



TENDER DOCUMENT

FOR

**HIGH SIDE WORK FOR AIRCONDITIONING OF NEW BRANCH PREMISES
OF KALAMBOLI BRANCH, NAVI MUMBAI**

Issued by

CANARA BANK

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

GENERAL ADMINISTRATION SECTION,
CIRCLE OFFICE,
2nd 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 : High side works for Airconditioning of alternate branch premises of KALAMBOLI branch.
2. EMD Amount : Nil
3. Time of Completion : 5 days from the 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
5. Date of Issue of Tender : 17.01.2026
6. Pre bid meeting at site : No
7. Date of Submission : Sealed Envelopes to be submitted on or before 23.01.2026 upto 3.00 PM
8. Date of Opening : Tenders will be opened on 3.30 pm on 23.01.2026

TENDER DOCUMENT ISSUED TO: _____

Signature of the Contractor/Tenderer (with Seal)



(B) 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 -

**High side works for Airconditioning of new branch premises of KALAMBOLI,
NAVI 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 "**High side works for Airconditioning of alternate branch premises of KALAMBOLI, NAVI MUMBAI branch**" are to be submitted to the office of Assistant General Manager (General Administration section, Circle Office at 2nd 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,

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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 PREVAILING NORMS. CONTRACTOR SHOULD PRODUCE GST REGISTRATION NUMBER. THE OFFERS WITHOUT GST NUMBER WILL BE SUMMARILY REJECTED.**



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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.*



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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

Signature of the Contractor/Tenderer (with Seal)



(C) FORM OF AGREEMENT

This agreement made this _____ day of the month of _____ in the year 2023 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.

Signature of the Contractor/Tenderer (with Seal)



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)

Signature of the Contractor/Tenderer (with Seal)



**(D)BOQ FOR HIGH SIDE WORKS AT KALAMBOLI BRANCH,NAVI
MUMBAI**

No.	Model	Unit	Qty	Rate in Rs.	Amount in Rs.
A	Indoor Units with Outdoor units and remotes				
1	4 Way Cassette 3 STAR				
a	1.5 TR	No.	3		
b	2 TR	No.	2		
	Total -				
	GST charges will be paid extra as applicable				

1. APPROVED MAKES - BLUESTAR/ VOLTAS/CARRIER/HITACHI/ LG OR EQUIVALENT
2. ACs shall be supplied within 7 days from the date of work order.
3. Vendor shall coordinate with other vendors onsite.
4. AC shall have 1 year warranty
5. Compressor shall have minimum 5 year warranty
6. PCB shall have minimum 01 year warranty

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