

**CANARA BANK
(A GOVERNMENT OF INDIA UNDERTAKING)
PREMISES AND ESTATE SECTION**

**CIRCLE OFFICE,
21, CAMAC STREET KOLKATA-700016**

TELEPHONE: 033 22831501

INVITES TENDERS IN TWO BID SYSTEM

FOR

**RATE CONTRACT FOR SUPPLY AND INSTALLATION OF STRONG ROOM DOORS
(SRD), GRILL GATE, WITH AIR VENTILATOR & EXHAUST FAN & CAGE FOR
OFFICES AND BRANCHES IN WEST BENGAL (APPROX QUANTITY- 20 NUMBERS)
REF: RFP/SRD/KOL/21/2024-25 Dated: 25.07.2024**

Last date for submission of Tender: 3. 00 P.M. (IST) on **25.07.2024**

Opening of Technical bid: 03:30 P.M. (IST) on **16.08.2024**

Name &Address of Contractor/Vendor

CONTENTS

<u>Item no</u>	<u>Headings</u>	<u>Page no.</u>
1	Documents to be submitted	3
2	Notice Inviting Tender	4
3	Instructions to Tenderers	6
4	Prequalification criteria	9
5	Declaration by Tenderer	10
6	Notice to Tenderer	12
7	Details of Tenderer (Annexure-A)	15
8	Confirmation by Tenderer (Annexure-B)	17
9	Details of Security Items (Annexure-C)	18
10	Indicative Price Bid (Annexure-D)	19
11	Article of Agreement	21

Item-1. DOCUMENTS TO BE SUBMITTED
[To be filled by Tenderer]

COVER – I (TECHNICAL BID)

[To be tagged and marked in the given order]

<u>No</u>	<u>Items</u>	<u>Confirmation by tenderer</u>
1	EMD for Rs.75,000/-	Yes / No
2	Technical bid duly signed and sealed on all pages (Annexures A,B,C & page 3 duly filled in)	Yes / No
3	Authorised dealership certificate	Yes / No
4	Self-attested copy of PAN & GST	Yes / No
5	Catalogue of Security items	Yes / No
6	Copy of order executed for minimum Rs.15 lacs during last 3 years	Yes / No
7	List of district wise branch/service centers in the West Bengal	Yes / No

COVER – II (INDICATIVE PRICE BID)

<u>No</u>	<u>Items</u>	<u>confirmation</u>
1	Indicative Price bid (Annexure D duly filled in)	Yes / No

Item-2. NOTICE INVITING TENDER (NIT):

Tenders are invited by Canara Bank towards rate contract for SUPPLY OF SUPPLY AND INSTALLATION OF STRONG ROOM DOORS, GRILL GATE, WITH AIR VENTILATOR & EXHAUST FAN & CAGE FROM MANUFACTURERS/ AUTHORISED DEALERS/DISTRIBUTORS having service facilities in and around the nearby district of the Administrative office applied for at West Bengal state.

1 Date of download of tender From 25.07.2024 to 16.08.2024

	documents from Bank's web site http://www.canarabank.com	
2	Last date and time for submission of technical bid and indicative price bid	Date: 16.08.2024 by 3:00PM
3	Earnest Money Deposit. (EMD)	Rs.75,000/- (Rupees Seventy five thousand Only)
4	EMD & technical bid and indicative price bid to be submitted at:	in the form of DD in favor of 'Premises & Estate Section, Canara Bank, Circle Office, Kolkata' EMD & technical bid and indicative price bid should be submitted at Premises & Estate Section, Canar Bank, Circle Office, 21 Camac Street, Kolkata -700019 (West Bengal). before 16.08.2024 by 3.00P.M. Contact: Assistant General Manager 033 22831501
5	* Date and Time of opening of Tenders: (TechnicalBid)	Date: 16.08.2024 at 3.30 P. M. (IST) at above office address. Technical Bid of those firms / contractors who do not submit EMD and Tender fees shall be rejected. Representatives of Bidder may be present during opening of Technical Bids. However Bids would be opened even in the absence of any or all the bidder's representatives. Sealed Indicative price bids of technically qualified will be opened by the committee. The date of price bid will be intimated to qualified vendor by the Premises & Estate Section. Read instructions to tenders for further details.

* - In case the date of opening of tenders is declared as a holiday, the tenders will be opened on the next working day at the same time.

The Bank has the right to accept or reject any or all the tenders without assigning any

reason whatsoever.

Note: All the pages of the Tender document shall be sealed and signed by the Contractor

On the date specified for opening of Tender, only the Technical Bids will be opened. Price bidding of the eligible tenderers will be open of qualified vendor by the Premises & Estate Section.

In case L1 vendor fails to deliver the required quantity within the given time the Bank has the right to order the same through the L2 & L3 vendors at the L1 price in the ratio of 50:50.

Please read the 'INSTRUCTIONS TO TENDERERS' thoroughly before submitting the Tenders. Also note to verify the Bank web-site under 'Tender Notices' before the last date and confirm that 'CORRIGENDUM' to the Tender Notices issued (if any) has been read and / or complied with.

Item-3. INSTRUCTIONS TO TENDERERS.

1.This tender is for the “SUPPLY AND INSTALLATION OF STRONG ROOM DOORS, GRILL GATE WITH AIR VENTILATOR & EXHAUST FAN & CAGE FROM MANUFACTURERS/ AUTHORISED DEALERS/DISTRIBUTORS”. It is a Two Bid containing Technical bid with prequalification criteria and Price Bid. Scope of work includes Supply of Security items and providing repair/maintenance for life time. The rate validity is for minimum period of 12 months as per the requirement.

The vendor who is interested to apply for the West Bengal state must submit the application after mentioning the same in the format attached as per page no 16.

Tenders with incomplete or broken seals are liable to be rejected, the matter solely resting at the discretion of Premises & Estate Section, Canara Bank Circle Office, Kolkata. If a particulars specification is not available its higher specification may be quoted.

2.Canara Bank reserve to itself the right to accept or reject any/all tender without assigning any reason for doing so and does not bind itself to accept the lowest or any other tender. If at any stage the information furnished by the applicant is found to be incorrect at a later stage; he shall be liable to be debarred from participating in the future tender and bid submitted/accepted will be cancelled. The Canara Bank will not enter into any correspondence with tenderer except seek clarification as and when necessary.

3.Canara Bank is not responsible for the late receipt due to postal delay, strikes or any other reasons. The incomplete application is liable to be rejected summarily.

4.The decision of the Canara Bank to accept or reject any application for pre-qualification will be final.

5. General Specifications are for guidance only.

6.Employer or Client shall mean Assistant General Manager, Canara Bank.

7.The tender is to be submitted in two separate sealed covers marked I & II. The cover (I) is to contain the tenderer's EMD in the form of a Demand Draft, Technical bid with annexures A,B,C duly filled in and supporting documents for prequalification criteria. There should not be any mention about the price in any manner in cover I. Cover No. II should contain the Indicative price bid as per the BOQ. Cover I should be super scribed as (EMD & Technical Bid) and cover II as (Indicative price Bid) respectively. All pages should be properly tied and tagged in its order for easy identification during scrutiny.

Full address with phone no. of the tender should be written on the sealed covers. No deviations from the tender conditions are acceptable.

8.The tenderers must use only the form issued by the Canara Bank to provide the Indicative price bid. The Bills of quantities are liable to alternations by omission, deduction or addition at the discretion of the Canara Bank.

The price bids (Indicative price bids) submitted by the vendors will be opened in presence of committee. The lowest Bidder (L1) will be selected on the basis of Total Price, including taxes.

9.The prices will be advised to all our offices in West Bengal (Ground floor and First floor). Orders will be placed by the respective branches/ Administrative Units for individual items to the L1 vendor. The items are to be supplied to the branches/offices of (GF and FF) spread over West Bengal. Bank reserves the right to make any changes in the list of locations.

10.All pages of the tender document shall be sealed & signed by authorized signatory and stamped. All Corrections shall be duly signed and stamped. Bids received after the above date/time will not be considered. Please quote separately for each of items according to the Technical specifications in the format given in the tender.

11.Bank reserves the right to reject the offer without assigning reason or whatsoever.

12.Please enclose the list of district-wise service centers in West Bengal with addresses, name of contact persons with telephone numbers.

13.The requirement of Security items may be at any of our Branches/RAH at different locations all over West Bengal.

14.The security items delivered shall conform to the Bank's standard specifications supplied with this notice and any deviation made will be penalized appropriately. Conditional tenders are not acceptable.

15.Whenever interstate movement of Security items are involved, the compliance and completion of statutory formalities including matters relating to transport or other access or tax and delivery of Security items at the bank specified premises it is at the sole responsibility of and at the cost of vendor only. In case any document is to be signed for the purpose, the same may be obtained by the vendors representative from the specified office/branch of the bank and the same will be signed and returned by the bank after due verification.

16.If any vendor offers any components/parts/items of higher capacity than that specified it will be considered as equivalent and no weightage will be given.

17.Bank reserves the right to ask the vendors to divert the ordered Security items for a particular site to a different location/city/site, if the situations warrants.

18.In the event of failure or not adhering of tender terms and conditions to execute the order after the award of work to L1 vendor, the EMD submitted will be forfeited by Bank and the vendor will be blacklisted from participating in future tenders.

Item-4. PREQUALIFICATION CRITERIA

The Security items manufacturers/ (Authorized dealers or distributor of the respective or nearby district).

Proof of valid Authorized dealership to execute work in the respective district or nearby district from Original Manufacture, GST registration, PAN details.

Should have sales and service facility in the districts of West Bengal applied for.

Should have supplied similar security items worth minimum Rs.15 Lakhs including GST to Govt/PSU /Banks/Insurance companies etc. during the last three years.

Strong room door (B class, IS: 11188, FR-30, TRTL-30) to have ISI/BIS quality certification marks and its verification by way of label on item supplied is mandatory. Air ventilator bearing ISI/BIS quality certification is mandatory.

Item-5. DECLARATION BY THE TENDERER

SUPPLY AND INSTALLATION OF STRONG ROOM DOORS, GRILL GATE WITH AIR VENTILATOR & EXHAUST FAN & CAGE FROM MANUFACTURERS/AUTHORISED DEALERS/DISTRIBUTORS

Dear Sirs,

I/We the undersigned have carefully gone through and clearly understood after reading the Tender documents comprising of the tender form, Notice to contractors, and Schedule of Probable quantities and Draft Agreement prepared by Canara Bank.

I/We do hereby undertake to execute and complete the whole or part of the work (as desired by you) at the respective rates which/I/We have quoted for the respective items of the Probable Bill of Quantities.

I/We are depositing as Earnest Money a sum of **Rs. 75,000/- (Rupees Seventy five thousand Only)** in favor of The 'Premises & Estate, Canara Bank, Circle Office, Kolkata.' along with this tender for due execution of the work at my/our tendered rates.

In the event of this Tender being accepted I/We agree to enter into an agreement in Rs.500/- worth stamp paper as and when required and execute the contract according to your form of Agreement, within 15 days of receipt of work order, in default thereof, I/We do hereby bind my-self/ourselves to forfeit the aforesaid EMD.

I/We do hereby undertake to execute the rate contract at the respective rates and are agreeable to all the terms and conditions expressed by the Bank as per the tender.

I/We do hereby undertake to keep the rates firm and valid for the period of one year from date of acceptance of your offer.

I/We do hereby undertake to supply as per specifications of the Bank and to maintain the units as mentioned in the 'technical bid'.

I/We do hereby undertake to supply more quantities than indicated in this tender in case of need at any point of time, during period of contract

I/We do hereby undertake to provide maintenance and service to Security items after the warranty period through our technicians.

Yours faithfully,

Signature of the Tenderer

Address:

Date:

Phone No:

Fax No:

Name of the Contact Person:

Mobile No

Email id:

GST No & PAN NO-

Brand Name /Make of Security items Offered:

Any other relevant information:

Item-6. NOTICE TO TENDERER

SUPPLY AND INSTALLATION OF STRONG ROOM DOORS , GRILL GATE, WITH AIR VENTILATOR & EXHAUST FAN& SAFE DEPOSIT LOCKERS FROM MANUFACTURERS/AUTHORISED DEALERS/DISTRIBUTORS

Dear Sirs,

1. We have pleasure in inviting you to submit tender for the afore said work.

The scope of work broadly as given below is for ONE YEAR RATE CONTRACT FOR THE SUPPLY OF STRONG ROOM DOORS, GRILL WITH AIR VENTILATOR & EXHAUST FAN & CAGE BRANCHES IN WEST BENGAL.

2. The tenderer must obtain for himself, on his own responsibility and at his own expenses, all the information which may be necessary for the purpose of filling this tender and for entering into a contract for the execution of the same.
3. The technical bid will be evaluated first and the technically qualified vendors/applicants are allowed to participate in the price bid.
4. **All pages of the tender document shall be signed by authorized signatory and stamped.** All Corrections shall be duly signed and stamped. Bids received after the above date/time will not be considered.
5. Each page of the tender document is required to be signed by the authorized person or persons submitting the tender. Any tender with any of the documents not so signed will be rejected.
6. The tender documents must be filled in English and all the entries must be made by hand and written in ink. If any of the documents are missing or unsigned, the tender shall be considered invalid.
7. Please specify separately the model for the respective Security items as per Annexure-C and submit the catalogues for the same
8. Tenders quoting for lesser rating other than the specified shall be rejected.

9. Whenever interstate movement of Security items involved, the compliance and completion of statutory formalities including matters relating to transport, loading, unloading, GST or other access or tax and delivery of items at the bank specified premises it is at the sole responsibility of and at the cost of vendor only. In case any document is to be signed for the purpose, the same may be obtained by the vendors representative from the specified office/branch of the bank and the same will be signed and returned by the bank after due verification.
10. Failure to enclose any / all of the necessary documents and to submit the tender in the required format etc. will disqualify the tender.
11. Bank reserves the right to ask the vendors to divert the ordered item for a particular site to a different location / city / site, if the situation so warrants.
12. Indicative price bids shall be submitted in separate sealed covers in the format issued by Canara Bank only. Price bidding of the eligible tenderers will be open only after intimated to qualified vendor by the Premises & Estate Section.
13. The rate should be inclusive of all duties, taxes, levies, loading, transportation, transit insurance, unloading, delivery and installation at the required location. **The rates shall be firm throughout the contract period of 12 months. No variation in the quoted rates subsequently will be allowed and no additional claims other than quoted rates will be entertained.**
14. **No advance is payable. Full payment against the bill along with the satisfactory onsite delivery, report, and replacement warranty certificate for minimum 12 months. The invoice and NF 337 form to be signed and stamped by branch.**
15. The Security items should be supplied within 4 weeks from the date of confirmed purchase order. If the delivery is not done within the stipulated time period, a penalty of 1 % will be levied on the cost per week or part thereof for the delayed period subject to the maximum of 5% of the order value.
16. Security items should carry a minimum replacement warranty of minimum 12 months from the date of supply / delivery. On Site Warranty should include free replacement of Security items during the warranty period.
17. Earnest Money Deposit (EMD): in the form of DD/Banker's cheque for an amount

of Rs.75,000/- (Rupees Seventy five thousand only) in favour of PREMISES & ESTATE, CANARA BANK, CIRCLE OFFICE, KOLKATA. Tenders without EMD will be rejected. EMD will be retained as Security deposit and will be returned to the successful tenderer after completion of one year warranty period. The EMD of the unsuccessful tenderers will be returned as soon as the agreement is signed with the successful tenderer.

18. Agreement on stamp paper: The successful tenderer should enter into formal agreement with Bank on stamp paper worth Rs.500/- (at successful tenderer's cost) as per the standard format issued by the Bank.
19. The quantities mentioned in the tender schedule are only unit item to identify the lowest tenderer. However the orders will be placed as per the actual requirement then.
20. Security items if got damaged during the transportation must be replaced with new one within 48hrs.

ASSISTANT GENERAL MANAGER

Date:

Accepted

Place:

Signature and stamp of the tenderer

Item-7. Details of the tenderer (to be filled by tenderer) (Annexure-A)

1.	Name of the Firm	
2.	Full address for correspondence with pin code	
3.	Name of the contact Person	
4.	Designation of the contact person	
5.	Telephone nos. including Mobile no.	
6.	Fax No.	
7.	E-mail Id	
8.	Year of Establishment of the firm	
9.	Whether individual, partnership or company	
10.	PAN of firm	
11.	GST no of firm:	
12.	ISO certification	
13.	Details of major orders executed during last 3 years in PSU/Banks/Govt Organizations (Enclose purchase order copies)	
14.	No of branch office/service centers in West bengal	
15.	Banker's Name	

NOTE: Separate sheets, documents, etc. in support of above can be enclosed.

Item-8. Confirmation by the Tenderer (To be filled by Tenderer) (Annexure-B)

(Invariably respond to all the following parameters/aspects. Do not delete or add any parameter from/to this list.)

Sno	Parameter	Response of tenderer (cancel whichever not applicable)
a	Whether agreeable to all the terms and conditions specified by the Bank?	Yes/NO
b	Whether agreeable to the payment norms and warranty norms of the Bank?	Yes/NO
c	Whether agreeable to supply Security items as per the Bank's standard specification and maintain the units?	Yes/NO
d	Whether giving warranty for minimum 12 months	Yes/NO
e	Whether agreeable to supply as per specifications of the Bank as mentioned in the 'technical bid'.	Yes/NO
f	Whether furnished list of all the service network in West Bengal with contact numbers/persons for the same	Yes/NO
g	Whether agreeable to change of delivery place in case of need at any point of time, before actual delivery	Yes/NO
h	Whether agreeable to supply more quantities than indicated in this tender in case of need at any point of time, during period of contract	Yes/NO
i	Whether agreeable to keep the Security items rates valid Yes/NO for 12 months	

We have read and understood all the terms and conditions stipulated by the Bank for all categories of equipment and do hereby agree to each and every item indicated therein. We agree to abide by the Proposal and the rates quoted therein for the contract awarded by the Bank. Until a formal contract is prepared and executed, this Proposal, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us. We understand that Canara Bank reserves the right to accept or reject any or all bids without assigning any reason whatsoever thereof.

Dated this day of _____ 2024.

AnnexureC - Item-9. Details of Security items quoted (to be filled byTenderer) Approved Makes Security items

Strong Room Door, Grill gate with Air ventilator & Exhaust fan & cage

Specification

Security items like strong room door with Grill gate, Air ventilator, Safe shall bear ISI/BIS quality certification marks.

Strong room door adhering to standard specifications of “B” class Currency chest and meeting the standards of Bureau of Indian Standards- IS 11188 (part 1):2014 given in the Annexure II D page No 219 of the IBA manual 2016. The vault door must be BIS certified.

Air Ventilators

Overall opening 24"x24"

Clear opening 18"x18"

Air Ventilator as per given specifications to be provided for each strong room. Height from floor level: 2100 mm minimum and opening size: 450 x 450 mm maximum and confirming to IS 14387 standards of BIS.

SI no	Security items	Make	Model
1	BIS Certified Strong Room Door with Grill gate & Air ventilator, Exhaust fan, cage		

[TO BE ENCLOSED IN COVER-II ONLY]

Annexure D

Item-11. INDICATIVE PRICE BID & FORMAT FOR PRICE BREAKUP for GROUND FLOOR

Supply and Installation of Strong Room Door with Grill gate, Exhaust Fan, Cage & Air ventilator covering Branches under West Bengal

Ground Floor

S.No	Security items	Qty	Quoted Rate in Rs*	Quoted Rate in Words
1	Strong Room Door with Grill Gate, Exhaust fan, cage & Air ventilator	1		

*GST Extra as applicable

Place:

Tenderer's Signature

Date :

Stamp

Signature of contractor 19 | Page

[TO BE ENCLOSED IN COVER-II ONLY]

Annexure D

Item-11. INDICATIVE PRICE BID & FORMAT FOR PRICE BREAKUP for FIRST FLOOR

Supply and Installation of Strong Room Door with Grill gate, Exhaust Fan, Cage & Air ventilator covering Branches under West Bengal

First Floor

S.No	Security items	Qty	Quoted Rate in Rs*	Quoted Rate in Words
1	Strong Room Door with Grill Gate, Exhaust fan, cage & Air ventilator	1		

*GST Extra as applicable

Place:

Tenderer's Signature

Date :

Stamp

Signature of contractor 19 | Page

FORM OF AGREEMENT

This agreement made the _____ day of the month of _____ in the year 2024 BETWEEN, Canara Bank a body corporate constituted under the Banking Companies (Acquisition and Transfer of undertakings Act, 1970, having its Head office, at 112, J C Road, Bangalore -02 represented by its duly constituted attorney (hereinafter referred to as the Employer / Bank) on the ONE PART; and

* Shri _____ S/D/o _____
resident of _____ the sole proprietor of
M/s _____ having office at the following address

* M/s. _____ the partnership firm having an administrative/principal office
at _____ represented by its Managing/duly authorized 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 authorized Managing Director, Shri _____ and (hereinafter called
the Tendered which term shall also be called the Supplier
or the Contractor) on the other part

WHEREAS THE Employer / Bank is desirous that certain works should be designed, supplied, installed, tested & commissioned as detailed in the notice inviting tender and their office mentioned and called for invitation to tenderers for the supply, installation and performance of such works 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) General rules and Instructions for the guidance of tenderers.
 - c) The Tender, Letter of Acceptance, Letters from & to the tenderer, if any, leading to and prior to acceptance letter.
 - d) General Conditions of contract and clauses of contract along with Annexure thereto.

- e) Schedules I, II, & III consisting of Technical Specifications, Special Conditions, Questionnaire, Time Period, Comprehensive AMC terms, tender drawings if any, etc.
- f) Schedule of quantities including Prices and tendered amount known as Price - Bid.
- g) The details submitted in technical bid, design, and such other commitments like Annual Maintenance Charges for the period mentioned shall be part of the agreement.

[Note : * Strike off whichever is not applicable]

3. In consideration of the payments to be made by the Employer to the tenderer, the tenderer hereby covenants and agrees with the Employer to complete the works in conformity in all respects and subject to all terms and conditions/rules as mentioned in the General Conditions as also in the aforesaid documents which shall form part of this agreement.

In witness whereof the parties hereto have hereunto set their respective hands and seals the day and year first above written.

Signed, sealed and delivered by the said tenderer, _____

_____ to
the Employer _____ in the presence of:

Signature of Tenderer (with seal)

Signature of Authorized representative
of the Employer / Accepting Authority.

Witness (Signature, Name & Address):

1).

2).