



**TENDER DOCUMENT
FOR
NON-COMPREHENSIVE ANNUAL
MAINTENANCE CONTRACT OF FIRE
HYDRANT SYSTEM INSTALLED AT
CANARA BANK CIRCLE OFFICE
BUILDING AT PLOT NO C-14, G-BLOCK,
BANDRA KURLA COMPLEX, BANDRA
(EAST) MUMBAI**

RFP NO: COMUM/GA/759/2025-26/VK dated 06.12.2025

Issued by

CANARA BANK

**GENERAL ADMINISTRATION SECTION
2nd Floor, B Wing, C-14 G-Block,
BKC, MUMBAI – 400 051**

Schedule of Events

S N	Event Name	Remarks
1	Name of RFP	NON Comprehensive AMC of Fire Hydrant Systems installed at Canara Bank Circle Office Mumbai, C-14, G Block, Bandra East Mumbai – 400 051
2	Date of Issue of RFP	06.12.2025
3	Cost of RFP – non refundable	NIL
4	EMD	Rs. 10,000/- in the form of DD/cheque to be payable at Canara Bank Mumbai payable at Mumbai.
5	Date of pre-bid meeting	10.12.2025; 15:00 HRS
6	Last date of submission of bids	26.12.2025: 15:30 HRS
7	Address for submission of bids	Drop Box kept at 2 ND Floor, GA Section, Canara Bank Circle Office Mumbai, C-14, G Block, Bandra East Mumbai – 400 051
8	Date of Opening of Technical bid	26.12.2025: 15:30 HRS
9	Venue for presentation, pre-bid meeting & opening of bids	Canara Bank Circle Office Mumbai, C-14, G Block, Bandra East Mumbai – 400 051
10	All correspondence related to this RFP should be sent to following email IDs	premisescomcity@canarabank.com ; securitycellcomum@canarabank.com



Canara Bank Mumbai Circle Office invites Sealed Quotations for NON Comprehensive Annual Maintenance Contract CAMC of Fire Hydrant Systems installed at under mentioned locations:

1. Canara Bank Circle Office Mumbai, C-14, G Block, Bandra East Mumbai – 400 051

Please submit your quotations in Two (2) sealed envelopes as under:

Envelope-I Should be super scribed as "Document cost, Profile of the Bidder & Supporting Documents", and should contain Profile of the Bidder as per Annexure-I, DD, Annexure-III & IV and other supporting documents

Envelope-II Should be super scribed as "Quotation for NON Comprehensive CAMC of Fire Hydrant System" and should contain the Quotation i.e. Commercials as per Annexure-II.

Please Do NOT quote through e-mail.

1. Tender Details:

- Last date for receipt of tenders: 26.12.2025 : 15:00 HRS.
- Address for Communications : Canara Bank Circle Office Mumbai, C-14, G-Block, Bandra East Mumbai
- Contact No. : **Internal** 022-26728409
- Tender Fee/Document cost : NIL

2. Scope of work

- NON Comprehensive AMC for Servicing and Maintenance of Fire Hydrant System with details mentioned below:
- Fire Hydrant Systems are installed in Two different buildings/ locations with different addresses mentioned as under:

SNo	Dry System Details	Office Premises, Canara bank	STATUS	Total Quantity
1	Total Dry hydrant points	A wing Central, B-Wing courtyard	OK	46 Nos
2	Total Rubber Hose points	A wing Central, B-Wing courtyard	OK	78 Nos
3	Fire Brigade point	Courtyard	OK	4 Nos
4	Hydrant Electrical Motor	Pump room	OK	2 Nos
5	Hydrant Diesel Motor	Pump room	OK	2 Nos
6	Jockey Electrical pumps	Basement, A wing central , B Wing	OK	2 Nos
7	Booster Electrical pumps	Terrace, A wing central, B wing	OK	3 Nos

Internal

3 Other Details to be filled by Vendor: (Vendor's Profile)

- a. Name of the Firm and Proprietor:
- b. Manufacturer or Authorized dealer:
- c. Date of Establishment of the firm and Registration:
- d. Income Tax PAN No :
- e. GST Registration No :
- f. Official Address :

Tel Nos/Mobile / Fax No: E-mail:

- g. Factory Address :

Tel Nos/Mobile / Fax No:

E-mail:

Internal

- h. Empanelment details with other organization.
(Govt/PSU/Banks/Private sector organizations)(Minimum two Empanelment's for the last 2 years).

- i. Name of the organization Date of Empanelment

ii)

iii)

iv)

- j. In case not a Manufacturer, certificates of authorized supplier to be Enclosed.

- k. Name and address of the Banker/s.

- l. Any additional information as deemed necessary by vendor.

Note

- **Copy of all supporting documents duly signed and stamped to be enclosed**
- **All pages of the tender shall carry the seal and signature of the firms authorized signatory at the right hand bottom corner.**

4 Servicing & Maintenance

The firm/vendor shall be responsible for servicing and maintenance for the period of one year. In case the vendor fails to execute the order in time, the Bank may cancel the contract and award the same to any other vendor, without notice.

Terms for NON Comprehensive AMC work (TO BE DONE BY VENDOR):

- Serviceability of Pumps and Motors. Greasing and oiling as may be required to be done by the vendor only.
- All valves to be checked for its serviceability. Greasing and oiling to be done. Valves in all floor landings to be check.
- Rubber hoses to be treated with French chalk, drums to be oiled.
- Canvas hoses to be checked / Internal inspected manually for wear and tear.
- All hinges of hose boxes /duct door to be oiled for free movement.
- Practical testing by operating the pump, check hydrant pressure at ground. Close ground hydrant and check pressure on top floor.
- Check jockey / booster pumps if any for serviceability.
- Once in a while check the system through alternate power supply / diesel pump.
- In case of emergency, Vendor should visit and attend the complaint at site within 4 hours. For operating issues, Vendor should visit and fix the issue within 2 days.
- Once in quarter servicing and checking needs to be done as a part of preventive maintenance and site visit report needs to be submitted to Bank at the time of servicing. This is apart from any breakdown call during the maintenance period. Copies of service reports need to be submitted at the time of Invoice submission for payment processing.

Penalty: In case of not attending/clearing the complaint, penalty of Rs.200/- per day will be levied.

FORM-B TO BE OBTAINED TWICE IN A YEAR (JANUARY-JUNE & JULY-DECEMBER) FROM CONCERNED GOVT. AUTHORITIES.

5 **Warranty**

Vendor should ensure that the components supplied (as may be required /approved by the Bank) are new and should carry the required warranty. The equipment/gadget MUST conform to relevant BIS/IS Standards.

6 **Modality**

The interested service provider may visit the site before Responding /submitting the tender. The visit details be co-ordinated with Admin Deptt, Canara Bank Circle Office Mumbai, C-14, G Block, Bandra East Mumbai – 400 051

Inspection be completed during the period 09.12.2025-24.12.2025 between 11.00 AM to 5.00 PM after taking permission.

7 **General Conditions**

a. Expenses incurred by the applicant in applying, attending, discussions/ meetings etc. shall not be reimbursed/paid by the Bank.

b. If information and details furnished by applicants are incomplete or found to be false at any time in future or any information withheld, which comes to the notice of the Bank at the later date, the contract of such vendor is liable to be cancelled immediately.

c. The contract shall be initially for a period of **TWO YEARS**. It can be renewed further for another 1 year as per the CAMC rates mentioned in the tender after ensuring satisfactory completion of services rendered during CAMC period and submission of visit report.

8 **Payment Terms**

Non comprehensive AMC Charges will be paid Quarterly, after completion of quarter.

9 **Commercials:**

As per attached commercial format.

10 **Details of spares (I.S.I. Mark)**

Particulars: (i.e. Canvas Hose, Rubber Hose, Drum, Couplings, NRV, and other items of Hydrant system gaskets, Water Pumps etc.) as per Attached commercial Format.

The rates mentioned in commercials must include all charges except GST which will be extra on submission of invoice.

- The NON Comprehensive AMC will remain valid for TWO YEARS initially. It may be extended for another 1 year as per the NON Comprehensive AMC tender rates after ensuring satisfactory services during NON Comprehensive AMC period.
- L1 will be decided strictly on TCO.

PRE-QUALIFICATION ELIGIBILITY/ TECHNICAL BID

Prior to submission of tenders, it is mandatory for contractors to visit the location of said work preferably within weeks' time from issuance of tender document and to become well acquainted with the nature, scope, extent, location, working condition etc. of the work. They will inspect the site, study the drawing details specifications and obtain all required clarifications from the department. Submission of bids without site visit shall not be acceptable.

SNo	Minimum eligibility criteria	Documents required
1.	Name of the Company/Firm/Applicant and address of the registered office:- Phone No:- Fax No:- E-mail:- Mobile No:- Website, if any:-	Firm registration certificate/Shop act licence/Udyam registration certificate/ partnership deed/ experience certificate
2.	Date and year of establishment (enclose documentary evidence) Trade License, Registration Certificate Copy	Relevant Certificate/ document shall be submitted
3.	The firm should have Experienced and qualified staff who are expertize in similar work and office located at Mumbai/Navi Mumbai .	Staff structure along with supporting documents are to be submitted
4.	List of Govt./ Quasi-Govt. Deptt. And other organizations of repute with whom the company is empaneled/ working	Satisfactory Completion certificate certified by Engineers/ officer in-charges shall be submitted
5.	Atleast three work of Rs. 2.5 Lakh in last three years OR Atleast two work of Rs. 4 Lakh in last three years OR Atleast one work of Rs. 5 Lakh in last three year of Fire Hydrant & Sprinkler System The works should have been completed between 01.04.2022-31.03.2025	Certificate by an authorized officer/ Chief Project Manager or equivalent of the organization for whom the works has been done. In case of private project, project architect/ engineer will have to certify the execution of work. Annex the copy of the work order. Additionally, committee may, at its own discretion visit the site/s.
6.	Company should have minimum Five Year Experience List of similar work completed in Banks/Government offices/institutions etc in last 5 years with details enclosing completion certificate from the clients the clients along with the names of two responsible clients/ persons with address & telephone number	Satisfactory Completion certificate certified by Engineers/ officer in-charges shall be submitted
7.	List of similar works in hand with details enclosing the copies of work orders from the clients.	
8.	Copies of the Audited Balance Sheet for the last three (3) Years along with the Profit & Loss Account.	Audited balance sheet of relevant period shall be submitted
9.	Valid Income Tax/ Pan Card, GST Registration for the State of Maharashtra	
10.	List of disputes/ litigations entered into, if any, with its details.	
11.	Whether the firm have valid license from Maharashtra Fire Service, if yes, enclose certificate	Relevant Certificate/ document shall be submitted

Internal

Check List of Documents to be enclosed:

1. *(Attach your Fire Hydrant system authorized servicing permit issued by the Govt. of Maharashtra, or Fire authority of Mumbai Municipal Corporation or NMMC, Navi Mumbai with the quotations)
2. PAN No Details
3. GST Details
4. Proof of empanelment
5. Certificates of authorized supplier (If not manufacturer)

The sealed quotations should reach at Canara Bank Circle Office Mumbai, C-14, G Block, Bandra East Mumbai – 400 051, not later than 26.12.2025: 15:00 HRS hours.

Thanking You,

ASSISTANT GENERAL MANAGER

Internal

Internal
Annexure-I
Bidder's Profile

Date:

To,
Canara Bank Circle Office
Mumbai, C-14, G Block,
Bandra East Mumbai –
400 051

Dear Sir/Madam,

Reg: RFP for NON Comprehensive CAMC of Fire Hydrant
Systems.

Ref: RFP No: COMUM/GA/759/2025-26/VK dated 06.12.2025

In reference to above, we are submitting the profile for servicing and
maintenance of Fire Hydrant Systems installed at under mentioned locations:

Vendor's Profile:

- a. Name of the Firm and Proprietor / CEO :
- b. Manufacturer or Authorized dealer :
- c. Date of Establishment of the firm and Registration :
- d. Income Tax PAN No :
- e. GST Registration No :
- f. Official Address :
Tel Nos/Mobile / Fax No:
E-mail:
- g. Factory Address :
Tel Nos/Mobile / Fax No:
E-mail:
- h. Empanelment details with other organization.
(Govt/PSU/Banks)(Minimum two)

Name of the organization

Date of Empanelment

i)

ii)

i. In case, not a Manufacturer, certificates of authorized supplier to be enclosed.

a. Name and address of the Banker/s.

b. Any additional information as deemed necessary by vendor.

c. Note

- Copy of all supporting documents duly signed and stamped to be enclosed
- All pages of the tender shall carry the seal and signature of the firms authorized signatory at the right hand bottom corner.

I, hereby undertake that I abide by all the terms & conditions as mentioned in RFP Document RFP: COMUM/GA/759/2025-26/VK dated 06.12.2025

Signature of Vendor/Authorised Signatory (Duly Stamped)

Date:-

List of Documents enclosed:

1. Fire Hydrant system authorized servicing permit issued by the Govt. of Maharashtra, or Fire authority of Mumbai Municipal Corporation or NMMC, Navi Mumbai with the quotations)
2. PAN No Copy
3. GST Registration Copy
4. Proof of empanelment
5. Certificates of authorized supplier (If not manufacturer)

Internal
ANNEXURE-II

MANUFACTURER AUTHORISATION FORM (MAF)

To,

Canara Bank Circle Office
Mumbai, C-14, G Block,
Bandra East Mumbai -
400 051

Dear Sir/Madam,

Tender No. RFP NO: COMUM/GA/759/2025-26/VK dated 06.12.2025

We _____ who are established and reputed manufactures of _____ having our Office at _____ and _____ do hereby authorize M/s _____ (Name and address of Dealer/Franchisee) to offer their quotation, negotiate and conclude the contract with you against the above tender. We hereby extend our full guarantee and warranty in respect of the product as per terms and conditions of the tender and the contract for the software and services offered against this tender by the above firm.

Yours faithfully,
(Name)
for and on behalf of
M/s _____
(Name of the Manufacturing company)

Internal

Note: This letter of authority should be on the letterhead of the Manufacturing Company and should be signed by a competent person representing the Manufacturing Company

Internal

Annexure-III
COMMERCIAL OFFER FOR NON-COMPREHENSIVE AMC OF FIRE
HYDRANT SYSTEM (FINANCIAL BID)

Date:

To,
Canara Bank Circle Office
Mumbai, C-14, G Block,
Bandra East Mumbai –
400 051

Dear Sir,

Reg: Quotation for **NON Comprehensive AMC of Fire Hydrant Systems.**

Ref: COMUM/GA/759/2025-26/VK dated 06.12.2025

In reference to above, we are herewith submitting the Commercials for servicing and maintenance of Fire Hydrant Systems installed at under mentioned locations:

NON-Comprehensive AMC Charges:

S N	Details	Amount excluding GST
	Internal	
1	Total NON Comprehensive AMC Charges per annum for 1 st Year	
2.	Total NON Comprehensive AMC Charges per annum for 2 nd Year	
3.	Total NON Comprehensive AMC Charges per annum for 3 rd Year	
4.	Inspection of entire premise and submission of form B certificate in the month of January & July.	
	TOTAL	

VISIT CHARGES PER VISIT AS PER REQUIREMENT:
Rs. _____

Note:

- a) The bidder should replace the parts (BIS/ISI standard) at NO extra cost to the Bank.
- b) The GST will be paid extra on actual basis on submission of invoice.
- c) Checking, cleaning and servicing will be done once in Two Months / On requirement.

SIGN & SEAL OF BIDDER

Internal

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