaning should be reported during the pre-bid meeting.*
30. In case of other un-successful tenderers, the EMD shall be returned. No interest is payable on EMD.
31. No person of the bank or the contractors, vendors and third parties shall violate the social media policy of the Bank.
32. The following acts on the part of personnel of the bank or contractors, Vendors and third parties shall be construed as violation of social media policy.
- Non- adherence to the standards/guidelines in relation to social Media policy issued by the Bank from time to time.
  - 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.
33. The successful tenderer/contractor, on acceptance of his tender by the Accepting Authority, shall, within 7 days from the date of acceptance, sign on a stamp paper, the contract consisting of -
- (a) Standard form of Agreement on stamp paper.
  - (b) Notice inviting tender, all documents including tender drawings, if any, forming the tender as issued at the time of invitation of tender and tender acceptance with any other correspondence leading thereto.
  - (c) Price Bid / Schedule Bill of Quantities.



For & on behalf of the Employer

Signature of the Contractor/Tenderer  
with Name, Constitution  
Seal Signature of the Authorized/  
Accepting Authority



## METHOD OF AWARD OF WORKS :

The schedule of quantities given is for one branch / office. Bank proposes to carry out the works in all branches / offices under Mumbai Circle Office (approximate total branches 18 Nos.).

The offer will be given to L-2 & L-3 vendor to match the L-1 rates. No offer will be given to other vendors.

### CASE- I :

If L-2 & L-3 (all two) matches the rates of L-1 vendor, the order will be distributed as per Table -I below :

L-1 vendor	50% of total Branches wherein work to be carried out.
L-2 vendor	30% of total Branches who matches the L-1 tendered rate
L-3 vendor	20% of total Branches who matches the L-1 tendered rates

### CASE - II :

Out of L-2 & L-3 any one vendors accepts the L-1 rates. The order will be distributed as under :

L-1 vendor	60% of total Branches wherein work to be carried out.
L-2 vendor	40% of total Branches who matches the L-1 tendered rate

### CASE - IIII :

Out of L-2 & L-3 no vendor accepts the L-1 rates. The order will be distributed as under :

L-1 vendor	100% of total Branches wherein work to be carried out.
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Total branches mentioned wherein work is to be executed is tentative and may vary. Bank decision in this regard will be final and shall be binding on the vendors / contractors.



## (IV) FORM OF AGREEMENT

This agreement made this \_\_\_\_\_ day of the month of \_\_\_\_\_ in the year 2025 BETWEEN, Canara Bank a body corporate constituted under the Banking Companies (Acquisition and Transfer of undertakings Act, 1970, having its Head Office, at 112 J.C. Road, Bangalore - 560002 amongst others a Circle Office at Mumbai represented by its duly constituted attorney (hereinafter referred to as the Employer/ Bank) on the ONE PART; and Shri \_\_\_\_\_ S/D/o \_\_\_\_\_ resident of \_\_\_\_\_ the sole proprietor of M/s \_\_\_\_\_ having office at the following address \_\_\_\_\_ and (hereinafter called the Tenderer which term shall also be called the Supplier or the Contractor) on the other part

WHEREAS THE Employer/ Bank is desirous that certain works be carried out (viz. , as detailed in the schedule) and has been accepted by the Employer on the terms and conditions as set out therein.

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) General Rules and Instructions for the guidance of Tenderers.
  - c) The Tender, Letter of Acceptance, Letters from & to the tenderer, if any, leading to and prior to acceptance letter.
  - d) General Conditions of contract and clauses of contract along with Annexures thereto.
  - e) Technical Specifications, Special Conditions/ Instructions, tender drawings if any, etc.
  - f) Schedule of quantities including Prices and tendered amount known as Price-Bid.
3. In consideration of the payments to be made by the Employer to the tenderer, the tenderer hereby covenants and agrees with the Employer to construct, complete 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 tenderer, \_\_\_\_\_  
\_\_\_\_\_ to the Employer  
\_\_\_\_\_ in the presence of:

Signature of the Contractor/Tenderer  
(with seal)

Signature of Authorised representative  
of the Employer / Accepting Authority.

Witness (Signature, Name & Address):

1)

2)



<b>SCHEDULE FOR LOW SIDE AC WORKS (FOR 1 BRANCH)</b>					
<b>ITEM NO.</b>	<b>DESCRIPTION OF WORK</b>	<b>UNIT</b>	<b>QTY</b>	<b>RATE</b>	<b>AMOUNT</b>
<b>A)</b>	<b>LOW SIDE WORK :</b>				
1	Installation, Testing, Commissioning of <b>1.00 TR Split</b> Airconditioners	No	3.00		
2	Installation, Testing, Commissioning of <b>1.50 TR -split</b> Airconditioners at site	No	3.00		
3	Installation, Testing, Commissioning of single phase - <b>2.0 TR -split Airconditioners</b> at site	No	2.00		
4	Installation, Testing, Commissioning of <b>2.00/3.00 TR - cassette</b> Air conditioners	No	2.00		
5	MS-STAND -Providing and fixing of lockable caging for outdoor unit grouted on wall or on roof with open able shutter made of 10 X 10 mm MS square bars placed vertically @ 5" c/c welded with 40 X 3 mm MS flat all- round. The frame shall be of angle 35mm*35mm and it shall be fixed to wall or roof with proper MS bracket to tackle the weight of outdoor unit. Item includes all necessary hardware, priming coat, synthetic enamel paint, hanger, clamps other accessories etc. All complete as per approval and instructions of the employer. Size shall be adequate for AC outdoor size & sufficient space around the outdoor suitable for servicing purpose for Outdoor unit. Complete including 5 lever 2 nos. Godrej Padlocks as directed by Architect/Banks Engineer.(for 1.00 TR / 2.00 TR / 1.5 TR Split AC)	No	8.00		
6	Providing and fixing of M.S. Iron Cage to outdoor unit of Airconditioners (1.0/1.50/2.0TR Split AC) with lock and key arrangement (including lock and key)	No.	8.00		
7	Providing and fixing of stand with M.S. Iron Cage to outdoor unit of Airconditioners (2.0/3.0 TR cassette AC) with lock and key arrangement	No	2.00		



8	<p>Refrigerant piping for Split AC Units:- 19/22g hard/soft copper refrigerant piping with complete fittings, elbow, bends, supporting arrangement (Make- Nissan, Merchant) MET tube, Totaline tube, pre pressure tested tube. (Standard length of 3 m supplied with Split AC units shall be deducted from the measurements)</p> <p>Insulation - Providing Nitrile rubber insulation 9 mm thick class "O" closed cell fire retardant super Lan, Armaflex make. Rate to include insulation cost. (Rate to include chisling, wall opening cut-outs, core cutting and redoing the same with cement mortar as directed by Architect/Banks Engineer)</p>	Rmt	90.00		
9	<p>Drain piping - Condensate PVC hard drain pipe (25/32 mm diameter; 6 mm thick nitrile insulation) along with fitting, bends, elbows, tees, hanger, supports, anchors Make- Finolex, Precision</p>	Rmt	90.00		
10	<p>Electrical Cable –Providing &amp; laying electrical control cable with all necessary support, as required. (Standard length of 3 m supplied with split unit not to be considered) Make – Polycab, Finolex</p>	Rmt	125.00		
11	<p>Providing and fixing of AC timer for 1.0 TR split AC in ATM</p>	No	1.00		
12	<p>Chiselling of wall for concealing drain piping and making good with cement plaster.</p>	Rmt	45.00		
	<p><b>TOTAL OF LOW SIDE WORKS (A) (EXCLUDING GST)</b></p>				



**B. COST OF COMPREHENSIVE AMC OF THE ABOVE AIR CONDITIONERS AFTER WARRANTY PERIOD OF 12 MONTHS FROM DATE OF COMMISSIONING OF AC UNITS:**

**The rate quoted shall include the following major scope of work under CAMC:**

- Repair & Replacement of all mechanical and electrical components including compressor, motors and copper coils.
- Tapping up or charging of refrigerant gas as required.
- Servicing of all machines once in 3 months.
- Changing of worn out components as required.
- Replacement of air filters as and when required.
- Attending to all break down calls within 24 hrs and rectification of defect promptly.
- Necessary materials, labour, transportation of people and material, tools, tackles, scaffoldings etc. as per the site conditions.
- Payment of CAMC will be made half yearly at the end of service period.

<b>B)</b>	<b>COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT (CAMC) AFTER WARRANTY PERIOD OF ONE YEAR :</b>	<b>UNIT</b>	<b>QTY</b>	<b>RATE</b>	<b>AMOUNT</b>
<b>(I)</b>	<b>IST YEAR</b>				
	1.00 TR SPLIT AC	NOS	3.00		
	2.00 TR SPLIT AC	NOS	3.00		
	1.50 TR SPLIT AC	NOS	2.00		
	2.0 TR CASSETT AC	NOS	1.00		
	3.0 TR CASSETT AC	NOS	1.00		
<b>(II)</b>	<b>IIND YEAR</b>				
	1.00 TR SPLIT AC	NOS	3.00		
	2.00 TR SPLIT AC	NOS	3.00		
	1.50 TR SPLIT AC	NOS	2.00		
	2.0 TR CASSETT AC	NOS	1.00		
	3.0 TR CASSETT AC	NOS	1.00		
<b>(III)</b>	<b>IIIRD YEAR</b>				
	1.00 TR SPLIT AC	NOS	3.00		
	2.00 TR SPLIT AC	NOS	3.00		
	1.50 TR SPLIT AC	NOS	2.00		
	2.0 TR CASSETT AC	NOS	1.00		
	3.0 TR CASSETT AC	NOS	1.00		



<b>(IV)</b>	<b>IVTH YEAR</b>				
	1.00 TR SPLIT AC	NOS	3.00		
	2.00 TR SPLIT AC	NOS	3.00		
	1.50 TR SPLIT AC	NOS	2.00		
	2.0 TR CASSETT AC	NOS	1.00		
	3.0 TR CASSETT AC	NOS	1.00		
	<b>TOTAL OF 4 YEAR CAMC (IST YEAR + IIND YEAR + IIIrd YEAR + IVth YEAR) (B)</b>				
	<b>TOTAL OF (A) + (B)</b>				
	# Please quote the rate for CAMC charges as well as low side works excluding of GST. GST on CAMC charges will be paid extra as applicable				
	Amount in words :				
	<b><u>TERMS AND CONDITIONS :</u></b>				
	1) The AC will be procured and supplied by bank through vendor by calling competitive quote from GeM portal separately.				
	2) L-1 vendor will be arrived taking into consideration of low side works (A) + CAMC charges (B)				
	3) During the CAMC period, vendor need to do one visit per quarter as a preventive maintenance and do servicing of AC.				
	This is apart from any breakdown call.				
	4) The vendor need to attend the service call within 24 hours of loding the complaint by the branch				
	5) The vendor needs to do agreement for CAMC with the branch as per the bank agreement.				
	6) The CAMC payment will be made by the branch on half yearly basis after completion of service.				
	7) If it is observed that attending breakdown calls / service by the vendor is poor. Branch reserves the right				
	to terminate the service and shall not award any work in future and depanel the vendor from the list of canara Bank				



	panel.				
<b>LIST OF BRANCHES (TENTATIVE)</b>					
1	Vidyavihar				
2	Brahmand				
3	Kharghar Sector 35				
4	Kalamboli				
5	Jogeshwari west 2				
6	RAH 2 Thane				
7	Prabhadevi				
8	Malad East				
9	Dahisar station road				
10	Dahisar East				
11	Kopar Khairane				
12	Balkum				
13	Sewree				
14	AR Street				
15	Pali (Thane)				
16	Borivali West II				
17	Kopri Colony				
18	Sunder Nagar Malad				

**SUMMARY OF NET PRICE:**

SL NO	DETAILS	AMOUNT (Rs.)
1.	TOTAL COST OF LOW SIDE WORKS (TOTAL OF A)	
2.	TOTAL COST OF CAMC (TOTAL OF B)	
	<b>GRAND TOTAL IN Rs. ( A+B) (GST Excluding)</b>	

**SIGNATURE OF CONTRACTOR WITH SEAL**



