

NOTICE OF INVITATION TO TENDER FOR FURNISHING WORKS

Sealed Tender are invited from FURNISHING Contractors empaneled with Canara Bank, Circle Office, Agra for the FURNISHING Works to be carried out at our PALSON BRANCH, REGIONAL OFFICE MATHURA as per the details below:

1.	Time for Completion	:	30 days from the date of the work order.
2.	Submission of tenders	:	Nature of the document: SINGLE BID CONCEPT. This Tender document comprises of the following: a. Notice Inviting Tenders b. General Rules and Conditions c. List of Makes d. BOQ of the Works Duly filled documents in their prescribed form should be placed in one sealed envelope. The Name of Work & Tenderer must be written on the envelopes in a legible manner.
3.	Date of Issue	:	17.10.2025
4.	Last Date & Time of Submission	:	29.10.2025 up to 03:00 P.M. To, The Divisional Manager, General Administration Section, Canara Bank, Circle Office, Agra.
5.	Date & Time of Opening	:	Will be opened on 29.10.2025 up to 03:30 P.M. or any subsequent date as intimated by the bank.
6.	Participants	:	Only Vendor/Contractor empanelled with Canara Bank, CO Agra to whom this tender document is issued.

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 reasons whatsoever.

Internal

Signature of the Contractor (with Seal)

GENERAL RULES, INSTRUCTIONS AND CONDITIONS

1. Sealed OFFERS are invited for the work of:

“FURNISHING WORKS FOR CANARA BANK, PALSON BRANCH, REGIONAL OFFICE MATHURA

2. Offer shall be on prescribed form only, can be obtained from the above office from Senior Manager, General Administration Section as detailed in Notice Inviting offer and are not eligible to be transferred.
3. The offers are called from Banks panel contractors and it is a part of the condition that **the terms and conditions detailed in the IBA’s construction works manual will be applicable and binding on the contractor.** It is open for the entire contractor to refer the manual, which is available at our section.
4. The works are to be carried out under the supervision of Bank’s Technical Officer. The works shall be carried out strictly according to the specification as specified in the tender and working drawings. Any ambiguity in the specifications / drawings shall be brought to the notice of the Bank & the decision of the Bank in such matters will be final & the same is binding on the contractor.
5. **Time period:** The total time allowed for carrying out of the work shall not exceed the period specified in the Notice Inviting Tenders i.e. **30 days.**
6. The offerers should quote in figures as well as in words the rate, and amount tendered by them. The rates quoted shall be all inclusive rates for the item of work described, including materials, labour, tools, carriage & transport, lift charges, supervision, overheads & profits, mobilizing and other charges whatsoever including any anticipated or un-anticipated difficulties, any formality with the building society etc. complete for proper execution of the work as per specifications and no claim whatsoever for any extra payment shall be maintainable.
7. Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the offerers who resort to canvassing will be liable for rejection.
8. Offerer shall quote the rates which shall be inclusive of all the incurred cost for materials and services or installation at the site as per the work contract and the Employer will not entertain any claim whatsoever in respect of the same, and nothing extra shall be paid/reimbursed for the same subsequently.
9. Goods and Service Tax as applicable will be paid as per the applicable government norms at the time of realization of bills. Offerers must quote the rates / total amount exclusive of GST and GST amount shall be mentioned (with %age) separately on the last page of the financial bid.
10. The Bank reserves the right to call for bills or orders placed to the Dealers/ Companies/ Distributors for procurement of material by the Offerer.

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11. The Employer does not bind itself to accept the lowest or any tender and reserves to itself the right of accepting the whole or any part of the offer and offerer shall be bound to perform the same at the rate quoted.
12. **The rate shall hold good for any upward or down ward variation in quantities and no claim on this account will be admissible.**
13. Offerers are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their offers 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 offer.
14. The Offerer shall note that the work is to be carried out in a running branch premises and hence, contractor should use extra manpower for utilizing the available time. The necessary permission to carry out the works with statutory authorities in night times is within the scope of the contractor and bank will not pay any additional charges.
15. **Payment Terms:** No Advance Payment will be Granted.
16. The final bill for the works shall be submitted within one month form the date of completion of works, failing which the Bank reserves its right to treat the bill for the last interim payment itself as the final bill for the work and the contractor has no right to claim any amount against the work.
17. **RETENTION MONEY:** An amount equal to 5 % of the value of the work executed shall be withheld as security deposit with the bank and the same shall be released without any interest after the defect liability period, subject to clause below.
18. **DEFECT LIABILITY PERIOD:** The DLP is **12 months** form the date of completion of works as certified by the Engineer-in-charge. The works shall be guaranteed for a period of one year from the date of completion of work. Any defect arising during this period due to bad workmanship, quality of materials and others shall be rectified at no extra cost of bank, failing which the bank shall have liberty to engage other agency and recover the cost from the contractor.
19. The contractors shall make his own arrangement for the storage of the materials, without causing inconvenience to the normal working of the office and the security of the material stored shall be at the sole responsibility of the contractors/agency.
20. The contractors can make use of the available facilities at site like, electricity; water etc, with the prior approval of the Bank.
21. Any damage caused to the equipment, furniture, fixtures, decor of the office etc shall be rectified by the contractor at their own cost or the cost of the damages, as decided by the Bank, will be recovered from the contractor.
22. **Contractor shall note that no additional work is to be carried out without the written order from the Bank.**

23. All makes/brands of materials to be used in the works shall be as per the list of approved makes enclosed to the tender offer. Any make of material not listed shall be got approved by bank before us in works. Bank reserves the right to insist on the makes of materials given in the list and the decision of the bank in choosing the make shall be final and binding on the contractor.

24. **LIQUIDATED DAMAGES:** Time is the essence of the contract. If the contractor fails to maintain the required progress in terms of the contract or to complete the work and clear the site on or before the contract or approved extended date of completion, he shall, without prejudice to any other right or remedy of the Employer on account of such breach, pay as agreed compensation the amount calculated at 1 percent per week or such smaller amount as may be fixed by the bank on the contract value of the work for every week of delay or part thereof.

The Employer shall have the right to adjust, / set-off their claim, if any against any sum payable to the contractor under this or any other contract with the Bank anywhere in India/outside India.

25. **Arbitration:** In the event of any disputes, the parties have agreed to settle the same amicably between them, failing which the same will be referred to an independent Arbitrator as may be mutually agreed between the bank and contractor as per the Indian Arbitration Act.

26. **Note:** Any discount offered in percentage by the contractors should be clearly mentioned in figures and as well as word. The offerer should arrive at the discounted amount and the same should be deducted from the quoted rate and Grand total should be arrived at. Any tenderer not adhering this condition, will be liable for rejection.

I/We have read the offer document, its terms & conditions including clauses contained in IBA's construction works manual, aware of the scope of work, site conditions, specifications and quoted accordingly.

Place :

Date :

Internal

Signature of the Contractor (with Seal)

LIST OF MAKES

Note: Makes in the Price schedule super cedes this List. All makes shall be IS marked wherever applicable.

CANARA BANK

CIRCLE OFFICE, SECTOR-12-A/CC-1, AWAS VIKAS, SIKANDRA, AGRA.

APPROVED LIST OF MATERIALS FOR FURNISHING WORK OF BEHAT BRANCH .

APPROVED LIST OF MAKES FOR FURNISHING WORKS

(To be attached with every tender and signed by the contractor)

All Materials Shall confirm to relevant standards and ISI marked

1	Prelaminated board (Interior Grade)	Novopan / Bhutan
2	Ply (MR Grade)	Archidply (Classic) / Duro (Tower) / Green (Ecotech)
3	Laminates	Formica / New Mika / Green Lam /Archidlam
4	Block Board (MR Grade)	Archidply (Classic) / Duro (Tower) / Green (Ecotech)
5	MDF Board	Action / Century
6	Local Wood	Chir / holac
7	Adhesives	Fevicol Marine / Jeevan Jod Lamino
8	Locks	Godrej
9	Hardwares	Godrej / Ozone / Hettich / Hafele
10	Corian	Dupont / Tristone / Hyundai
11	Door Closers	Godrej
12	Nails Screws	Klimas / Hilti
13	Anti termite Chemical	Pedilite / Durs Ban TC
14	Glass	Modi / Saint Gobin / Asahi
15	Teak Wood	CP Teak
16	Paints	JK Paints / Asian paints / Berger paints
17	Vertical Blinds	Vista / Mac
18	Polish	Melamine
19	Beading	C.P.Teak Wood / Cedar
20	Wood preservatives	Bison by British paints / Termiseal by PCI
21	False Ceiling	Armstrong and Gyp board (Saint gobain)
22	Night latch	Godrej
23	Aluminium door frames	Jindal / Hindalco
24	Aluminium Cladding (ACP)	Euro Bond / Alto bond / Alu bond
25	keyboard drawer	EBCO / Godrej / Hettich
26	telescopic CPU stand	EBCO
27	Cable organiser (Wire Manager)	EBCO
28	Vitrified tiles	Motto / Kajaria / NITCO
29	Perforated chairs	Godrej / Durian

Signature & seal of the contractor

Internal

Signature of the Contractor (with Seal)