



**REGIONAL STAFF TRAINING COLLEGE,  
PLOT NO 80, SECTOR 18,  
GURGRAM-122015.**

**TENDER DOCUMENT  
FOR  
SECURITY SERVICES  
AT  
CANARA BANK RSTC, GURGRAM**

**IMPORTANT**

To be submitted in a sealed covers along with EMD and APPLICATION FEE  
super scribing the name of work and name and address of the tenderer.

**TENDER REFERENCE NO: TENDER/RSTC/03/2019**

**DATE OF TENDER ISSUE: 02.07.2019**

**THIS TENDER CONSISTS OF TWO BIDS:**

**PART I: TECHNICAL BID**

**PART II: PRICE BID**

**TENDER DOCUMENT**

**INDEX**

<b>S.No.</b>	<b>Contents</b>	<b>Page</b>
1.	Notice Inviting Tender	3-6
2.	Annexure 1 : Scope of Work & Eligibility Criteria	7-12
3.	Annexure 2 : General rules & Instructions to Tenderers	13-19
4.	Annexure 3 : General Conditions of Contract	20-33
5.	Annexure 4: Details of the building and facilities provided by the bank to the Security contractor	34-35
7.	Annexure 5 : Contract Agreement Format	36-37
8.	Annexure 6 : Indemnity Bond	38
9.	Annexure 7 : Bank Guarantee format for Initial Security Deposit	39-40
11.	Application : Technical Bid	41-45
12.	Checklist for Enclosures	46
13.	Tender Offer	47-48
14.	Certificate of Conformity	49
15.	Self Declaration	50
16.	Price - Bid	51-52

## **NOTICE INVITING TENDER (NIT)**

Canara Bank invites sealed tender for the work mentioned below:

### **1). Name of the work:**

To carry out Security services at for Security Services at Canara Bank  
Regional Staff Training College (RSTC), Plot No 80, Sector - 18, Gurugram - 122 015

### **2). Application fees (Non-refundable):**

**Rs.1000/- an non - refundable fees** by way of Demand Draft drawn in favour of "Canara Bank.RSTC payable at Gurugram obtained from any scheduled Bank (in a separate sealed cover), super-scribing 'Application fee for selection of Contractor for carrying out Security services at Canara Bank Regional Staff Training College (RSTC)' and the same should be submitted along with Technical Bid. The application cost will not be refunded at any circumstances. However, those who have exemption certificate from NSIC/Similar Government authorities as per provision of MSME Act will be exempted from submission of Application fee subject to the submission of valid document/certificate to that effect.

### **2). Earnest Money Deposit (EMD) Amount:**

Rs.1,00,000/- by way of Demand Draft drawn in favour of "Canara Bank Regional Staff Training College (RSTC)", payable at Gurugram obtained from any scheduled Bank (in a separate sealed cover), super-scribing 'EMD for selection of Contractor for carrying out Security services at Canara Bank Regional Staff Training College (RSTC) and the same should be submitted along with Technical Bid. However, those who have exemption certificate from NSIC/Similar Government authorities as per provision of MSME Act will be exempted from submission of EMD subject to the submission of valid document/certificate to that effect.

### **3). Initial Security Deposit (ISD) Amount:**

The successful bidder should submit a Security Deposit for 10% value of the contract within fifteen days from the date of acceptance of the tender for due performance of the Contract. The Security Deposit shall be by way of Performance Bank Guarantee/DD issued by a Scheduled Bank in India other than Canara Bank. The Performance Bank Guarantee should be valid for 36 months from the date of commencement of contract. The guarantee should also contain a claim period of three months from the last date of validity. The Performance bank guarantee will be returned to the bidder within 15 days after completion of Contract period subject to satisfactory performance and on the contractor rendering a No Demand and No Due Certificate, and after adjusting any sums due to Canara Bank from the contractor. The Bank shall invoke the Performance Bank guarantee before the expiry of validity, if the successful bidder breaches the contract or fails to complete his obligations under the contract. The bank shall notify the bidder in

writing before invoking the bank guarantee. The proceeds of the Performance Bank guarantee shall be payable to the Bank.

3). **Time for Commencement of work:** Immediately after awarding of contract by the Bank.

4). **Proposal Format and Submission Procedure:**

Two Bid System shall be strictly followed. Technical Bid and Price Bid have to be submitted separately. Joint bids will not be accepted by the Bank.

Each Tenderer has to necessarily fulfill the eligibility criteria stipulated and the terms of two bid system should be strictly adhered to. The Tenderer will have to go through two stages of process viz.

Stage - 1: Technical Assessment based on eligibility criteria and documents submitted.

Stage - 2: Opening of Price Bid.

Tenderers should first qualify in Stage 1 to become eligible for consideration for Stage 2.

SI No	Item Description	Reference
1	Scope of Works and eligibility Criteria	Annexure 1
2	General rules and instructions to Tenderer	Annexure 2
3	General Conditions of Contract	Annexure 3
4	Details of the building Facilities Provided by the Bank to the Security Contractor	Annexure 4
5	Contract Agreement Format	Annexure 5
6	Indemnity Bond Format	Annexure 6
7	Bank Guarantee format for Initial Security Deposit (ISD)	Annexure 7

After ensuring the above, the Tenderers need to submit their bids as described under 'Envelope-A and Envelope-B' as detailed below:

SI No	BID DOCUMENTS
<b>A.</b>	<b>Technical Bid - ENVELOPE - A</b>
1	Application
2	Check List for Enclosures
3	Tender offer
4	Certificate of Conformity
5	Self Declaration
7	EMD of Rs.1,00,000/- ( Rupees One lakh Only) in the form of a Demand Draft or Banker's Cheque in favour of Canara Bank, RSTC Gurugram

8	It will also contain unfilled format of the price bid duly signed and stamped by the Contractor. Anything filled prices in this format, will make bid liable to rejection of the tender
---	---

<b>B.</b>	<b>Price Bid - ENVELOPE - B</b>
1	Price Bid

<b>C.</b>	<b>Application Fee - ENVELOPE - C</b>
1	Application fee DD

Sealed envelope containing Technical Bid, Price Bid and Application fee in separate envelopes should be super scribed "Technical Bid for providing Security Services at Canara Bank, RSTC Gurugram annex/ Price Bid for providing Security Services at Canara Bank, RSTC Gurugram and Application fee. All three envelopes should be kept in one envelope super scribed on top "Tender for selection of tenderer for providing Security Services at Canara Bank, Canara Bank Regional Staff Training College (RSTC)" addressed to the Bank clearly indicating Tenderer address and contact details -

#### DETAILS OF THE TENDER:

PARTICULARS	DETAILS
Date of Issue of Tender	02.07.2019
Application fees (Non-refundable)	Rs.1,000/-
Earnest Money deposit	Rs.1,00,000/-
Initial Security Deposit	As per Clause 29 & 30 of General rules and instructions to Tenderer
Period/Validity of Contract	3 years from the date of agreement
Date of Pre bid meeting	15.07.2019 at 3.00 PM
Last date and time for submission of the tender	22.07.2019 upto 3.00 PM
Date and time of Opening of the Tender - Technical bids	22.07.2019 at 3.30 PM ( In case bid opening day happens to be holiday, the bid will be opened on the next working day of the Bank)

#### TENDER DOCUMENT

Date of opening of Price Bid	Date and time will be informed to the Qualified Tenderer. The communication will be sent through letter or e-mail.
Contact No.	<b>0124-2341589,90</b>

**Note:**

Tender documents should be submitted (drop into tender Box) over to **Regional Staff Training College, Plot No 80, Sector 18, Gurugram-122015** before stipulated time on the due date. Any tender submitted after stipulated date and time will not be accepted.

Bid will be opened in the presence of Tenderers or its authorized representatives who choose to attend. In case bid opening day happens to be holiday, the bid will be opened on the next working day of the Bank.

DD for EMD should be enclosed with the Technical Bid only. Technical Bids without the relevant documents and DD shall be rejected.

A copy of the tender document could also be downloaded from [www.canarabank.com](http://www.canarabank.com) & **CPPP Website: <http://eprocure.gov.in>**

-----SD-----  
**DIVISIONAL MANAGER**

**Place: Gurugram**

**Date: 02.07.2019**

## ANNEXURE 1

### SCOPE OF WORK

1. The PSA agrees to provide 09 security guards at the rates agreed upon.
2. PSA would post Three guards for 24 hours at our premises at RSTC Gurgaon
3. Shift will be of 08 hours.
4. There will be no enhancement in rates/ charges during the above period. No other charges shall be payable to the PSA, expect the agreed amount.
5. The PSA shall ensure that the guards shall be deployed at the above premises as per the duty schedule given by the manager/officer in charge.
6. The PSA shall ensure that the guards shall wear prescribed neat and clean uniform of the PSA with proper Photo Identity Card, name tab, baton, whistle etc. The guard shall not take any alcohol or intoxicants and smoke during the duty hours and ensure that they are courteous, polite and prompt.
7. The PSA shall ensure that the guard shall be conversant with the use of Fire extinguishers and shall take necessary action in-case of activation of Fire Alarm System/emergency.
8. The PSA shall ensure that no familiarity develops between the guards & the First Party staff. Further, the PSA shall ensure that the guards do not indulge in any activities including money transactions which may tarnish the image of the First Party.
9. The PSA should ensure that the guard shall not accept any eatables, tea, coffee, tobacco etc., from the strangers.
10. The guard provided by the PSA shall be medically fit, mentally sound and possess good physique and not be suffering from any contagious/major diseases. The guards should be preferably in the age group of 20 to 40 years of age.
11. The PSA shall ensure that the guard will report to the Administrative Officer/ College In Charge and will function under his general directions.
12. The Security Supervisor from PSA shall report to concerned reporting official at least twice a week for the purpose of briefing/debriefing. He must carry out checking of guards wherever deployed for alertness on regular basis as instructed by reporting official.
13. The PSA shall ensure that at no point of time during the prescribed duty hours, the guard will leave his place of duty. The PSA shall arrange to send a relief wherever the regular guards is (are) absent or on leave.
14. The PSA shall comply with all the provisions of laws of the land applicable while providing guards to the First Party.
15. The PSA will change the guard immediately on instructions from the First Party if the performance of that particular guard is not acceptable or found physically/medically unfit and decision of the First Party is final in this regard.
16. In return for fixed sum/rates, the PSA will at its own risk & cost provide services of Guards as per the requirement of the First Party purely on contractual basis.
17. The PSA shall be absolutely responsible for the payment of salary, all other statutory obligations for the guards (or their dependent) employed on account of salary/wages, bonus, arrears, employment, termination benefit, compensation or

- other claim whatsoever and the First Party has no connection in relation to such matters.
18. In case of any mishap sustained by guard of whatsoever nature (minor/major/fatal including death during the course of their duty) the responsibility of granting compensation, if any, on that count will be that of the PSA and not of the First Party.
  19. If for any reason, compensations, costs etc., are paid by the First Party, the same shall be reimbursed by the PSA to First Party without any demur, including interest at ruling rate till settlement.
  20. The PSA shall ensure that the duties of the guards at the First Party premises are strictly adhered to as framed by the First Party's requirements. The PSA shall ensure that the guards detailed at the particular post have read & understood their duties.
  21. In the event of theft, robbery, dacoity or pilferage of the First Party's property or materials, the PSA shall actively assist the First Party for the investigation of the case and if negligence/ collusion of guards are established, such loss due to theft etc is to be made good by the PSA.
  22. In case of any property loss/injury to any one of First Party staff due to negligence of the PSA guard or due to dereliction of duty or in-attentiveness or negligence of the guard, all liabilities arising out of such incident will be fully met by the PSA.
  23. For verification of antecedent of all the guards, a system should be in place for which a undertaking should be forwarded by the PSA for the First Party's record
  24. The PSA shall furnish the names and permanent & local addresses of the security guards being posted at First Party's premises from time to time along with latest photographs, thumb impression & signatures.
  25. The PSA shall furnish the proof of having paid the wages to the security guards engaged by them within one week of the disbursement of the wages to them.
  26. Duty register shall be maintained by the PSA for each guard and got verified by the First Party daily, along with timings. In case the guard is found absent from the place of his duty, proportionate amount will be deducted from the bill payable to the PSA.
  27. The PSA shall ensure that all the guards are subjected to Basic Training & Refresher Training programme on regular basis at its cost.
  28. Security Guard on duty should allow access to bonafied visitors only.
  29. Security Guard to ensure not to permit any Arms and Ammunition inside the premises.
  30. In case anybody leave behind any bag, or suspicious item etc. Security Guard on duty should immediately inform manager in charge, Security Officer or Civil Police.
  31. In case of any UNREST in the area, Security Guard should lower down the Rolling Shutter /close the main gate and inform the Branch Manager.
  32. Security Guard should handle visitors diligently who visit the premises.
  33. That the PSA shall be responsible for all Acts of Commission and Omissions on the part of its security staff and take preventive measures and precautions as may be deemed necessary for the safety of the property/material of the FIRST PARTY. The PSA will meet all liabilities arising out of such situations.



34. It is clearly understood that the persons employed by the PSA shall not be deemed to be the employees of the FIRST PARTY and shall have no relationship of Employee of Master/Servant with the FIRST PARTY. That the personnel of the PSA shall not be absorbed by the FIRST PARTY in their employment in any form.
35. That the PSA shall ensure and guarantee the conduct, behavior and honesty of the personnel deputed by it .In case of any misconduct the PSA shall bear the consequences thereof.
36. It is understood by the both parties that this agreement is a commercial agreement and not one of creating any employment
37. That the PSA shall not disclose any information concerning the affairs of the FIRST PARTY which may have come to its knowledge without the consent of the FIRST PARTY in writing
38. That the PSA will not assign ,transfer, charge ,hypothecate or in any manner make over this agreement to any third party without the consent of the FIRST PARTY in writing.
39. That the PSA will submit its bill on the first day of every month and same will be paid by 7<sup>th</sup> of the month by the party of the First Part subject to tax deduction at source under the provisions of Income Tax 1961 and the rules framed there under.
40. That this agreement is valid for a period of three years. This agreement with the PSA can be terminated at the discretion of the first party at one month's notice.
41. That on the expiry of the agreement as mentioned above, the PSA will withdraw all its personnel while the First Party clears all the dues of the second before withdrawal of personnel.
42. In case of any dispute or difference arising out or under this agreement the matter shall be referred to the Arbitrator by the FIRST PARTY, whose decision shall be final and binding and shall not be called in question.
43. The contractor shall provide security guards for regulated round the clock security arrangements to safeguard the premises and its assets at all times.
44. The contractor will be responsible to attend to all complaints/requirements within the purview of the contract. He will be responsible to communicate immediately any complaint of sickness, mishap accident etc. to the Senior Manager. Complaint Register/Suggestion Register and First Aid Box to be provided by the Bank will be available at the reception counter under the control of the receptionist.
45. The PSA will pay rates and wages and observe hours of work and conditions of employment as per existing rules under minimum wages act. It shall be his responsibility to ensure that he pays his workmen wages, which are not lower than the minimum prescribed by the Union Government/State Government. He shall be responsible to register himself and obtain a valid license under the contract labour (regulation and abolition) Act.1970 and rules there under and he must comply with and carry out all the provisions and obligations under the said act and rules and furnish all information to the Divisional Manager/Senior Manager/Manager as may be required by the Act/Rules and shall indemnify bank against any penalties/claims from any default on his part.

46. The contractor shall be liable to comply with all rules and regulations in respect of all the labour laws and statutory requirements, including fire safety regulations and other regulations which are in vogue or will become applicable in future.
47. The contractor shall accept and bear full exclusive liability for payment of any or all taxes etc. now in force or hereafter imposed, increased and revised from time to time by the Central or State Government or by any other authority with respect to or covered days wages, salaries or other compensations paid or payable to persons employed by the contractor.
48. The contractor shall be responsible for all the claims of his employees and the employees of the contractor shall not make any claim whatsoever against the Bank. The contractor's workmen will not have any right whatsoever to get absorbed in the bank.
49. The contractor shall obtain adequate insurance policy in respect of his workmen to be engaged for the work, towards meeting liability of compensation arising out of death/injury/disablement at work etc.
50. The contractor shall provide weekly off/holidays to his workmen as per labour laws but it will be his responsibility to ensure uninterrupted services on all days.
51. Agency shall provide identity cards to all their workers deployed to the said work spot. No worker of the agency shall be permitted to enter in the Bank without wearing the uniform and badges with name of the company representing and the name of the company representing and the name of the individual worker.
52. The agency shall ensure that none of their personnel providing services to THE BANK identify themselves as employees of THE BANK and get involved in any trade union activities or any other activity, prejudicial to the interest of THE BANK.
53. The agency should be responsible for the welfare of the security personnel deployed at the premises of THE BANK, as per various State and Central Government Acts and regulations.
54. PSA should conduct mock fire drill every quarter and designate safety place,.

**SIGNATURE OF THE TENDERER WITH SEAL**

**Eligibility Criteria:**

No	Criteria	Documents Required
1.	The Firm/Company should be registered under the labour commissioner office at the respective jurisdiction	Copy of Labour License issued by the Assistant labour Commissioner
2.	The Firm/Company should have minimum 5 years of experience of providing Security services continuously proceeding to 01/01/2019 in Government offices/ PSUs/ PSBs/ Private & Public limited Companies on annual contract basis for a minimum strength of 100 members.	Work Order copies /client certificates from 2014 onwards, clearly indicating the staff strength of the office where Security service is provided (Including address of office) and period of service.
3.	The Firm/Company must have at least one valid contract for similar work (Refer scope of works) at Delhi/NCR region for a multi storeyed building with a built up area of minimum of 50,000 sqft in last 2 years.	Address where Security Services are provided.
4.	The Firm/Company should have annual turnover of minimum 50 lakhs for the last three financial years till 31/03/2019 (FY 2016-17, FY 2017-18, FY 2018-19)	Documents supporting the annual turnover amount like Audited Balance sheet, Profit & Loss statement, CA Certificate (form CA who has audited the Firm/Company).
5.	The Firm/Company should not be a loss making one and should have operating profit for the last three years i.e. FY2016-17, FY2017-18, FY2018-19	Supporting documents like Balance sheet, Profit & Loss statement.
6.	PAN & GSTIN	Copy of PAN and GSTIN Certificate of the Firm/Company
7.	PF and ESI	Copy of PF and ESI Registration Certificate of the Firm/Company.  1. Certificate of Registration under Shops & Establishment Act under Haryana Govt. / or any other state government General Sales Tax Act.,

		2. Certificate of Registration with the Office of the Regional Provident Fund Commissioner, under Haryana Govt./ or any other state government
8.	Weather Incorporated/ partnership	1. Certificate of Incorporation, Articles & Memorandum of Association in case of a company/ partnership deed in case of a partnership firm.
9.	Labour	1. Certificate of Registration with Labour Department, Haryana Govt or any other state government General Sales Tax Act.,
10.	Other Documents	<ol style="list-style-type: none"> <li>1. Audited Financial Statements (P&amp;L and Balance Sheet) for the last three Financial Years.</li> <li>2. Income Tax Assessment copies for the last three financial years.</li> <li>3. Certificate of I S O, if available</li> </ol>

The evaluation will also involve inspection of works, buildings/projects under their maintenance up keep, discussion with the Agency and feed backs from the clients.

## ANNEXURE 2

### GENERAL RULES AND INSTRUCTIONS TO TENDERER

1. The documents consisting of Notice inviting the tender, Scope of work & Eligibility criteria, General rules and instructions to tenderer, Method of selection, conditions of contract, Application Format, Price bid can be collected between the dates mentioned in the Notice Inviting Tender (NIT) during the working hours except on Sundays, second & fourth Saturdays and Public Holidays from CANARA BANK, REGIONAL STAFF TRAINING COLLEGE, GURUGRAM OR alternatively tender documents can be downloaded from the banks web site [www.canarabank.com](http://www.canarabank.com) & NIC website: <http://eprocure.gov.in>
2. The tender is "TWO BID CONCEPT" and it has to be submitted as such.
3. The first envelope should contain all the components of Technical Bid as detailed in the NIT with all supportive documents duly signed on all the pages other than the Price aspects along with Earnest Money Deposit's DD. The envelope shall be sealed & super scribed as "Technical Bid for providing of Security Services at Canara Bank, REGIONAL STAFF TRAINING COLLEGE, GURUGRAM, Plot -80, Sector -18, Gurugram".

Tenderer should note that Price bid aspects of the offer should not be disclosed in any way, in the technical bid/ first envelope, and such technical bids consisting Price bids are liable for rejection.

4. The second envelope should contain the Price Bid i.e., the Priced Bill of Quantities and shall be super scribed as "Price Bid for providing Security services at Canara Bank" and should be sealed and submitted. This envelope should contain duly filled in cost details (enclosed in the offer document) with values written in words and figures.

The two covers containing the Technical Bid and the Price Bid should be placed in a separate third cover mentioning on the face of the cover "Tender for Selection of contractor for providing Security Services at Canara Bank, REGIONAL STAFF TRAINING COLLEGE, GURUGRAM

5. The sealed offers should be submitted to Canara Bank, REGIONAL STAFF TRAINING COLLEGE, GURUGRAM on **or before 22.07.2019 by 3.00 pm.** If last day of submission of bids is declared a holiday under NI Act by the Government subsequent to issuance of NIT the next working day will be deemed to be the last day for submission of the offer. No offer will be accepted by email.

6. The First envelope (Technical bid) will be opened in the said office on **22.07.2019 at 3.30 pm.**
7. The price bids of the agencies meeting the eligibility criteria only will be considered and opened on a convenient date with due intimation to the Tenderers emerging successful in the Technical bid.
8. Offer shall be submitted on prescribed Form only i.e. as per documents issued/downloaded from website have to be duly filled and submitted and no other format shall be used, except for Proformas which shall be submitted in the letter head. Wherever required, particulars can be submitted in annexure but such details shall be clearly mentioned in respective columns in the original document. All the documents, enclosures, and correspondence will form part of contract. Offer in any other format other than that prescribed in this document shall be liable for rejection.
9. No alterations or additions are to be made by the Contractors to the tender document. Violation of this instruction will attract rejection of the tender at the discretion of the Bank.
10. The Bank's decision in the selection process is final and Bank will neither entertain any correspondence in this regard nor will be bound to furnish any explanation. The acceptance of an offer will rest with the Bank which does not bind itself to accept the lowest offer and reserves to itself the authority to reject any or all of the offers received without assigning any reason.
11. Offers which are incomplete in any respect are liable to be rejected.
12. Canvassing in connection with tenders is strictly prohibited and the offers submitted by the applicants who resort to canvassing will be liable for rejection.
13. The applicant shall furnish the list of his relatives working in the Canara Bank/list of retired Canara Bank employees employed with him.
14. The Tenderer or their authorized representative is requested to be present during the opening of the bids. This is optional. Bank will proceed with opening of the technical bids on the stipulated date & time unless otherwise modified.
15. It will be obligatory on the part of the Tenderer to tender and sign the offer documents for all the component parts.
16. The successful Tenderer shall execute the agreement (Annexure 6) on a stamp paper of appropriate value within 14 days from the date of acceptance of the offer, and until a formal agreement on stamp paper is prepared and signed, this

offer document along with the correspondence shall constitute a binding contract between the tenderer and the Bank.

17. **Conditional offers shall be rejected.** The Tenderer shall inspect the site to ascertain the site conditions, constraints and any other information required for making the offer. For any assistance for visiting the site intending applicants may contact **Divisional Manager, REGIONAL STAFF TRAINING COLLEGE, GURUGRAM.**
18. During the course of technical evaluation if found necessary the Bank may seek supplementary details and the same shall be submitted within the stipulated time. Non - submission of such details in time may render such applications for disqualification from further evaluations as per the decision of the Bank.
19. No costs incurred by the applicant in applying, in providing necessary clarifications or attending discussions, or site visits will be reimbursed by the Bank.
20. Documentary proof with respect to the Eligibility criteria shall be furnished along with the application form. In this regard, copies of the work orders and certificates obtained from clients and or such other documents shall be submitted. Incomplete applications or applications without proper proofs for establishing their credentials will be liable for rejection and no correspondence will be entertained in this regard. The authorized person of the firm/ company shall sign in all the pages of the application with seal of the firm/ company.
21. Applications received after the due date and time is liable for rejection.
22. If any of the labour employed by the contractor is found to be underperforming or any misbehavior is found/ reported while on duty, Bank reserves the right to ask for a suitable substitute.
23. Tender shall be quoted on prescribed Form only and quoting in any other form will be rejected. All rates shall be quoted on the proper form of the tender alone.
24. If any tenderer withdraws his tender before the said period (120 days) or makes any modifications in the terms and conditions of the tender which are not acceptable to the Bank, then the Bank shall, without prejudice to any other right or remedy, be at liberty to forfeit full value of the EMD as aforesaid.
25. All entries in tender documents should be in one ink. All cancellation and insertion should be duly signed by tenderer concerned with proper indication of the name designation and address of the person signing.
26. The rate should be quoted in figures as well as in words in Indian Currency only.

27. In case the rate quoted in figures differs from those quoted in words, the rates quoted in words will be taken as the tendered rate and shall be binding on the tenderer.
28. The tenderer shall note that the rate quoted shall be exclusive of all taxes and inclusive of expenses of all types of Work force/ Manpower (by following Labour Laws scrupulously as per government guidelines) and expenses pertaining to the consumables, operating profit etc., and no claim for enhancement of quoted rates on any account shall be considered.
29. All the bidders except those who are registered with the National Small Industries Corporation (NSIC) with a valid certificate shall deposit a sum of **Rs. 1,00,000/-** ( Rupees One lakh only) as Earnest Money Deposit along with the tender document. This EMD (Earnest Money Deposit) shall be in the form of demand draft from any nationalized bank or from a scheduled bank drawn in favour of Canara Bank, Gurugram. No interest shall be paid on the EMD.
30. In addition to Earnest Money Deposit, the successful bidders should submit a Security Deposit for 10% value of the contract within fifteen days from the date of acceptance of the tender for due performance of the Contract. The Security Deposit shall be by way of Performance Bank Guarantee/DD issued by a Scheduled Bank in India other than Canara Bank. The Performance Bank Guarantee should be valid for 36 months from the date of commencement of contract. The guarantee should also contain a claim period of three months from the last date of validity. The Performance bank guarantee will be returned to the bidder within 15 days after completion of Contract period subject to satisfactory performance and on the contractor rendering a No Demand and No Due Certificate, and after adjusting any sums due to Canara Bank from the contractor. No interest shall be paid on the performance guarantee or ISD (Initial security deposit).
31. EMD amount of the final successful tenderer shall be retained as a Security Deposit for a period of three years. EMD amount can be returned during the contract period on submission of Performance Bank Guarantee (Annexure 9) from other than Canara Bank for Rs 1, 00,000/- till the contract period.
32. The offer will be valid for a period of 180 days from the date of opening of tender.
33. If any tenderer withdraws his tender before the said period (120 days) or makes any modifications in the terms and conditions of the tender which are not acceptable to the Bank, then the EMD submitted shall be forfeited.



34. Tenderer has to arrange for inspection if required and should have carried out the works satisfactorily at the site failing of which the tender will be disqualified.
35. All the parts of these tender documents i.e., Tender Notice, General rules and Instructions to tenderers, Priced bill of Quantity, offer letter, General conditions of contract, and all other parts shall form a part of the contract document.
36. The EMD of unsuccessful tenderers shall be returned within 30 days after award of work order/contract.
37. Contractor should observe utmost economy in use of electricity and water. Wastage of the drinking water will not be allowed. Drinking waste should not be used for cleaning ( like lunch boxed of PSA etc)
38. The daily scope of works shall be approved by the bank and the same shall be strictly complied.
39. The contract is valid for 36 months and performance will be reviewed in every quarter by the bank. The contract is subject to annual renewal as per discretion of Bank thereafter. In case of unsatisfactory performance during the review period, the Bank shall terminate the contract at any point of time without prior notice.
40. The price quoted by the Tenderer will be applicable for 3 years or the contract period. Bank may at its sole discretion enhance/decrease the price depending on annual inflation rates on consumables and minimum wages payable by consultation with the Contractor at the end of first year.
41. The rate to be quoted by the tenderer shall be firm and shall cover and include wages to the labourers, supervisors, equipments deployed, contractors profit, transportation charges and all statutory levies, taxes such as "Octroi, sales tax, GST, excise duty, PF, ESI but excluding Service Tax arising from Act passed by Parliament or State Legislature and rules framed there-under. The rates shall be quoted on the format as per Part-II.
42. The tenderer shall note that no claim for enhancement of rates, on the ground that cost of materials, labour has increased, existing statutory levies have been increased, after tender, or in any other ground, will be entertained on any account.
43. Before tendering, the tenderers are advised to inspect the site of work and its environments and be well acquainted with the actual working and other prevailing conditions. The tenderer should specifically note that it is tenderers

responsibility to provide all items which are not specifically mentioned in these cope of works, but which are necessary to complete the subject services.

- 44.No employee of Canara Bank shall be engaged by the contractor during the course of carrying out the works.
- 45.The selected contractor shall at his own cost, have to comply with the rules of Haryana Labour Enforcement office and other statutory bodies presently in force and in future till the contract period. The proof of compliance need to be submitted to the Bank within one month from the date of taking over.
- 46.The contractor needs to employ his own staff for the purposes of cleaning and such employment should conform to the labour act presently in force and in future till the contract period.
47. The successful tenderer should keep the entire internal and external premises neat and clean and should bear the expenses of Security tools required for the same.
48. All the records pertaining to Security shall be maintained upto date and shall be made accessible to the Bank.
- 49.The payment of Security shall be made on monthly basis against bills certified by the respective wings/sections.
- 50.The Contractor should maintain a register to record the daily attendance of housekeepers and same should be produced along with the bills.
- 51.The Contractor should ensure a proper background check of all the workers employed by him and should inform the Bank as and when changes happen. Credentials of all workers are to be ensured to the satisfaction of the Bank and records of credential verification are to be submitted to the Bank.
- 52.Canara Bank shall have the right to withhold payment of, or make recoveries from claims due to the contractor in respect of any loss or damage caused or occasioned in respect of the properties of Canara Bank under the terms and conditions of this contract or any payment necessitated due to the infringement of any statutory obligations by the contractor.
- 53.The contractor shall not transfer or sublet the work to anyone without the prior written approval of Canara Bank.
- 54.The contractor or his authorized representative shall be in attendance in Canara Bank premises during all working hours for supervising the work. For any

negligence of the service employed by the contract or for any loss or damage caused or occasioned by himself, his agents or workmen in respect of the property of Canara Bank ,the contractor shall be personally responsible and shall make good the loss forthwith.

55. All activities of work done shall be entered in a register daily so that complete record is obtained of all work performed under this arrangement, and signed and dated by both parties viz., persons authorized for and on behalf of Canara Bank and the contractor each day on completion of work.

56. Without prejudice to any rights or remedies under this agreement if the contractor dies, the Canara Bank authorities shall have the right to terminate this agreement without any liability what so ever as regards execution of the work for the balance contract period after the death of the contractor.

57. **Social Media Policy:** - No person of the bank or the contractors and third parties shall violate the social media policy of the bank.

The following acts on the part of personnel of the bank or the contractors and third parties shall be construed as violation of social media policy:

- i) Non-adherence to the standards/guidelines in relation to social media policy issued by the Bank from time to time.
- ii) 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.”

58. In case the final successful tenderer withdraws his tender, the Bank shall be entitled in its right to proceed with next successful tenderer or cancel the tender as deemed fit.

## ANNEXURE 3

### GENERAL CONDITIONS OF CONTRACT

**1.0** The Contractor's main responsibilities will be cleaning the entire internal and external premises, labour, compliance of statutory requirements and providing efficient service, etc.

### 2.0 DEFINITIONS/ INTERPRETATIONS

In the contract, the following expressions shall, unless the context otherwise requires, have the meanings, hereby respectively assigned to them -

- a) The 'Contract' means the documents forming the tender and acceptance thereof and the agreement duly executed between the Employer and the Tenderer, together with the documents referred to therein including those conditions, the specifications, schedule of quantities, tender agreement and instructions issued from time to time by the Officer-in-Charge. All these documents taken together shall be deemed to form one contract and shall be complementary to one another.
- b) The 'Tenderer' or 'Supplier' or 'Contractor' or 'Proprietor' shall mean the individual Karta, or Manager of HUF, firm or Company, whether incorporated or not, undertaking the works and shall include the legal heirs/ representatives of such individual or the partners of firm and their legal heirs and successors, or company's authorised and constituted attorneys/ agents and permitted assignees of such firm or company.
- c) The 'Employer' or 'Bank' means any officer of the Canara Bank, who is specifically authorized to enter into contracts in respect of the above works.
- d) Officer In charge: The designated employee of the Bank, assigned with powers to enter into contract.
- e) 'Contract Price' shall mean the final accepted rates in Price Bid hereto.
- f) 'Date of Contract' means the Calendar date on which the Employer and Contractor have signed the Agreement on the stamp Paper.

- g) 'Approval' wherever used in the specifications or schedule of Quantities shall mean, respectively, approved by or approval of the 'Accepting Authority' in writing.
- h) 'PSA' means Private Security Agency, whenever used in the tender document, it should be also considered for the Contractor.

### **3.0 CONTRACTOR'S OBLIGATIONS**

- 3.1 The Contractor shall be responsible for the proper upkeep and maintenance of the entire premises.
- 3.2 For any damage, breakage or loss of any equipment or property of the Bank, the Contractor shall have to replace the same at his own cost failing which the amount will be recovered from his security deposit or from other dues as payable to him by the Bank.
- 3.3 The Contractor shall keep a proper inventory of the items placed at his disposal by the Bank and the same shall be verified by the Contractor along with the representatives of the Bank.
- 3.4 The Bank reserves the right of free access through its authorized representative(s) to inspect the Security, Stores and equipment's for ensuring their wholesomeness, cleanliness, quality and quantity at all times without any prior notice.
- 3.5 The Contractor shall keep the entire premises clean, neat and hygienic. He shall use and provide at his own expenses the prescribed materials and other requisites for this purpose.
- 3.6 The Contractor shall not use or allow to be used the Security premises or any part thereof for dwelling purposes and shall not allow any outsiders to loiter in and around the building without valid authority.
- 3.7 The Contractor shall also not use or allow to be used any facility, appliances, equipment provided by the Bank to him for any purpose other than providing Security services as per the Bank's requirement.
- 3.8 The Contractor shall not without prior consent in writing by the Bank assign or sublet the contract or any part thereof to any other party provided that it shall not relieve the Contractor from any obligations, duty or responsibility under the contract.

- 3.9 The Contractor shall arrange for all cleaning materials for the purpose of cleaning and expenses in this regard shall be borne by the Contractor.

#### 4.0 MANPOWER & WAGES

- 4.1 The Contractor shall make regular and full payment of wages / salaries and other payments to the employees and furnish necessary proof, as and when demanded by the officer-in-charge of the Bank/ concerned department of Central, State and local government agencies.
- 4.2 The Contractor shall be responsible for the compliance with applicable laws with latest amendment(s) or which might become applicable, rules and regulations relating to Contract Labour (Regulations & Abolition) Act, 1970, Shops & Establishments Act, Factories Act, 1948, Employees Provident Funds & Misc. Provisions Act, 1952, Payment of Gratuity Act, 1972, Payment of Bonus Act, 1965, Payments of Wages Act, 1936, Minimum Wages Act, 1948, Workmen's Compensation Act, 1923, ESI Act 1948 or such other Acts, laws or regulations passed by the Central/States, Municipal & Local Government, agency or authority.
- 4.3 The Officer-in-Charge or his authorized representatives will verify the payment of wages by cross verifying the salary slips of all employees or any other proof as required by bank and shall record the following certification in the wage register. "Certified that salary for the month of \_\_\_\_\_ has been disbursed on \_\_\_\_\_ to the Security Contractors' workers by the Contractor in accordance with the wages specified in Minimum Wages Act".
- 4.4 The Contractor shall also be liable to pay P.F. contribution, leave, salary etc and shall be liable to observe statutory working hours. The contractor shall note that neither the contractor himself, nor the persons employed by him shall have any right or privilege for employment benefit from the bank, nor they can make any claim in this regard.
- 4.5 Proper records shall be maintained by the Contractor with respect to the above acts and such other acts as may be applicable to Contractor's working and his workmen which would be subject to check from time to time, by the Officer-in- Charge.
- 4.6 The optimum manpower requirement in the Security may vary from time to time for efficient and timely Security covering all categories of personnel required to be provided for Security services, for which the

contractor must, at all times maintain the needed manpower on shift basis

- 4.7 The Contractor shall maintain a register showing names and addresses of the persons engaged along with photographs of each person and shall produce the same for inspection on demand by Officer-in-Charge or such other persons so authorised by the Bank. Contractor shall submit police verification documents of the Workers employed.
- 4.8 The Contractor shall arrange through the Bank's Security Department, on the advice of the Officer-in-Charge, to issue identity cards bearing photographs of the Security employees for gate entry and shall exhibit prominently during working hours. The Security staff shall also be liable for search on entry / exit.
- 4.9 The Contractor shall ensure that all Security employees, during their working hours, wear proper and clean uniform as prescribed by the Bank.
- 4.10 The employees of the Contractor should be subjected to medical examination twice in a year at Contractor's cost by the Medical Officer nominated by the Bank. The employees should be free from all communicable, contagious infections and other diseases. In the event of any employee of the Contractor being found medically unfit, the Contractor shall arrange to replace him. Contractor has to submit medical certificate as and when required.
- 4.11 Nothing contained herein shall be construed to create a monthly tenancy or create any such interest in favour of the Contractor or their partners / representatives / employees in respect of Security or the premises used by the Contractor in connection with or for the purpose of this agreement.
- 4.12 On termination of this agreement, the Contractor shall discontinue to use and handover vacant and peaceful possession of the Bank Premises of the said Security or other premises together with the fixtures, equipments and articles in good condition to the Bank.

## **5.0 CONTRACTOR'S LIABILITY TOWARDS INDEMNITY**

- 5.1 The Contractor shall indemnify the Bank for any loss occurred to the Bank by any act of commission & omission made by the contractor & or its employees and it includes against any claim under the Payment of Wages Act, 1936, and/or the Minimum Wages Act, 1948, Workman's Compensation Act, Factories Act or any statutory obligations arising out of any other Act or Acts

( latest amendment(s) )or on behalf of any person employed by him.

- 5.2 The Contract shall be in force for the period of 3 years stipulated in the contract and on the expiry thereof, it will be deemed to have been terminated automatically. Further, the contractor will not have any right either contractual or equitable to demand any fresh contract for another term or to continue the same for any period.
- 5.3 The contract will be initially for a period of three years and may be extended / renewed as per the terms mutually decided by both the parties. On renewal, a fresh contract shall be executed and security deposit shall be retained till the validity of the contract.
- 5.4 In the event of any dispute arising out of the clauses mentioned above, the same shall be referred to the College In Charge, RSTC or any officer whom the College -In Charge may appoint for decisions and his decision shall be final and binding on both the parties.

## **7.0 MISCELLANEOUS**

- 7.1 Contractor shall maintain the entire premises in clean and hygienic conditions. If the Contractor fails to engage sufficient staff for this purpose, the Bank will engage the staff on behalf of the Contractor at his risk and cost.
- 7.2 Contractor shall not exhibit or cause to be exhibited in the RSTC premises of any printed or written notices or advertisements of any kind, whatsoever except notices related to the working of the Security , without the prior permission of the Bank.
- 7.3 The Bank reserves the right to deduct any amount that becomes payable by the Contractor in respect of the labour being employed by him for executing the job awarded, under any Act, or rules framed there under and in force from time to time. The same shall be recovered from bills payable to the Contractor as debt recoverable.
- 7.4 The Contractor shall undertake to provide comprehensive accident insurance policy coverage in respect of every employee employed by him. Contractor shall satisfy the Management of the same within the time prescribed by the Management but before the actual commencement of the job awarded to him.



- 7.5 If any of the labour employed by the contractor is found to be under performing or any misbehavior is found/reported while on duty, Bank reserves the right to ask for a suitable substitute.
- 7.6 Contractor shall ensure that peace and order is maintained in the resting area / material handling room and if peace and order in Security rest room or premises is disturbed due to lapse on the part of the contractor, a penalty of Rs.1000/- per occasion in a month for such lapse leading to disturbance of peace/order may be imposed by the Bank. -
- 7.7 If the Bank finds that the Contractor is misusing the facilities provided by the Bank for carrying out the Security services for any other purpose not covered under the contract, the Bank will be free to levy penalty which may extend to Rs.5000/- or more per occasion.
- 7.8 If, on inspection, it is found that the quality of Security Services is not as per the norms laid down by Bank, a penalty upto Rs.1000/- may be imposed by the Bank for every such occasion.
- 7.9 Contractor would ensure that all the Security staff employed by him would behave courteously and decently with employees of the Bank and also ensure good manners.
- 7.10 In the event of the Contractor suspending or abandoning Security services without giving prior notice to the Bank, without handing over charge of the Security materials entrusted to him by the Bank, the whole of security money and other dues payable to him shall stand forfeited to the Bank and he shall also be liable for such legal action deemed fit and proper for breach of contract and towards the loss of various accessories and furniture entrusted to the contractor.
- 7.11 The Officer in charge would be the final authority regarding Imposition of penalty under various circumstances as enumerated above. His decision shall be final and binding on the contractor.
- 7.12 If any tenderer withdraws his tender before the said period (120 Days) or makes any modifications in the terms and conditions of the tender which are not acceptable to the bank, before the said period of 120 days or before acceptance of offer, then the EMD submitted shall be forfeited.

**8.0 AGREEMENT:** The successful tenderer will have to enter into an agreement with the Bank as per the format enclosed within 14 days after acceptance of the tender by the Bank.

**9.0 SECURITY DEPOSIT:** The successful tenderer will have to deposit a security deposit of 10 % of the Contract value and the same shall not carry any interest.

## **10.0 TERMINATION OF CONTRACT**

**10.1** Canara Bank shall be at liberty to terminate the contract by issuing one month's notice to the contractor without assigning any reason what so ever .Bank shall not entertain any claim compensation by Contractor for such termination of Contract.

**10.2** As regards un satisfactory performance or non compliance with any of the terms and conditions of the contract by the contractor or abandoning the work, Canara Bank shall have the right to terminate the contract forthwith with one month's notice and rearrange the work through other agencies at the risk and cost of the contractor and under such circumstances, the security deposit paid by the contractor shall stand forfeited.

**10.3** The contractor shall follow such Act, rules and regulations (latest amendment(s)) of the State/Central Government that are in force and that may be framed from time to time for completion of work. Canara Bank shall not be responsible for any infringement of the various statutes in force by the contractor.

**10.4** The contractor shall take, at his own cost the necessary license from statutory authorities in respect of this work. The expenses in completing the formalities in executing the agreement including execution on stamp paper will also be met by the contractor.

**10.5** Any additional items of work not covered by the contract shall be at a rate agreed by mutual discussion between the contractor and the Bank.

**10.6** Statutory deduction towards income tax will be made as per rules.

**10.7** Income tax will be deducted in every monthly bill payable to contractor.

**10.8** Prevailing Minimum Wages as notified by Regional Labour Commissioner (Central) has to be paid to the labourers employed by Contractor.

- 10.9 Payment to the labourers shall be paid on or before 7th of every month and confirmed to the Bank.
- 10.10 The challans and other documents with regard to ESI /PF/ pay slip should be submitted along with monthly bill.
- 10.11 Good and service tax charged by the Contract shall be reimbursed upon production of receipt of preceding month.

## 11.0 GENERAL

- 11.1 Contractor shall adhere to safety practices and avoid hazardous and unsafe working conditions and shall comply with the safety rules in force from time to time.
- 11.2 The premises will be in possession of the Bank and the Contractor is permitted to enter the premises to carry out the Security services only. If at any time the contract is terminated or the contract comes to an end or if the Bank decides that the contractor should not be allowed to carry out the Security services, in that event, the Bank will be entitled to restrain the contractor from entering the premises. The contractor will have no right or interest in the premises and other items given by the Bank.
- 11.3 Contractor shall use the Security only for the purpose of this agreement / contract and he shall not make any structural additions or alterations to the same.
- 11.4 Contractor shall work under the supervision of the College In-charge, Canara Bank Regional Staff Training College (RSTC) and such other authorized officers of the Bank as may be nominated from time to time.
- 11.5 The Contractor and his workmen will be subject to police verification regarding their antecedents.
- 11.6 The contractor should not have been black-listed by any Government or Private Organization.
- 11.7 The contract will not be given to any bidder for just being L-1. The capacity / experience / desired quality will also be considered. If any freak rates are quoted, the bank reserves the right to reject the offer quoted by the lowest tenderer and the EMD can be forfeited without any going notice or whatsoever.

**Note:** Freak rate means the rates quoted for labour charges should not be less than the minimum wages recommended in the latest circular of central government.(Please refer latest circular under Ministry of labour and employment)

11.8 The offer containing erasures of alterations will not be considered. There should be no hand written material, corrections or alterations in the offer. Technical details must be completely filled up. Conditional offers will be rejected.

11.9 The Contractor will have to provide the Bank with a list of employees category-wise located at the Admin Office, RSTC Gurugram and also their emoluments for the purpose of verification.

11.10 All the personnel engaged by the Contractor entering upon the Bank's premises shall properly be identified by badges, which may be worn by them at all times while in Bank premises. The Contractor will ensure that their employees do not remain in the premises beyond their normal working hours unless otherwise authorized. Any unauthorized presence in the premises beyond normal working hours will not be acceptable and Contractor upon receipt of complaint will have to immediately withdraw such employees from working in the Bank premises.

11.11 All the personnel engaged by the Contractor shall wholly and purely be in the employment of the Contractor and no claim of individual / collective nature on Bank's employment by any of the employees or claim of any nature on the Bank shall be tenable. The Contractor shall at all times keep the Bank fully and effectively indemnified against all actions, suits, proceedings, losses, costs, damages, charges, claims and demand in any way arising out of or during the course of anything done or committed / omitted to be done by the Contractor including the demand which the Contractor's employees individually / through their Unions may have raised against the Bank arising out of this agreement or as a result of the termination there for or earlier determination of the Contract.

## **12.0 LABOUR**

12.1 The Contractor shall employ suitable labour to maintain the required quality of cleaning to the satisfaction of the Bank.

12.2 The contractor shall furnish to the Bank at the intervals specified by Bank, a distribution of the number and description of labour employed in carrying out

works. The Contractor shall submit on the 4th and 19th of every month to the Bank a statement showing in respect of the second half of the preceding month and the first half of the current month (i) the number of labourers employed by him on the work (ii) their working hours (iii) the wages paid to them (iv) the accidents that occurred during the said fortnight showing the circumstances under which they happened and the extent of damage and injury caused by them and (v) the number of female workers who have been allowed maternity benefits as provided in the maternity benefit Act, 1961 (latest amendment(s)) or Rules made there under and the amount paid to them.

- 12.3 The contractor shall apply and obtain license under the contract labour (R&A) Act 1970 (latest amendment(s)) and comply with the relevant provision of this Act, in respect of the labour employed by him for executing this contract. The contractor shall furnish necessary returns to the authority through Bank.
- 12.4 The minimum age of the labour employed shall not be below 18 years.
- 12.5 The contractor shall comply with the provisions of the Workmen's compensation Act 1923, the payment of the Wages Act 1936, Factories Act, Minimum Wages Act 1948, Employment of Children Act 1938, Employers Liability Act 1938, Industrial Disputes Act 1947 and other Acts Central or States with (latest amendment (s)), that may be applicable to him. He shall be liable to pay all such sum, or sums that may become payable as contribution, compensation, penalty, fine or otherwise, which the provision of the said acts, to or on behalf of any workmen employed by the contractor by an authority empowered under the relevant Act. Any cost incurred by Canara Bank in connection with any claim or proceedings under the said Acts or in respect of loss, injury or improper performance of this contract by the contractor, is workmen, servant and any money which may become payable to Canara Bank as aforesaid shall be deemed to be deducted by Canara Bank or may be recovered by the management of Canara Bank from the contractor in the other manner.
- 12.6 The contractor should take independent code numbers under EPF Act 1952 and ESI Act 1948 and shall cover his workmen under the employees provident fund schemes and Employees State Insurance Act 1948 and show proof of payment of subscriptions/contributions to the concerned authorities. Both in respect of ESI/EPF the contractor shall obtain necessary declaration forms from his employees and obtain individual insurance and PF number and shall furnish to the Bank every month, necessary proofs for having made remittance of ESI and PF contributions in respect of all contract labourers engaged by him.

- 12.7 As regards Employees State Insurance Act, the contractor shall submit Photostat copies of the challans of remittance of the contributions (both the employee's contributions and his own contribution thereon) to the ESI Corporation in respect of the employees engaged in Canara Bank by him for this work for the relevant period before any payment is released by Canara Bank.
- 12.8 As regards the Employees provident fund and miscellaneous provision Act 1952 and rules and regulations and schemes framed there under, he shall be liable to pay employees compensation under the Act in respect of all labour employed by him for the execution of the contract. For this purpose, he shall indicate the code number obtained by him from the Regional Provident Fund Commissioner and produce the Photostat copy of the challan receipt of monthly remittance. He shall also furnish such returns as are due under the Act to be sent to the appropriate authorities through Canara Bank.
- 12.9 The contractor is required to take Insurance for all the workers employed on the works towards payments for workmen compensation. The Insurance has to be taken within 15 days of the award of work and has to be provided at the signing of the agreement. The contractor shall be fully responsible for the consequences arising out of default and Bank may treat it as breach of Contract and reserves the right to terminate the Contract.
- 12.10 The contractor shall pay wages to his workmen at the rates as applicable under the Minimum Wages Act as per Central Government guidelines for unskilled and for semi-skilled/equivalent categories. The contractor shall provide the proof of disbursement of the wages and obtain their signature in the payment register on or before 7th of every month. If it falls on Sunday payments shall be made on previous day.
- 12.11 The duration of duty is eight hours per day per person. To keep the efficiency and alertness the over time will be kept to the barest minimum.
- 13.0 SAFETY CODE - RESPONSIBILITIES OF THE CONTRACTOR IN RESPECT OF SAFETY OF MEN, EQUIPMENT, MATERIAL AND ENVIRONMENT**

Before commencing the work, contractor submits a SAFETY PLAN 'to the authorized Canara Bank official. The 'SAFETY PLAN' shall include in detail the measure that would be taken by the contractor to ensure safety of men, equipment, material and environment during execution of the work. The plan shall take care to satisfy all requirements specified here under. The contractor shall submit Safety Plan along with his offer. During negotiations before placing of work order and during execution of the contract Canara Bank shall have right

to review and suggest modification in the Safety Plan. Contractor shall abide by Canara Bank decision in this respect.

- 13.1 The contractor shall take all necessary safety precautions and arrange for appropriate appliances as per direction of Canara Bank or its authorized officials to prevent loss of human lives, injuries to personnel engaged and damage to property and environment.
- 13.2 The contractor shall provide to its work force and ensure the use of the following personal protective equipment as found necessary and as directed by the authorized Canara bank officials:-  
Safety Helmets conforming to IS-2925:1984  
Safety Shoes conforming to IS-1989:1978.  
Eye and Face protection devices conforming to IS-8520:1977 and IS-8940:1978.wherever required  
Hand and body protection devices conforming to: IS-573:1975  
IS-6994:1973  
IS-8807:1978  
IS-8519:1977
- 13.3 Where it becomes necessary to provide and/or store petroleum products, chemicals and liquid or gaseous fuel or any other substance that may cause fire or explosion, the contractor shall store the same safely as per the directions of the Bank.
- 13.4 All electrical equipment's connection and wiring for equipment's, its distribution and use shall conform to the requirement of the Indian Electricity Act and Rules. All electrical appliances including portable electric tool/equipment used by the contractor shall have safe plugging system to source of power and be appropriately earthed.
- 13.5 The contractor shall be held responsible for any violation of statutory regulations local, state or central and Canara Bank instructions that may endanger safety of men, equipment, material and environment in his scope of work or another contractor's or agencies. Cost of damages if any, to life and property arising out of such violation of statutory regulations and Canara Bank instructions shall be borne by the contractor.

#### **14.0 ARBITRATION**

- 14.1 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 contract or the construction remaining operation or effect there of or to the rights or liabilities of the parties or arising out of or in relation thereto whether during or after determination foreclosure or breach 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 Canara Bank herein after mentioned be referred for adjudication to a sole Arbitrator to be appointed as hereinafter provided.

- 14.2 For the purpose of appointing the sole Arbitrator referred to above, Canara Bank will send within thirty days of receipt of the notice, to the contractor a panel of three names of persons who shall be presently unconnected with the organization for which the work is executed.
- 14.3 The contractor shall on receipt of the names of aforesaid, select any one of the persons named to be appointed as a sole Arbitrator and communicate his name to Canara Bank within thirty days of receipt of the names. Canara Bank shall there upon without any delay appoint the said person as the Sole Arbitrator. If the contractor fails to communicate such selection as provided above within the period specified, the competent authority of Canara Bank shall make the selection and appoint the selected person as the Sole Arbitrator.
- 14.4 If Canara Bank fails to send to the contract or the panel of three names as aforesaid within the period specified, the contractor shall send to Canara Bank a panel of three names of persons who shall all be unconnected with either party. Canara Bank shall on receipt of the names aforesaid select any one of the person's name and appoint him as the Sole Arbitrator. If Canara Bank fails to select the person and appoint him as the Sole Arbitrator within 30 days of receipt of the panel and inform the contract or accordingly, the contractor shall be entitled to appoint one of the persons from the panel as the Sole Arbitrator and communicate his name to Canara Bank.
- 14.5 If the Arbitrators appointed is unable or unwilling to act or resigns his appointment or vacates his office due to any reason what so ever another Sole Arbitrator shall be appointed as aforesaid .The work under the Contract shall, however, continue during the arbitration proceedings and no payment due or payable to the contractor shall be with held on account of such proceedings. The Arbitrator shall give a separate reasoned award in respect of each dispute or difference referred to him. The venue of arbitration shall be such place as may be fixed by the Arbitrator in his sole discretion.



- 14.6 The fees and expenses, if any, of the Arbitrator shall, if required to be paid before the award is made and published, be paid half and half by each of the parties. The Arbitrator may direct to and by whom and in what manner the cost of the reference and of the award including the fees and expenses or any part thereof shall be paid and may fix or settle the amount of costs to be so paid.
- 14.7 The award of the Arbitrator shall be final and binding on both the parties, subject to the afore said, the provisions of the Arbitration and Conciliation Act, 1996 or any statutory modification or re-enactment thereof and the rules made here under, and for the time being in force, shall apply to the arbitration proceeding under this clause.
- 14.8 “The contractor shall indemnify the bank for any loss occurred to the bank by any act of commission & omission made by the contractor & or his employees and it includes against any claim under the Payment of Wages Act, 1936, and/or the Minimum Wages Act, 1948, Workman’s Compensation Act, Factories Act or any statutory obligations arising out of any other Act or Acts or on behalf of any person employed by him.”
- 15.0 **PAYMENT TERMS:** The payments shall be on monthly basis on format prescribed by Bank, subject to production of Attendance Register, Proof of payment of wages, ESI, PF and filing returns to Statutory Authorities.
- 16.0 The successful tenderer shall execute the agreement (Annexure 7) on a stamp paper of appropriate value within fourteen days from the date of acceptance of the offer.
- 17.0 **FORFEITURE OF EMD:** Bank reserves the rights to cancel the order and forfeit the EMD if,
- Security Deposit is not submitted within the stipulated time;
  - Agreement is not entered within stipulated time;
  - Filling rates less than Minimum Wages Act.
  - If any tenderer withdraws his tender before the said period (120 days) or makes any modifications in the terms and conditions of the tender which are not acceptable to the Bank, then the Bank shall, without prejudice to any other right or remedy, be at liberty to forfeit full value of the EMD as aforesaid.
  - The contract will not be given to any bidder for just being L-1. The capacity / experience / desired quality will also be considered. If any freak rates are quoted, the bank reserves the right to reject the offer quoted by the lowest tenderer and the EMD can be forfeited without any going notice

or whatsoever.

## ANNEXURE 4

### DETAILS OF THE BUILDING AND FACILITIES PROVIDED BY THE BANK TO THE SECURITY CONTRACTOR

1. The Regional Staff Training College building constructed on plot no 80, Sector 18, Gurgaon - 122015 and having total plot area of 12,160 sqmtrs, The building consists of main administrative building containing entrance lounge, auditorium, Principal and GM cabins, administrative block, 6 lecture rooms, faculty rooms, UPS rooms, toilets, corridors, stairs etc, canteen block of approx. 700 sqmt area, hostel block of approx. 1200 sq mtrs with 44 hostel rooms of double occupancy and attached toilets, caretakers residence, substation building etc.
2. The premises also consists of electrical substation, sump tanks for domestic & fire fighting arrangement, pump room to facilitate pumping of water from the sump to the overhead tanks as well as pumps for the fire fighting systems. The site also consists of founder's statue, brick and MS grided compound wall and gates, security shed, open parking lots, garden area, sanitary chambers, pathways, garbage dumping area, guard room and ATM etc.,
3. The premises consist of 2 Nos. DG sets, electrical substation, sump tanks for domestic & firefighting arrangement, pump room to facilitate pumping of water from the sump to the overhead tanks as well as pumps for the firefighting systems. The site also consists of car and scooter parking lots, pathways, garbage dumping area etc.,
4. The Canara Bank Regional Staff Training College (RSTC) works regularly for six days in a week and on Sundays/public holidays by limited officials. However, the Security works will have to be taken up for all the days. The contractor to engage in Security services during 6.00 AM in morning to 06.00 AM in morning next day for three shifts.
5. As and when unforeseen, miscellaneous work arise the contractor, will have to carry out such work with his existing guards.
6. The contractor or his authorized representative should be available in the RSTC building to supervise and control his workers and take down instructions from the Officer-in-charge of the Bank.
7. The workers and the staff of the contractor working in the premises will have to maintain with proper discipline. The contractor shall provide his workers with proper safety appliances and equipments and Canara Bank shall not be responsible for accidents and injuries caused to his labour during the course of their work.

8. For working in the R S T C building , the workmen and supervisory staff of the contractor shall write down the names in the register at the entry of the gate and in the front of CCTV.Allthestaffofcontractormayberequiredtoundergosecuritycheckas per the rules and regulations of Bank from time to time.
09. The workers/labourers employed by your company will be checked by Bank's Security personnel if required.
10. The facility Manager, supervisors, and guards should be provided with mobile phones for communication.
11. All the labourers should maintain personal hygiene, nails should be cut, neatly groomed and should maintain strict discipline within the building premises.
12. The contractor is required to engage the following categories of workers daily for the subject work in each shift:

S.No	Category	Requirement / Timings of shift
1	9Guards( Rotation Basis )	( 3 Guards each 08 hour shift ) ( 3 Guards each 08 hour shift ) ( 3 Guards each08 hour shift )

**Note:**

- Security services are to be carried out on all the seven days in the week even in all Sundays, festivals and national/state holidays as per NI act.

**FACILITIES PROVIDED BY THE BANK TO THE SECURITYCONTRACTOR**

An almirah and other amenities ( Fan, Heater etc ) in the Security Guard room will be provided and Bathroom for Security Guards will be also provided free of cost.

Free supply of water for carrying out Security services will be provided. The contractor has to take the utmost care in utilization of water.

Tenderers may inspect the site to ascertain the site conditions, constraints and any other information required for making the offer.

**ANNEXURE 5**

**CONTRACT AGREEMENT FORMAT**

This agreement made the \_\_\_\_\_ day of the month of \_\_\_\_\_ in the year 2019 BETWEEN, Canara Bank a body corporate constituted under the Banking Companies ( Acquisition and Transfer of undertakings Act, 1970, having its Head office, 112, J C Road, Bengaluru) represented by its duly constituted attorney (hereinafter referred to as the Employer / Bank) on the ONE PART; and

\*Sri \_\_\_\_\_ S/D/o \_\_\_\_\_ resident of \_\_\_\_\_ the sole proprietor of M/s \_\_\_\_\_ having office at the following address \_\_\_\_\_

\* M/s. \_\_\_\_\_ the partnership firm having an administrative/principal office at \_\_\_\_\_ represented by its Managing/duly authorised partner.

\* M/s. \_\_\_\_\_ company/body corporate incorporated under the provisions of the Companies Act 1956 having its registered office at the following address \_\_\_\_\_, duly represented at \_\_\_\_\_ duly represented by its constituted and authorised Managing Director, Shri \_\_\_\_\_ and (hereinafter called the Contractor which term shall also be called the Supplier or the Contractor ) on the other part

WHEREAS THE Employer / Bank is desirous to undertake Security services at Canara Bank Regional Staff Training College (RSTC), Plot-80, Sector -18 , Gurugram -122015 as detailed in the \_\_\_\_\_ and has been accepted by the Employer on the terms and conditions as set out therein and interalia others.

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) Scope of Works and eligibility Criteria
  - c) Selection Process
  - d) General Rules and Instructions for the guidance of Tenderers
  - e) General Conditions of contract along with Annexure thereto

- f) Facilities Provided by the Bank to the Security Contractor
- g) Details of various items to be supplied by the Contractor
- h) Tender offer, Contract Agreement Format, Indemnity Bond format & Bank Guarantee format, if any, leading to and prior to acceptance letter.
- i) Address of RSTC GURUGRAM, PLOT -80, SECTOR -18 , GURUGRAM, HARYANA-122015
- j) Price - Bid.

[Note: \* Strike off whichever is not applicable]

3. In consideration of the payments to be made by the Employer/ Bank to the Contractor, the Contractor hereby covenants and agrees with the Employer/ Bank to carry out Security services 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 Contractor,

\_\_\_\_\_

\_\_\_\_\_ to the Employer \_\_\_\_\_ in the presence of:

**Signature of Contractor (with seal)**

**Signature of Authorised representative  
Of the Employer / Accepting Authority.**

Witness (Signature, Name & Address):

1).

2).

**ANNEXURE 6**

**INDEMNITY BOND**

(To Be Submitted by the Successful Contractor in stamp paper)

THIS DEED OF INDEMNITY BOND is made on this ----- day of ----- month of year two thousand Nineteen (\_\_.\_\_.20\_\_) By M/s ----- duly represented by one of its partners/proprietor -----, aged -- years, son of Sri -----, residing at -----.

\* M/s. \_\_\_\_\_ the partnership firm having an administrative/principal office at \_\_\_\_\_ represented by its Managing/duly authorised partner.

\* M/s. \_\_\_\_\_ company/body corporate incorporated under the provisions of the Companies Act 1956 having its registered office at the following address \_\_\_\_\_, duly represented at \_\_\_\_\_ duly represented by its constituted and authorised Managing Director, Shri \_\_\_\_\_ and (hereinafter called the Tenderer which term shall also be called the Supplier or the Tenderer ) on the other part

Whereas My Firm/Company was short listed for issue of tenders and my company became successful in securing the subject work through competitive tendering and for carrying out Security services at Canara Bank Regional Staff Training College (RSTC) has been awarded in favour of my Firm/ company by Canara Bank, Premises & Estate Section, General Administration Wing, Head Office, Bengaluru.

And whereas for undertaking the contract for Security services, my firm/company has entered into contract agreement on \_\_.\_\_.20\_\_.

Now this Deed Witnessed that in pursuance of the aforesaid contract agreement dt. \_\_.\_\_.20\_\_ and in consideration of Canara Bank having agreed to make payments on or before 10 th of the every calendar month, for the bills claimed by my firm/company for rendering Security services and referred to above, I hereby undertake to indemnify and keep harmless the Canara Bank and its officials from any damages, prosecution, other legal suits and claims arising out of any mishaps occurring at the site due to faulty work, faulty construction and for violating rules and regulations, as specified by Canara Bank from time to time, for which I shall be solely responsible.

Signature of Contractor with seal

[Note: \* Strike off whichever is not applicable]

**ANNEXURE 7**

**BANK GUARANTEE FORMAT FOR INITIAL SECURITY DEPOSIT**

Guarantee No.....  
Amount of Guarantee Rs.....  
Guarantee cover from Dated: .....  
To Dated: .....  
Last Date for Lodgement of claim: .....

To:  
The College In Charge  
Canara Bank,  
RSTC GURUGRAM,  
Plot-80, Sector-18, Gurugram

In consideration of ..... (hereinafter called "Beneficiary") having agreed to exempt ..... Ltd., having its Registered Office situated at ..... (hereinafter called the "the obligator(s)") from the demand of security deposit of Rs..... (Rupees ..... only) under the terms and conditions of an agreement dated ..... (hereinafter called the "said Agreement") for the due fulfillment by the said obligator of the terms and conditions contained in the said agreement, on production of the Bank Guarantee for Rs..... (Rupees ..... only), at the request of the obligator \_\_\_\_\_ Bank, a body corporate constituted under the Banking Companies (Acquisition & Transfer of undertakings) Act, 1970 having its Head Office at \_\_\_\_\_ amongst others a branch at ..... (hereinafter referred to as "the Bank") has agreed to give following guarantee in favour of the beneficiary for an amount not exceeding Rs..... (Rupees ..... only) against any loss or damage caused to or suffered or would be caused to or suffered by reason of any breach by the said Obligator(s) of any of the terms and conditions contained in the said agreement.

We, the Bank to hereby undertake to pay the amount payable under this guarantee without any demur merely on a demand from the beneficiary stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by reason or any breach of the terms and conditions contained in the said agreement or by reason of the obligator's failure to perform the said agreement. Any such demand in writing made on the Bank shall be conclusive as regards the amount due and payable by the Bank under the guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs.....

We, the Bank further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the beneficiary under or by virtue of the said agreement have been fully paid and its claims satisfied or till the beneficiary certifies that the terms and conditions of the said agreement have been fully discharged this guarantee. Unless a demand for claim under this guarantee is made on us in writing on or before ..... we shall be discharged from all liabilities under this guarantee thereafter.

We, the Bank further agree that the beneficiary shall have the fullest liberty, without consent and without effecting in any manner or obligations hereunder, to extend time of performance the said obligator(s) from time to time or to postpone for any time any of the powers exercisable by the beneficiary against the said obligator(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved of our liability by reason of any extension being granted to the said obligator(s) for any forbearance, act or omission on the part of the beneficiary or any indulgence by the beneficiary to the said obligator(s) or by any such matter or thing whatsoever which under the law relating to sureties would not for this provision have effect of so relieving us.

We, the Bank lastly undertake not to revoke this guarantee during its currency except with the previous consent of the beneficiary in writing.

Notwithstanding anything contained herein:

(i) Our liability under this Bank Guarantee shall not exceed Rs....  
(Rupees ..... only)

(ii) This Bank Guarantee is valid upto ..... and

(iii) We are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only and only if you serve upon us a written claim or demand on or before ..... (mention period of the guarantee as found under clause (ii) above plus claim period).

(iv) "The contractor shall indemnify the bank for any loss occurred to the bank by any act of commission & omission made by the contractor & or his employees and it includes against any claim under the Payment of Wages Act, 1936, and/or the Minimum Wages Act, 1948, Workman's Compensation Act, Factories Act or any statutory obligations arising out of any other Act or Acts or on behalf of any person employed by him."

PLACE:

DATE:

SIGNATURE & SEAL OF TENDERER



# BID DOCUMENT

## APPLICATION

### TECHNICAL BID

1.	Name of the Company/Firm	
2.	Name of the Applicant	
2.a	Address (Head Office/Registered Office with telephone ,Fax number, web-site details	
2.b	Email Address	
2.c	Father's Name	
2.d	Residential Address (Proof to be Enclosed):	
2.e	Office/Branch address at Delhi region/ Gurugram along with details of local in-charge's name, mobile no.	
3.a	Status of the Firm (Whether Company/ Partnership / Proprietary)	
3.b	Name of the Proprietor/ Partners/ Directors (with professional qualifications, if any):	i. ii. iii. iv.
3.c	Year of establishment	
4.a	Whether registered with Registrar of Companies / firm. If so, No. & Date(copy to be enclosed)	
4.b	Whether registered under shops & Establishment Act (copy to be enclosed)	
4.c	Whether License to run the Security from appropriate authority obtained or not (copy of certificate to be enclosed)	
4.d	Details of Registration under various other statutory acts (attach copies of all)	
5.	Registration with Tax Authorities	
5.a	Whether Partnership Deed is registered	
5.b	Whether copy of Certificate of Incorporation, Articles, and Memorandum of Association in case of a Company I	

#### TENDER DOCUMENT

TENDER DOCUMENT FOR TENDERING SECURITY SERVICES AT REGIONAL STAFF TRAINING COLLEGE, GURUGRAM

	Partnership Deed in case of a Partnership Firm is enclosed?	
5.c	PAN No.	
5.d	GSTIN No.	
Furnish copies of Income-tax returns, registration		

6.	Furnish the particulars of Power of Attorney holder or letter of authorization (if applicable) for signing the Tender document	
----	--	--

7. Turnover of the Company/firm (Please attach copy of audited balance sheet and profit and loss account for three years or TO certified by CA).

Sl. No.	Year	Turnover
1	2016- 2017	
2	2017- 2018	
3	2018- 2019	

8. Whether rendering Security facilities to Government / Public Sector / Banks/private sector organizations:-

NAME OF THE ORGANIZATION	Location & Address	Staff strength at each location	Year of service	Contract value

If required use additional sheet for providing full details.

9. Details of the qualifying works (please mention only such contracts which qualifies for the category for which you have applied)

TENDER DOCUMENT

Sl .No	Name of client Security services extended for (name of the organization with address, concerned office & telephone no)	Number of staff in the organization at that location	Contract value	Period of service	If work left incomplete or terminated (furnish reasons) & other remarks if any
1.					
2.					
3.					

If required use additional sheet for providing full details.

Note: Copies of agreement and satisfactory performance certificate obtained from the client shall be enclosed.

10. Furnish the names of three responsible clients/ persons to whom the major works carried out by the applicant with address and telephone number who will be in a position to certify about the quality as well as past performance of your organization.

NAME OF THE OFFICIAL	ORGANIZATION & ADDRESS	CONTACT NUMBERS

11. Technical bid containing:-

Demands draft No: \_\_\_\_\_ Dt. \_\_\_\_\_ For Rs.1, 00,000 /- (Rupees One lakh only) issued by \_\_\_\_\_ being EMD amount.

### DECLARATION

1. All the information furnished by me / us here above is correct to the best of my knowledge and belief.
2. I / we have no objection if enquiries are made about the work listed by me / us in the accompanying sheets / annexures.
3. I / We agree that the decision of CANARA BANK in selection of contractors will be final and binding to me / us.

4. I / We have read the instructions appended to the proforma and I / we understand that if any false information is detected at a later date the contract shall be cancelled at the discretion of the bank.

Place:

SIGNATURE OF THE APPLICANT

Date:

NAME & DESIGNATION

SEAL OF ORGANIZATION

Enclosures:

- 1.
- 2.
- 3.

**TECHNICALQUESTIONNAIRE**

1.	Type and number of Security tools your company proposes to use for the work. ( like torch etc)	
2	Age profile of the labour force you would propose to employ for the works	Min                      Years  Max                      Years
3	Whether the firm/company is adhere to the safety precautions /protective measures mentioned as per the tender terms and conditions & Police Verification (Please write Yes/No)	
4	Whether you accept the payment terms and conditions of Canara Bank?  (Please write Yes/No)	
5	Does the scope o f works defined by the Bank covers all the aspects ,if not, mention the other works which would come under the definition of Security Services (Please write Yes/No)	
6	Any other relevant details you wish to mention	

**Note:** Any tender with incomplete detail in the below questionnaire will be summarily rejected.

**CHECKLIST FOR ENCLOSURES**

(Tenderer should fill up YES or NO without fail)

SNo	Bid Enclosures	Yes or No
1.0	Whether the Tender is submitted in Three covers Technical Bid, Price Bid and Application money separately?	
2.0	Whether Technical Bid (Envelope- A) contains the following	
2.1	Signed and stamped Letter of Authorization or Power of Attorney for signing the Tender document shall be submitted.	
2.2	All sections covered in the Tender document in full shall be signed by the authority, stamped and submitted	
2.3	Whether application fees (non-refundable) amount as specified in the Tender shall be submitted along with Technical Bid	
2.4	Whether Earnest Money Deposit (EMD) amount as specified in the Tender shall be submitted along with Technical Bid	
2.5	In case of claiming exemption from EMD, valid document/ certificate for exemption of EMD from NSIC/Similar Government authorities shall be submitted	
2.6	Duly filled up Technical Bid shall be signed by the authority, stamped and submitted	
2.7	Duly filled up all Annexure shall be signed by the authority, stamped and submitted	
2.8	Duly filled up Price Bid format shall be signed by the authority, stamped and submitted	
2.9	Supporting documents to meet the Eligibility Criteria	
	a) All the supporting documents to meet the Eligibility Criteria as laid down in the Tender under Eligibility Criteria shall be signed by the authority and stamped	
	b) Tenderer's Certificate of Incorporation, License or Registration shall be submitted	
	c) Balance Sheet and Profit & Loss accounts for the past three year shall be submitted.	
	d) Clientele list of the Nationalized Bank's/ Government Organization already engaged shall be submitted	
3.0	Whether Price Bid (Envelope-B) contains the following	
	Duly filled up Price Bid with signature and stamp in all headings shall be submitted	
	Whether corrections or overwriting if any is attested?	
4.0	Whether all pages in the tender document is duly signed by the Authorised Person?	

Checklist should be enclosed in technical bid

**SIGNATURE OF THE TENDERER WITH SEAL**


---



---

TENDER DOCUMENT

## TENDER OFFER

I/We have read and examined the Notice Inviting Tender, eligibility criteria, proforma filled in by the successful Tenderer, Schedules, Specifications Applicable, Scope of works, General Rules and Instructions, General Conditions of Contract, Schedule (Bill) of quantities in Price Bid, and all other documents referred to in the conditions of contract and all other contents in the tender document for the work.

I/We hereby tender for selection of Contractor for rendering Security services specified for the Employer within the time specified, at the rates specified in the attached Price Bid and in accordance in all respects with the specifications, terms and conditions in writing referred to in the General Rules and Instructions, General Conditions of Contract and in all respects in accordance with, such conditions so far as applicable.

I/We agree to keep the tender open for 120 (One hundred twenty days) from the due date of opening of Price bid thereof and not to make any modifications in its terms and conditions. A sum of Rs.....is hereby forwarded as earnest money deposit in form of Demand Draft of..... (Name of the issuing Scheduled Bank) bearing no..... and date. ....

In the event of my / our failure to commence the work on the specified date after award I/We agree that the Bank shall without prejudice to any other right or remedy, be at liberty to forfeit the said earnest money deposit absolutely otherwise the said earnest money deposit shall be retained by it towards security deposit to execute all the works referred to in the tender documents upon the terms and conditions contained or referred to therein.

I/We hereby declare that I/We treat the tender documents and other records connected with the work as secret/confidential documents and shall not communicate information/derived there from to any persons other than a person to whom I/We am /are authorised to communicate the same or use the information in any manner prejudiced to the safety of the State / the Employer.

I/We fully understand that you are not bound to accept the lowest or any tender you may receive. Shri \_\_\_\_\_, Partner/ Proprietor/ Authorised representative of the Company, is the person authorised to negotiate Price, technical terms & conditions & sign on behalf of the firm any Agreement, Bills & receipts for this work.

I/We agree that until a formal agreement on stamp paper is prepared and signed, this tender with your written acceptance thereof shall constitute a binding contract between us.

Signature of Tenderer  
Name & address:  
Full Postal Address  
including Pin Code No.  
& Telephone No.

Dated the: .....day of ..... 2019

Witness,

1).

2).



## CERTIFICATE OF CONFORMITY

Date:

To,  
The College In Charge  
Canara Bank,  
RSTC GURUGRAM,  
Plot-80, Sector-18, Gurugram

### CERTIFICATE

This is to certify that, the services for rendering Security services at Canara Bank Regional Staff Training College (RSTC) which we shall provide, if we are awarded with the work, are in conformity with the Scope of Work in the Tender document. We also certify that the price we have quoted is inclusive of all the cost factors involved in the execution of the contract, to meet the desired standards set out in the Conditions of the contract.

Signature:

Name:

Designation:

Seal:

## SELF DECLARATION

Ref:

Date:

To,  
The College In Charge  
Canara Bank,  
RSTC GURUGRAM,  
Plot-80, Sector-18, Gurugram

In response to the tender No. \_\_\_\_\_ dated \_\_\_\_\_ as owner/ partner/ Director of \_\_\_\_\_ I/We hereby declare that our Agency is having unblemished past record and was not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time. We have not been blacklisted by IBA or any other agency in the past. We also undertake that no employee of Canara Bank is in any way connected with or directly involved in the management or activities of our company.

I/We further declare that there has been no damage to records at any of our facility due to FIRE / BURGLARY.

Signature:

Name:

Designation:

Seal:

**PRICE BID**

(TOBESUBMITTEDINASEPARATESEALEDCOVER)

I, Shri/Smt. \_\_\_\_\_ have gone through the general rules and instructions provided by the Canara Bank, Regional Staff Training College (RSTC) and am quoting the price for the items mentioned below. I undertake to supply at the rates mentioned hereunder, if the contract is awarded.

S.NO.	YEAR	CATEGORY OF LABOUR	QTY (NOS.)	DURATION OF SHIFT	COST /LABOUR /YEAR (INR)	TOTAL COST (INR)
1	1	9 Guards		3 shifts of 08 hour Each		
		Service charges	LS	Per annum		
				<b>Total per annum (Exclusive of GST) (A)</b>		
2	2	9 Guards		3 shifts of 08 hour Each		
		Service charges	LS	Per annum		
3	3	9 Guards		3 shifts of 08 hour Each		
		Service charges	LS	Per annum		

				<b>TOTAL PER ANNUM (EXCLUSIVE OF GST)</b>			
4	<b>GROSS TOTAL AMOUNT FOR Three YEARS (EXCLUSIVE OF ALL TAXES) - (A + B + C )</b>						

**Note:-**

1. The tenderer shall quote the rates exclusive of all taxes and inclusive of all expenses/cess/taxes other than GST of all types of Work force/ Manpower (by following Labour Laws scrupulously as per government guidelines) and expenses pertaining to the Security services and no claim for enhancement of quoted rates on any account shall be considered.
2. The amount per labor per year should be guided by the minimum wages (Basic + DA) specified by the central government including contributions to ESI, PF and any other statutory provisions. The rates quoted for subsequent years shall be arrived by the vendor taking into consideration of variations in Dearness allowance.
3. The price quoted by the Tenderer will be applicable for 3 years however the contract agreement will be renewed on yearly basis based on the satisfactory performance. The lowest tenderer will be arrived after combining the rate quoted for three years.

Place:

SIGNATURE OF THE APPLICANT

Date:

NAME &amp; DESIGNATION

SEAL OF ORGANIZATION