



REQUEST FOR PROPOSAL (RFP)

FOR

"SUPPLY AND INSTALLATION OF EXTERNAL SIGN BOARDS AT VARIOUS BRANCHES, ATMs AND OFFICES ACROSS BIHAR IN REGION WISE UNDER WORKS CONTRACT"

RFP REFERENCE NO : PTC:GSB:ADVT-517:2020
DATE OF RFP DOCUMENT : 06.11.2020
DATE OF PRE BID MEETING : 12.11.2020 at 11.30 AM
LAST DATE FOR SUBMISSION OF RFP : 20.11.2020 (UPTO 3.00PM)
DATE OF OPENING OF TECHNICAL BID : 20.11.2020 (AT 3.30PM)

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ISSUED BY : ASSISTANT GENERAL MANAGER
CANARA BANK, CIRCLE OFFICE
PREMISES AND ESTATE SECTION,
LAV KUSH TOWER, EXHIBITION ROAD,
4TH FLOOR,
PATNA - 560004

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Contact Numbers :Tel- 0612 - 2323405/2321787

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NOTICE INVITING REQUEST FOR PROPOSAL AND GENERAL INSTRUCTIONS

Canara Bank, a body Corporate and a Premier Public Sector Bank established in the year 1906 and nationalized under the Banking Companies (Acquisition and Transfer of Undertaking Act 1970), having its Head Office at 112, J.C. Road Bengaluru - 560002 having General Administration Wing at Dwarakanath Bhavan, K R Road, Basavanagudi, Bengaluru-560004. The Bank is having Pan India presence of more than 21 Circle Offices, 117 Regional Offices, 6300 Branches and other Offices situated across the Country.

Bank is in the process of changing the Sign Boards across Bihar in a phased manner. In this regard, we are inviting request for proposal (RFP), in two-bid system (Technical and Price Bids) from reputed and experienced signage providers for providing Glow Sign Boards at its various Branches, ATMs and Offices all over Bihar under Works contract.

The RFP document can be downloaded free of cost from Canara Bank's web site from <https://canarabank.com/english/announcements/> & Central Public Procurement (CPP) portal www.eprocure.gov.in till last date of the tender (i.e 20.11.2020).

The scope of work is divided into Eastern Region namely Bihar State. The approximate number of Branches/ Offices & ATMs and the approximate quantity are furnished **in Annexure 12**. The Bidder may opt to quote for Bihar Region.

The Objective of this RFP is to enter into Works contract with Selected Bidder for Supply and Installation of External Sign Boards. This Works contract will be applicable for selected Branches/Offices/ATMs of Bank across Bihar State. The requirement mentioned in the RFP is rough estimated only and Bank will place the purchase order through its Regional Office/ Circle Offices and other Offices based on requirement during the validity period (i.e 12 Months from the date of award of work order)

The selected Bidders shall enter the Works contract with the Circle Office Patna for Supply and Installation of External Sign Boards as per the Technical Specifications and Requirements details mentioned in the RFP.

ELIGIBILITY CRITERIA:

The reputed firms/ companies who fulfill the following requirements are eligible to apply. The Bidder/ Companies/ Agencies having experience in the Signage work carry out in the Central/ State Governments or Railways or such other Government organizations or Registered in Public sector units or Public sector Bank's or Financial Institutions or Reputed Corporate companies, MNC's, IT companies in India and who have executed such works are eligible to apply -

S.N	Eligibility Criteria	Documents Required
1	The Bidders shall be either original manufacturers of Flex, Vinyl, used in Signage's or their Authorised dealers or converters. The Bidder to submit proof in this regard. Joint Venture is not allowed to participate in this RFP.	Certificate of Original Manufacturer Equipment / OEM's certificate for Authorised Distributor or Converters.
2	The Bidder should have at least minimum of 5 years experience as on 31.01.2020 in the activity of providing sign Boards.	Order copies older than 5 years from the date of this RFP.
3	The Bidder should have a minimum Annual Turnover of Rs. 50.00 lakhs Per Year during years i.e. 2016-17, 2017-18, 2018-19.	Audited Balance Sheet and P & L Account for the three years mentioned. Certificate from Chartered Accountant for the last three financial years i.e. 2016-17, 2017-18, 2018-19.
4	The Bidder should have supplied / executed work during the last five (5) years ending with 31.01.2020 for at least, a) Three (3) similar completed works in each contract costing not less than the amount equal to Rs. 20.00 lakhs. b) Two (2) similar completed works in each contract costing not less than the amount equal to Rs. 25.00 lakhs.	Purchase order copies and satisfactory completion certificates clearly indicating the cost & nature of work executed, date of commencement & completion issued by the Clients/ Consultants.

	<p>c) One (1) similar completed works in each contract costing not less than the amount equal to Rs. 40.00 lakhs.</p> <p>“Similar Works” means Providing of Sign Boards to Central/ State Governments or Railways or such other Government organizations or Registered in Public sector units or Public sector Bank’s or Financial Institutions or Reputed Corporate companies, MNC’s, IT companies in India.</p>	
5	<p>The Bidder desirous of quoting should have Original Manufacturer Equipment (OEM) Certificate that the flex and the vinyl used in the boards will meet the stipulated specifications as furnished in this bid document.</p> <p>In addition, Bidder shall also have to furnish a five (5) years warranty (as detailed in the Technical Specifications of this document) from the original manufacturer for the flex and vinyl that will be used in the signages and also for the entire sign boards.</p>	<p>Declaration from the OEM of the company signed by the Competent Authority in the company letter headed with details of address of manufacturing plant and address of Office in India.</p> <p>Authorization letter from OEM as per Annexure-4 in case of Authorised distributors.</p>
6	<p>BLACKLISTING / DEBARRED CERTIFICATE Bidders who have been debarred / blacklisted by any of the above said organisations will not be considered.</p>	<p>In this respect, the Bidders shall submit declaration as outlined in Annexure-10 on their Company Letter headed paper duly sealed & signed.</p>
7	<p>The Bidder must have Goods & Service Tax registration number and PAN number.</p>	<p>Copies of the GST registration certificate and PAN card.</p>
8	<p>The firm should have an established office and should have executed works satisfactorily in the specific regions/ India.</p>	<p>Copies of satisfactorily work completion certificate for that particular region quoted, Copies of agreement in favour of firm made with the landlord.</p>

The Bidder should be able to provide qualified service persons for attending the problems if any during the Warranty period. The availability of services of the persons at the respective Regions quoted should be ensured by the bidder (List of service persons along with address and phone number).

Either OEM or any one of the authorized distributors can apply as Bidder. Joint bids of OEM and distributors are not permitted. In case of OEMs, Order executed by its Authorised distributors can be submitted to satisfy the above eligibility criteria. However, in case of authorized distributor, Orders executed in their Individual capacity only will be considered. Orders executed by another authorized distributors are not acceptable to satisfy Eligibility criteria.

1. SCOPE OF WORK:

- 1.1. The work involves fabricating and fixing of Flex and Vinyl Sign Boards, at various heights / floors, as per specifications provided in this document, to various branches, ATMs and Offices of Canara Bank in all Bihar Region/s under Works contract. The detailed list of Offices/Branches/ATMs will be supplied to the successful Bidder/s.
- 1.2. Soft copy of the art work (model branch) for the Signage will be given by the Bank. The Bidder has to take exact measurement of the board at each location, prepare the art work suiting to the measurement based on the soft copy given by the Bank including incorporating the branch name etc., as required and get the same approved by the Bank before undertaking the works. The approval will be given by the Bank within one week of receipt of the design from the Bidder.
- 1.3. Joint will be allowed (only for vinyl) in the sign board if the shorter side of vinyl to be pasted is more than 48”, but not for the longer side.
- 1.4. The work involves dismantling and bringing down the existing board and storing the same in the branch / office and fabrication and erection of a new signage with sign board cabinet, fascia, electrical fittings, etc complete in all respects including necessary art work/computer printing etc.
- 1.5. Wherever existing frame structure of the Signage Board is in good condition, only the fascia will be replaced with a new fascia. The work involves dismantling and bringing down the existing board, removing the existing fascia, fabrication and fixing of new fascia and fixing the board in position etc. complete in all respects including necessary art work/computer printing etc. The work also involves checking of existing electrical wiring, fittings and fixtures and replacing the damaged one. If any fittings/ fixtures or wiring has to be replaced, the same will be paid separately as per actual. The concerned Office/ Branch will decide, whether its sign board should be replaced with a new one or only the fascia is to be replaced and the approximate quantity of the boards for all across Bihar is furnished in the Annexure 12.

2. EARNEST MONEY DEPOSIT (EMD):

- 2.1. Technical Bid must be accompanied with a refundable EMD of **Rs. 1,00,000/- (Rupees One Lakh only)** for which price bid is submitted by way of Demand Draft drawn in favour of Canara Bank, Circle Office, payable at Patna or Bank Guarantee (as per draft furnished in Annexure 4) having validity upto 6 months from the last date of submission of RFP document, issued by any Scheduled Commercial Bank (other than Canara Bank).

- 2.2. After evaluation of Technical Bids, the EMD of the Bidder/s who do not pre-qualify for opening of price bids will be refunded along with the letter intimating the Bidder about their disqualification, while the EMD of other Bidders will be retained.
- 2.3. In case of successful Bidder/s to whom the contract is awarded, the earnest money will be refunded on submission of performance guarantee. The Earnest Money of the unsuccessful Bidders will be refunded on finalisation of the bid or after expiry of the validity of the offer, whichever is earlier.
- 2.4. The EMD is liable for forfeiture if:
 - i. The Bidder withdraws or unilaterally modifies the Bid during the period of Bid validity, or
 - ii. The Bidder, having been notified of the acceptance of his Bid by the Employer during the period of Bid validity, fails or refuses to execute the Agreement, as required; or
 - iii. The Bidder fails to perform the work according to the agreed specification, time schedule and in accordance with conditions of contract.
 - iv. If the Bidder fails to give the Performance Guarantee within the specified period.
3. Participating Bidders are advised to furnish complete details / information about their qualifications, past experience and expertise. Complete documentary proof with respect to the details furnished in the Bid form regarding the qualifications shall be furnished along with the Bid form. In this regard, copies of the work order and completion certificate and or such documents shall be submitted. Incomplete Bids or Bids without proper proofs for establishing their credentials may be rejected and no correspondence will be entertained in this regard.
4. **SECURITY DEPOSIT (PERFORMANCE GUARANTEE):** The Performance Guarantee shall be 10% (Ten percent) of the contract value, in the form of a Bank Guarantee valid till 3 months beyond the completion of warranty as per approved format from a Scheduled Commercial Bank (other than Canara Bank). On satisfactory completion of Defect Liability Period, this Performance Guarantee shall be discharged and returned to the Bidder. The performance guarantee along with the unconditional letter of acceptance is to be submitted within 15 days of notifying the acceptance of bid. If the supplier fails to submit the Bank Guarantee along with the unconditional letter of acceptance within the stipulated period, Canara Bank reserves the right to invoke the Bank Guarantee submitted in lieu of Earnest Money Deposit / forfeit the Earnest Money Deposit and cancel the contract.

Incase of works allotted in the phased manner during the period of 12 months from the date of issue of work order. The proportionate performance Guarantee to be submitted separately. Otherwise, Bank’s reserves the rights to deduct 10% of the Invoice/ Bill amount during the payment. The amount will be released after completion of Defect liability period of 12 months and satisfactory certificate.

5. Nature of the document: **TWO BID CONCEPT**. This Tender document comprises of the following :

A. TECHNICAL BID: (first envelope) consisting of following should be hardbound/spiral bound and submitted in a separate envelope-

- a) EMD - Earnest Money Deposit
- b) Notice inviting tender (NIT).
- c) General Rules & directions to contractor.
- d) General Conditions of contract.
- e) Clauses of contract.
- f) Safety code.
- g) Technical specifications.
- h) Annexures 1 to 12.
- i) Tender Drawings.
- j) Tender Fees Demand Draft

B. PRICE BID (second envelope): Price bids should be submitted in separate envelop

The above both envelopes shall be kept in one bigger sealed single envelope, with the name of work, name of the tenderer and due date written on the envelopes.

6. PRE-BID MEETING

PRE BID QUERIES AND CLARIFICATIONS:

a) The Bidder should carefully examine and understand the specifications, terms and conditions of the Application and may seek clarifications, if required, in writing in a word document (.doc), in the same serial order of that of the Application by mentioning the relevant page number and clause number. The soft copy of the pre-bid queries should be sent by E-Mail to premisescopat@canarabank.com and the pre-bid query should be in the following format.

Sl No	Page No	Application Clause No	Application Clause	Query

All communications regarding points requiring clarifications and any doubts shall be given in writing to the Assistant General Manager, Premises and Estate Section, Circle Office, Ground Floor, Lav Kush Tower, Patna - 800001 by the intending Bidders on or before 12:00 PM on 11.11.2020. No oral or individual consultation shall be entertained. No queries will be entertained from the Bidders after the pre-bid meeting.

b) Pre-Bid meeting:

A pre-bid meeting of the intending Bidder will be held as scheduled below to clarify any point /doubt raised by them in respect of this document:

Date	Time	Venue
12.11.2020	11.30 AM	Canara Bank Premises and Estate Section, Circle Office, Ground Floor, Lav Kush Tower, Patna - 800001

No separate communication will be sent for this meeting. If the meeting date is declared as a holiday under NI Act by the Government subsequent to issuance of application, the next working day will be deemed to be the pre-bid meeting day. Authorized representatives of interested Bidders shall be present during the scheduled time.

The Bank will consolidate all the queries and discussions during the pre-bid meeting and the consolidated replies for the queries shall be made available in the Bank’s website and no individual correspondence shall be made. The replies/clarification of the Bank in response to the queries raised by the Bidder/s, and any other clarification / amendments / corrigendum furnished hereof will become part and parcel of the application document and it will be binding on the Bidders.

Non-reply to the queries raised by any of the Bidder shall not be a valid reason for non-submission of the application. In addition, non-reply to any query may not be deemed the version of the Bidder as reflected in the query has been accepted by the Bank.

c) Amendment to Application Document:

At any time prior to deadline for submission of application, the Bank, for any reason, whether, at its own initiative or in response to a clarification requested by prospective Bidder may modify the application document by amendment.

Notification of amendments/ Corrigendum will be made available on the Bank’s website (www.canarabank.com) and will be binding on all Bidders and no separate communication will be issued in this regard.

In order to allow prospective Bidders reasonable time in which to take the amendment into account in preparing their APPLICATION, the Bank at its discretion, may extend the deadline for a reasonable period for the submission of Application.

Authorized representatives of interested Bidders shall be present during the scheduled time with authorization letter. The Bank shall clarify the queries during the pre-bid meeting followed by confirmation in Banks website. No individual consultation / communications shall be entertained.

7. SUBMISSION AND OPENING OF TENDERS :

- a) Tenders on prescribed form should be placed in two envelopes one sealed envelop consisting of “Technical bid” duly super scribed as “Technical bid” and other sealed envelope consisting “Price bid” duly super scribed as “Price Bid” and both envelopes shall be kept in one bigger sealed single envelope, with the name of work, Name of Tenderer and due date written on the envelopes.
- b) Sealed Tenders shall be addressed to
**THE ASSISTANT GENERAL MANAGER,
CANARA BANK, CIRCLE OFFICE, PREMISES & ESTATE SECTION,
LAV KUSH TOWER,
4TH FLOOR, EXHIBITION ROAD,
PATNA- 800001.**
- c) Sealed Tenders shall be dropped in the TENDER BOX kept at the above said address upto **20.11.2020 till 3.00 PM.**
- d) The first part of tenders i.e. **Technical bid will be opened on the same day and location of tender submission final date, i.e. 20.11.2020 at 3.30 PM.** If last day of submission of tender is declared a holiday under NI Act by the Government subsequent to issuance of tender the next working day will be deemed to be the last day for submission of the tender.
- e) The Price bid of only the qualified / shortlisted applicants will be opened on a pre-notified time & date, under intimation to such qualified / shortlisted applicants through letter/ email communication.
- f) Bidder’s Authorised representative may be present in the venue well in time along with a copy of authorization (Original as per the format **Annexure-3** to be enclosed in Technical Bid) and sign in Tender/RFP/RFP Register during opening of Technical Bid.
- g) All the Bids shall be submitted in English Language in Font size 12 and above.

Submission of EMD in the form of fixed deposit or in any other form is not acceptable and tenders with such EMD shall be rejected.

No interest shall be allowed on the Earnest Money Deposit (EMD). Tenders without EMD shall be summarily rejected. However, MSEs are exempted from paying EMD as per MSME Act 2012. For getting the benefits in case of MSE firms, contractors / agencies should submit exemption certificate issued from the relevant authorities.

8. METHOD OF EVALUATION & SELECTION:

- 8.1. The Technical Bids will be evaluated on the basis of the details furnished by the Bidders and those bids meeting the minimum Eligibility Criteria will only be short listed / pre-qualified for opening of Price Bids.
- 8.2. The evaluation of the qualifications may also involve discussion with the Bidders, calling for additional information and documents and obtaining feedbacks from Bidders' past clients. The Bidders may also be required to show designs / presentations developed for similar project elsewhere, if any, to ensure clarity on deliverables. Bank may, at its discretion, call for samples of the materials proposed to be used and get them tested to check the physical properties. The Bidders shall make necessary arrangements for such inspection and supply such additional information/details/ samples for which no payment will be made by the Bank.
- 8.3. Bidders who are short listed for opening their price bids will be informed about the date of opening of Price Bids. Simultaneously, EMD of other Bidders will be refunded to the Bidders who not qualified in the technical bids. The price bids will be opened in presence of available Bidders or their authorized representatives who choose to be present on the specified date.
- 8.4. The decision of the Bank in all matters regarding eligibility and suitability of a Bidder shall be final and binding and no correspondence will be entertained. The Bank also reserves the right to suspend or abandon the process of selection / the project or reduce its scope at any stage and Bank will not be liable for any cost or expenditure incurred by the Bidder.
9. No costs incurred by the Bidders in applying, providing necessary clarifications or attending discussions, conferences or site visits will be reimbursed by the Bank.
10. The rates quoted shall be on item rate basis and payments shall be as per actual quantities executed. The measurements of the boards will be taken jointly, correct to the nearest half an inch, after the work is completed. The rates quoted shall be inclusive of scaffolding charges or any other charges. The rates shall be uniform throughout and no extra amount is eligible for whatsoever. (Please see Clause 12 of General Conditions of Contract)
11. The Bid shall be signed by authorized representative and wherever applicable relevant documents shall be enclosed like power of Attorney of authorized signatory, partnership deed / Memorandum and Articles of Association in case

of firm/company. The details of contact persons in connection with the subject shall be furnished along with full address, mobile number and e-mail id.

12. Copies of other drawings and documents pertaining to the works will be open for inspection by the tenderers of the above mentioned Office of the Bank.
13. The tender for the works shall remain open for acceptance for a period of **120 days** from the date of opening of tenders. If any tenderer withdraws his tender before the said period or makes any modifications in the terms and conditions of the tender which are not acceptable to the Bank, then the Bank shall, without prejudice to any other right or remedy, be at liberty to forfeit full value of the earnest money as aforesaid.
14. This Notice Inviting Tender shall form a part of the contract document. The successful Tenderer/contractor, on acceptance of his tender by the Accepting Authority, shall, enter in to an agreement within 15 days from the date of acceptance letter.
15. Canara Bank does not bind itself to accept the lowest or any other tender, and reserves to itself the authority to reject any or all of the tenders received without the assignment of a reason. All tenders in which any of the prescribed conditions are not fulfilled or new conditions are stipulated by the tenderer or are incomplete in any respect are liable to be rejected.
16. Canvassing whether directly or indirectly, in connection with tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable to rejection.
17. **INTEGRITY PACT:** The Integrity Pact format is enclosed as **Annexure-11**. The same to be duly filled in a non judicial stamp paper of Rs 200/- and submitted along with offer. Name & details Independent External Monitor (IEM) identified for this Tender/RFP are as under:
 - a) Sri Dilip Mavinkurve - dilipmav@gmail.com
 - b) Sri Hari Santhosh Kumar - hsantoshkumar50@gmail.com

Only those tenderers, who commit themselves to the above pact with the Bank, shall be considered eligible for participate in the tendering process. Those bids/ tenders which are not containing the above pact are liable for rejection. Integrity pact shall be signed by the person who is authorized to sign the Bid. Integrity pact is required for value of works 1 crore and above.

18. **DETERMINATION “L1” AND AWARD OF WORKS:**

The lowest bidder will be determined based on total amount arrived by calculating the rate quoted and tentative quantities provided in Sl. No 1 to 4 of price bid. The Rate quoted by L1 Bidder and approved/ finalized by the Bank

will be fixed as a Works contract for 12 months from the date of award of work order.

Also, the work will be awarded by splitting the total quantities amongst L1, L2 and L3 Bidders for each region with ratio of 50%: 30%: 20% respectively provided L2 & L3 Bidders is willing to match all the prices/rates of the L1 Prices in each item as per price bid and complying the other terms a condition of the RFP in a fair and transparent manner.

19.1 Norms for distribution of purchase order is as under:

- In case of selection of 2 Bidders, 60% of total quantities will go to L1 bidder and remaining 40% of total quantity will be distributed to the next Bidder.
- In case of selection of 3 Bidders, 50% of the total quantities will go to L1 bidder and remaining 30% & 20% of required quantity will be distributed to the next two Bidders L2 & L3 respectively.
- First offer for matching the price with L1 will be given to L2 & L3. In case L2 & L3 does not agree to match L1 price, then the offer will be extended to L4 and so on.
- In the event of L2, L3, L4 etc. not matching the L1 price the entire quantity of the work for that particular region will be awarded to L1 Bidder for that region.
- Bank reserve the rights to negotiate the rates where it deems necessary. In the event a Bidder is not able to fulfil the contract, the Bank has right to cancel the order, invoke the Bank guarantee and to distribute the order to the other selected Bidder/s.

19. Successful Bidder/Bidders will be required to sign an Agreement with the terms and conditions as draft furnished in Annexure-3.

20. THE BANK MAY, AT ITS DISCRETION, INCREASE ITS REQUIREMENT AND PLACE ORDERS SUBSEQUENTLY WITHIN THE VALIDITY OR THE EXTENDED VALIDITY OF THE RFP UP TO 25%, OR DECREASE THE REQUIREMENT UP TO 25%.
21. THE BANK RESERVES ITS RIGHT TO REJECT ANY / OR ALL THE BIDS WITHOUT ASSIGNING ANY REASON WHATSOEVER. THE BANK ALSO RESERVES ITS RIGHT TO MAKE CHANGES AND MODIFICATIONS TO THIS DOCUMENT WHICH WILL BE PUT UP ON THE BANK'S WEB SITE.

22. **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:

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

23. **PURCHASE PREFERENCE:**

Purchase Preference to Micro and Small Enterprises (MSEs) and Startups and Purchase Preference linked with Local Content (PP-LC) shall be applicable subject to full compliance of other terms and conditions of the tender and Contract. Following are the conditions applicable as per the Government of India Guidelines on Purchase Preference.

1. **MICRO & SMALL ENTERPRISES [MSES]:**

Procurement through MSEs (Micro & Small Enterprises) will be done as per the Policy guidelines issued by the Ministry of Micro, Small & Medium Enterprises vide Gazette notification no. D.L.-33004/99 dated 23.03.2012 and as amended from time to time. Following are the conditions applicable as per the Government of India Guidelines

1.1. MSEs should provide proof of their being registered as MSE (indicating the Terminal Validity Date of their Registration) **for the item** under Tender/ RFP along with their offer, with any agency mentioned in the Notification, including:

- 1.1.1. District Industries Centres or
- 1.1.2. Khadi Village Industries Commission or
- 1.1.3. Khadi & Village Industries Board or
- 1.1.4. Coir Board or National Small Industries Corporation or
- 1.1.5. Directorate of Handicrafts & Handloom or

- 1.1.6. Any other body specified by the Ministry of Micro, Small & Medium Enterprises.
- 1.1.7. For ease of registration of Micro and Small Enterprises (MSMEs), Ministry of MSE has started Udyog Aadhaar Memorandum which is an online registration system (free of cost) w.e.f. 18th September, 2015 and all Micro & Small Enterprises (MSEs) who are having Udyog Aadhaar Memorandum should also be provided all the benefits available for MSEs under the Public Procurement Policy for Micro and Small Enterprises (MSEs), Order 2012.
- 1.2. MSEs participating in tenders, quoting price within price band of L1+15% shall also be allowed to supply a portion of requirement by bringing down their price to L1 in a situation where L1 price is from someone other than MSE & such MSE shall be allowed to supply at least 20% of total tendered value. In case there are more than one MSEs within such price band and agree to bring down their price to L1, the 20% quantity is to be distributed proportionately among these Bidders.
- 1.3. MSEs are exempted from paying Application fee/cost & EMD, subject to furnishing of Valid certificate for claiming Exemption.
- 1.4. The Eligible MSEs who intend to match the L1 Price (ultimately decided by the Bank) shall indicate the willingness to match the L1 Price within 6 working days from the date of communication from the Bank to avail the purchase preference.
- 1.5. Bidder has to submit as self-declaration accepting that if they are awarded the contract and they fail to sign the contract, or to submit a performance security before the deadline defined in the RFP, they will be suspended for the period of three years from being eligible to submit Bids for contracts with Canara Bank as per Form PP-B.
- 1.6. The aforesaid Policy is meant for procurement of only goods produced and Services rendered by MSEs and not for any trading activities by them. An MSE unit will not get any Purchase Preference over any other MSE Unit.
- 1.7. The details are available on web site dcmsme.gov.in. Interested Bidders are requested to go through the same for details.

2. STARTUP:

- 2.1. Applicable for Indian Bidders only as defined in gazette notification no. D.L-33004/99 dated 11.04.2018 of Ministry of Commerce and Industry and as amended from time to time.

- 2.2. As mentioned in Section-II of O.M. No.F.20/2/2014-PPD(Pt.) dated 20.09.2016 of Procurement Policy Division, Department of Expenditure, Ministry of Finance on Prior turnover and prior experience, relaxations may be applicable for all Startups [whether Micro & Small Enterprises (MSEs) or otherwise] subject to meeting of the quality and technical specifications specified in tender document.
- 2.3. Further, the Startups are also exempted from submission of Tender Fee and EMDs.
- 2.4. For availing the relaxations, Bidder is required to submit requisite certificate towards Startup enterprise registration issued by Department of Industrial Policy and Promotion, Ministry of Commerce and the certificate should be certified by the Chartered Accountant (not being an employee or a Director or not having any interest in the Bidder's company/firm) and notary public with legible stamp.
- 2.5. Bidder has to submit as self-declaration accepting that if they are awarded the contract and they fail to sign the contract, or to submit a performance security before the deadline defined in the RFP, they will be suspended for the period of three years from being eligible to submit Bids for contracts with Canara Bank as per Form PP-B.

3. PROCUREMENT THROUGH LOCAL SUPPLIERS (MAKE IN INDIA):

Department of Industrial Policy and Promotion under Ministry of Commerce and Industry vide letter no. P-45021/2/2017-PP (BE-II) dated 28.05.2018 has notified revised guidelines to be followed to promote manufacturing and production of goods and services in India under "Make in India" initiative.

- 3.1. "Local Supplier" means a supplier or service provider whose product or service offered for procurement meets the minimum local content as prescribed under the aforesaid order or by the competent Ministries/Departments in pursuance of the aforesaid order.
- 3.2. The minimum local content shall be 50% in general (unless otherwise prescribed by the Nodal Ministry) and the margin of purchase preference shall be 20%.
- 3.3. For award of contract, the following clauses shall be applicable in addition to other provisions in the bidding document in this regard:
 - 3.3.1. In procurement of goods, services or works in respect of which the Nodal Ministry has communicated that there is sufficient local capacity and local competition, and where the estimated value of procurement is Rs. 50 lakhs or less, only local suppliers shall be eligible. If the estimated value of procurement of goods or services or works is more than Rs. 50 lakhs, the provisions of sub-paragraph 3.3.2 or 3.3.3, as the case may be, shall apply;

- 3.3.2.**In the procurements of goods or works which are not covered by paragraph 3.3.1 and which are divisible in nature, the following procedure shall be followed:
- 3.3.2.1.** Among all qualified bids, the lowest bid will be termed as L1. If L1 is from a local supplier, the contract for full quantity will be awarded to L1.
- 3.3.2.2.** If L1 bid is not from a local supplier, 50% of the order quantity shall be awarded to L1. Thereafter, the lowest Bidder among the local suppliers, will be invited to match the L1 price for the remaining 50% quantity subject to the local supplier's quoted price falling within the margin of purchase preference, and contract for that quantity shall be awarded to such local supplier subject to matching the L1 price. In case such lowest eligible local supplier fails to match the L1 price or accepts less than the offered quantity, the next higher local supplier within the margin of purchase preference shall be invited to match the L1 price for remaining quantity and so on, and contract shall be awarded accordingly. In case, some quantity is still left uncovered on local suppliers, then such balance quantity may also be ordered on the L1 Bidder.
- 3.3.3.**In procurement of goods or works not covered by sub-paragraph 3.3.1 and which are not divisible, and in procurement of services where the bid is evaluated on price alone, the following procedure shall be followed:
- 3.3.3.1.** Among all qualified bids, the lowest bid will be termed as L1. If L1 is from a local supplier, the contract will be awarded to L1.
- 3.3.3.2.** If L1 bid is not from a local supplier, the lowest Bidder among the local suppliers, will be invited to match L1 price subject to local supplier's quoted price falling within the margin of purchase preference, and the contract shall be awarded to such local supplier subject to matching L1 price.
- 3.3.3.3.** In case such lowest eligible local supplier fails to match the L1 price, the local supplier with the next higher bid within the margin of purchase preference shall be invited to match the L1 price and so on and contract shall be awarded accordingly. In case none of the local suppliers within the margin of purchase preference matches the L1 price, then the contract may be awarded to the L1 Bidder.

- 3.4. Purchase preference for domestic manufacturer/local supplier, methodology of its implementation, value addition to be achieved by domestic manufacturers, self-certification, compliance, monitoring and other terms & conditions shall be as per the aforesaid Guidelines/Notifications. The Guidelines may be treated as an integral part of the tender documents.
- 3.5. The preference to 'Public Procurement (Preference to Make in India) Order 2017' shall be subject to meeting technical specifications and full compliance of other terms and conditions of the RFP and Contract.
- 3.6. The Bidder quoting value upto Rs. 10 Crores shall be required to provide self-certification (as per Form PP-C) along with the bid that the item offered meets the minimum local content in terms of para 9(a) of the Public Procurement (Preference to Make in India) Order 2017. Bidder shall also submit the list of items / services to be procured from Indian manufacturers / service providers. Bidder has to provide the value & percentage of the local content in price bids.
- 3.7. If Bidder is quoting more than Rs. 10 Crores in their Commercial Proposal, then Bidder has to submit a certificate (as per Form PP-D) from statutory auditor of the company (in case Bidder is a company) or from a practicing Cost Accountant or practicing Chartered Accountant (in case Bidder is not a company) along with his bid in terms of para 9(a) of the Public Procurement (Preference to Make in India) Order 2017. Bidder has to provide the value & percentage of the local content in price bids.
- 3.8. False declarations will be in breach of the Code of Integrity under Rule 175(1)(i)(h) of the General Financial Rules issued by the Ministry of Finance for which a Bidder or its successors can be debarred for up to two years as per Rule (iii) of the General Financial Rules along with such other actions as may be permissible under law.
- 3.9. All the relevant documents/information regarding claim for preferential treatment under this policy must be submitted along with offer by the tenderers. Post tender submission of these information/documents shall not be considered. Further firms seeking these considerations shall be completely responsible for the truthfulness and authenticity of their claim for these benefits.
- 3.10. **MINISTRY OF ELECTRONICS AND INFORMATION TECHNOLOGY (MEITY):**
In furtherance of the Public Procurement (Preference to Make in India) Order 2017 notified vide reference cited above, Ministry of Electronics and Information Technology, Government of India has notified ten (10) electronic products vide reference F.No.33(1)/2017-IPHW dated 14.09.2017.

3.10.1. Domestic Manufacturers are required to indicate the domestic value addition/Local Content in terms of Bill of Material (BoM) for the quoted products, in terms of aforesaid guidelines, in their bid. Bidders, claiming to bid in the status of domestic manufacturer/local supplier on behalf of domestic manufacturer are also required to give an undertaking in the format as given in MeitY Form-1.

3.11. DEPARTMENT OF TELECOMMUNICATIONS (DOT):

In furtherance of the Public Procurement (Preference to Make in India) Order 2017, Department of Telecommunications, Ministry of Communications, Government of India has notified Thirty-Six (36) Telecom Products, Services and Works vide reference No. 18-10/2017-IP dated 29.08.2018.

3.11.1. Domestic Manufacturers are required to indicate the domestic value addition/Local Content in terms of Bill of Material (BoM) for the quoted products, in terms of aforesaid guidelines, in their bid. Bidders, claiming to bid in the status of domestic manufacturer/local supplier on behalf of domestic manufacturer are also required to give an undertaking in the format as given in DoT Form-1.

3.12. Canara Bank shall also have the authority to audit as well as witness production processes to certify the achievement of the requisite local content and/or to obtain complete back up calculation.

- 4.** In case a Bidder is eligible to seek benefit under Purchase PP-LC policy as well as PPP for MSE 2012, then the Bidder should categorically seek benefits against only one of the two policies i.e. either PP-LC and MSE policy in Form PP-A. The option once exercised cannot be modified subsequently.
- 5.** Purchase preference benefits shall be extended to the Bidder based on the declared option subject to the Bidder meeting the requirements contained in that purchase preference policy.
- 6.** In case a MSEs Bidder opts for purchase preference based on PP-LC, he shall not be entitled to claim purchase preference benefit available to MSE Bidders under PPP-2012. However, the exemptions from furnishing Bidding Document fee and Bid security/EMD shall continue to be available to MSE Bidders.

7. For price matching opportunities and distribution of quantities among Bidders (Bidder's option to avail any one out of two applicable purchase preference policies, i.e., PP-LC-2017 or PPP-2012 will be considered), the precedence shall be in the following order:

7.1 Public Procurement Policy for MSE 2012

7.2 Purchase Preference linked with Local Content (PP-LC).

**ASSISTANT GENERAL MANAGER
P REMISES AND ESTATE SECTION
CIRCLE OFFICE**

GENERAL CONDITIONS OF CONTRACT

1. **INTERPRETATION** : In construing these conditions, the specifications, the schedule of quantities, bid and Agreement, the following words shall have the meaning herein assigned to them except where the subject or context otherwise requires;
 - i. Employer or The Bank: The term shall denote Canara Bank with its head office at No: 112, J C Road, Bengaluru, Karnataka and any of its employees/ representative authorized on its behalf.
 - ii. Tenderer/Bidder/Supplier/Applicant/Contractor/Signage Provider: Any of the term shall mean _____ (Name & address of the Bidder) and his / their heirs, legal representatives, assigns and successors and include their “Convertors” wherever it is applicable and the context in which it is referred to.
 - iii. Art Work: The art work means the design of the sign board according to which the sign board should be fabricated.
 - iv. The Supply/Work Order/Work : shall mean the work or works to be done under this contract, to fabricate, install and commission the Sign Boards at various branches and offices of Canara Bank all over Bihar under Works contract with due approvals of the Local statutory authorities as applicable.
 - v. “Act of Insolvency” shall mean any act as such as defined by the Presidency Towns Insolvency Act or in provincial Insolvency Act or any amending statues.
 - vi. “Price Bid” shall mean the schedule of quantities duly priced with the quoted rates of the Bidder.
 - vii. Completion of work means the work completed virtually in all respects and put into operation.
 - viii. Contract Value shall mean the cost of work awarded to the Bidder calculated for the quantities (as per Annexure 6) awarded at the accepted rates.
2. The entire set of bid paper issued should be submitted fully priced and also signed on the last page together with initials on every page. No modifications, writing (except where provided for) or corrections can be made in the bid papers by the Bidder. Any conditional bid is liable for rejection. The Bidder shall note that the bid shall remain open for consideration for the period mentioned elsewhere in the bid document.
3. Intending Bidder shall make himself thoroughly acquainted with the details, nature and requirements of the works, facilities for transport condition, local statutory formalities to be fulfilled, site constraints etc for effective and timely completion of work at various centers across Bihar. The successful Bidder will not be entitled to any claim of compensation for the difficulties faced or losses

incurred on account of any condition or unforeseen

4. The Bidder shall have arrangement for fabricating and installing the Glow Sign Board in different part of state. Necessary documentary proof should be provided.
5. The Bidder shall have necessary infrastructure such as plotter cutter, welding and riveting machine, professional fabricators and electricians necessary to undertake the work.
6. The Bidder shall give a tentative programme and an explanatory note on how he proposes to carry out the various activities involved to complete the work within the specified period.
7. Bank at its discretion may get the testing of material used for providing the signage done by any Govt. Testing Centre / National Test House. The Bidder entrusted with the work shall provide to the branch/office samples of flex and vinyl (of size 60 cm x 60 cm for flex and for each colour of vinyl for each branch) for the purpose of testing to verify whether the flex and vinyl are conforming to the physical/technical properties prescribed in the bid document. Samples of such material shall be out of the materials actually put to use in the signage. The seal and signature of the contractor shall be affixed at bottom left corner of the sample. The Bidder while quoting the rates shall take into account this requirement and quote the rates accordingly. No separate charges will be paid for providing such samples. If the sample fails to satisfy the specifications, no payment will be made to the Bidder towards the cost of such works carried out.
8. The following brands of flex and vinyl conforming to the prescribed specifications are approved: **LG, 3M, Avery, Arlon** or other specific make as approved by the Bank and in such a case they will have to produce test certificate from National Test House, Chennai, in addition to furnishing samples. Their bids will be considered subject to approval of the material.
9. **AGREEMENT:** The successful Bidder/contractor, on acceptance of the bid by the Accepting Authority, shall, within 7 days from the date of receipt of the work order, sign an Agreement in the standard Form of Agreement on stamp paper. The contractor shall pay for all stamps and legal expenses, incidental thereto. Failure to sign the Agreement within the specified period may result in cancellation of the work order and forfeiture of the EMD.
10. **PERMITS & LICENSES :** All Permits and licenses for procurement, from India or abroad of all raw materials, machinery etc required for completing the work shall be arranged by the supplier himself. The bank will not provide any Import License or any other license nor shall get involved in procurement of any materials. It may be clearly understood that no compensation or additional charges can be claimed by the supplier for non receipt of the material in due

time. The supplier shall at his own cost arrange for taking delivery, storage and its cost, transporting, safety of the material etc. The Employer shall be indemnified against all Government or legal actions for the thefts or misuse in the custody of the supplier.

11. **TAXES AND DUTIES:** The rate quoted in the Price Bid must include all duties, royalties, cess, Central Excise Tax and, work contract tax, or any other taxes or local charges if applicable either at the time of purchase/transport of materials for manufacture or at the time of delivery of finished signage at different centers. No extra claim will be entertained. However, Octroi/entry tax and Goods & Service Taxes need not be included in the price quoted. These taxes, wherever applicable, will be reimbursed by the Bank. If the rates quoted by the Bidder are not in terms of the details specified above, the bid submitted by the Bidder is liable for rejection.
12. **ESCALATION:** The rate quoted shall be firm throughout the tenure of the contract and will not be subject to any fluctuation due to increase in cost of materials, foreign exchange rates, labour, or on account of any extension of time granted or for whatsoever reasons.
13. **GOVERNMENT & LOCAL RULES:** The supplier shall conform to the provisions of all the local laws and Acts relating to the work and to the Regulations etc. of the Government and Local Authorities including the safety norms and Electrical safety norms including clearances / permissions like obtaining permission from Chief Electrical Inspectorate of the respective State Government (CEIG) as applicable in respective centers. The cost, if any, shall be deemed to have been included in the quoted rates, taking into account all liabilities for licenses, fees etc. that are payable in this regard and shall indemnify the employer against such liabilities and shall be responsible for all actions arising from such claims or liabilities. In some of the Cities, like Mumbai, or States, Specific permission/s from Corporation Authorities, Police Department are essential. In such cases, it shall be the responsibility of the signage solution provider or their converters to apply and obtain such sanctions and all incidental charges or expenses related to thereof shall not be payable as extras. Road permits will have to be arranged by the Bidder only. If any documents are required, the same will be signed by the Bank. However, submission of the same to the authorities, follow up to get necessary clearance etc., to be attended by the Bidders.
14. **QUANTITY OF WORK TO BE EXECUTED:** The total quantity of work is expected to be of approximately 330 boards of various sizes all over Bihar. However, total number of boards in a particular Region will depend on the number of branches/offices/ATMs in that Region as per **Annexure 12**. Employer reserves the right to execute only a part or the whole or any excess thereof through one or more Bidders without assigning any reason thereof.

- 15. EARNEST MONEY DEPOSIT:** The Bidder will have to deposit earnest money to the extent and in the form detailed in the bid and General Instruction to the Bidder. The earnest money will not bear any interest. The Earnest Money is liable to be forfeited in the circumstances indicated in the General Instructions clause 24
- 16. DEFECT LIABILITY PERIOD:** The works shall be covered under Defect Liability Period of 12 months from the date of completion and satisfactory certificate from Bank's incharge. During the defect liability period the contractor shall ensure that the sign boards are maintained and are functioning properly. For further details, please see clause 33 below.
- 17. SECURITY DEPOSIT (PERFORMANCE GUARANTEE):**
- i. The total security deposit shall be 10% of the contract value as detailed in clause 6 of General Instructions.
 - ii. This security deposit is meant to ensure satisfactory performance of the signages and the obligation of the Bidder as follows;
 - iii. The works shall be covered under defect liability period of 12 months from the date of completion. During the defect liability period the contractor shall ensure that the signages are maintained and are functioning properly. For further details, please see clause 32 below.
 - iv. The security deposit amount will not be the restraining amount for any claims against damages or losses suffered by the Bank or will not foreclose the legal remedies available to the bank according to Law.
 - v. The performance bank guarantee will be discharged on satisfactory completion of the Defect Liability Period and Warranty period after deducting any amount that may be due to the Bank.
 - vi. In-case of works allotted in the phased manner during the period of 12 months from the date of issue of work order. The proportionate performance Guarantee to be submitted separately. Otherwise, Bank's reserves the rights to deduct 10% of the Invoice/ Bill amount during the payment. The amount will be released after completion of Defect liability period of 12 months and satisfactory certificate.
- 18. TIME FOR COMPLETION:** Time is the essence of this contract. The supply and installation of all Sign Boards entrusted to the Contractor should be completed the maximum quantity in all respect within 30 days from the date of commencement of work.
- 19. LIQUIDATED DAMAGES FOR DELAY:** If the Bidder fails to supply and installation of the Glow Sign Boards within the specified time, the Bank shall have the option to accept or reject the Boards delivered by the Bidder after the expiry of

the time period specified in the RFP. In case of acceptance of the delayed installation of the sign Boards, the Bidder shall be liable to pay the Bank the following amount as Liquidated damages at the rates specified below, for each completed week of delay or part thereof, on the value of the sign boards of BOQ.

Liquidated Damages per week of delay or part thereof	0.5% of the cost of the <u>sign boards</u> (i e BOQ) per week subject to a maximum of 5% of the cost per machine (i e item 4 of BOQ)
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For the purpose of this clause, Supply and delivery at each location shall be treated as separate entity.

The Bidder agrees and considers that the liquidated damages set out herein above are fair and reasonable and that he will raise no objection or dispute with regard to the bank's right to recover the liquidated damages.

The liquidated damages shall be deducted / recovered by the bank from any money due or becoming due to the Bidder under this purchase contract or may be recovered by encashment of bank guarantees or otherwise from Bidder.

20. BIDDER TO PROVIDE FOR EVERYTHING NECESSARY :

The Bidder shall provide and ensure everything necessary for the proper execution of work according to the intent and meaning of the drawings, schedule of quantities and specifications taken together whether the same may or may not be particularly shown or fully described therein provided that the same can be reasonably inferred there from and if the Bidder finds any discrepancies therein he shall immediately and in writing, refer the same to the Employer whose decision shall be final and binding.

21. MATERIALS, WORKMANSHIP, SAMPLES, TESTING OF MATERIALS:

- All the works specified and provided for in the specifications or those which may be required to be done in order to perform and complete the work shall be executed in the best and most workmanlike manner with materials of the best and approved quality with particulars contained in and implied by the specifications. Bank has discretion to decide on any item depends upon the quantity and material availability. These are the tentative quantities.

22. ACCESS & INSPECTION:

Any authorized representative of the Employer/Bank shall at reasonable times have free access to the works and/or to the workshops, factories or other places where the signages are being manufactured. Such inspection may be carried out even after the signages are installed. Bank also will have the right to get a technical audit and inspection carried out through external agencies like the

Central Vigilance Commission. The contractor/ the supplier shall give all reasonable facilities and make all arrangements for carrying out such inspections. During such inspection, the quantity and quality of the signages may be checked to ensure compliance with the specifications laid down. Samples of materials used for the work is to be given at each branch / office for testing. The supplier shall give every facility to the Bank or their authorized representatives necessary for inspection, examination and testing the quality and quantity of materials and workmanship.

23. REJECTION AND RE -DOING OF IMPROPER WORK:

As a result of the inspections conducted by the Bank or inspecting officials, internal or external agencies like CTE of CVC if it is found that the work is not being or has not been carried out in accordance with the specifications and these conditions, such lots shall be liable to be rejected even if they were accepted or paid earlier. However, at the discretion of the Bank, the supplier may be permitted to re-do the improper work and rectify the defects and deficiencies at his own cost. On account of such permission to re-do the work, the supplier is not entitled to claim for extension of time or wavier of penalty or any compensation or relief whatsoever.

If as a result of any such inspections any overpayment is detected, the Bank shall be at liberty to recover the amount overpaid from any money that may have become or that will become due to the supplier or from the Performance Guarantee, notwithstanding any certification given or payment made already.

24. TESTING:

The Bank reserves the right to get the samples of flex and vinyl tested from independent testing agencies and their test results shall be binding. The Bidders should submit samples of flex & vinyl as detailed in clause 7 of General Conditions of Contract.

25. INDEMNITY:

The signage providers shall undertake the work complying with labour laws and shall not employ child labourers, and take all necessary safety precautions in undertaking work at site and as well in the respective workshops. The bank shall be kept indemnified against any possible damage to the building, roads or members of the public or third party materials in the course of execution of work. The bank shall also be indemnified against any action initiated by Government agencies or against prosecution on account of any untoward incidents, accidents, deaths occurring to the labour force employed or to the third parties arising on account of negligence or non fulfilling statutory norms / requirements while manufacturing, transporting or while execution of work at site and the consequent claims and damages arising thereof, the signage solution provider / their converters shall alone be responsible.

26. INSURANCE:

The signage solution providers / their converters are advised to suitably insure at their own cost for the men, materials and finished product against theft, losses, damages due to accidents during transit of purchase of material, during storage at the time of manufacturing and during delivery of the finished product to the various centers or at the time of execution of works. The successful Bidder, to whom the work will be entrusted, shall obtain Contractor's all Risk Insurance (CAR) policy and submit a copy of the same along with the bill.

27. VARIATION & DEVIATION IN SPECIFICATIONS:

The specification of materials like flex, vinyl and other fabrication material shall be as per the bid and tolerance as detailed in the Technical Specification. Any variations beyond tolerance, if accepted by bank are liable for cost adjustments and the decision of the Bank shall be final and binding on the Bidder/supplier as to the amount to be recovered.

28. COMPLETION OF WORKS:

On completion of the work at the site, the signage providers / their converters shall remove all the materials, tools, equipments and ensure the surroundings are clean and any debris, unwanted, unused materials are cleared from the site and disposed suitably. Any cost incurred by the bank for non compliance of the above shall be recovered from the payments.

29. IDLE LABOUR:

Whatsoever the reasons may be no claim for idle labour, additional establishment cost of hire and labour charges of tools and plants would be entertained at any circumstances at the time of installation at site.

30. BILLING AND PAYMENT TERMS:

Payment will be made after satisfactory completion of work. The signage provider on completion of work should submit his bill in duplicate once in 15 days to the respective Circle Office/ Regional Office along with a confirmation from the branch / office for having completed the works and copy of insurance certificate. The bill shall be accompanied by 5 year warranty certificate for flex and vinyl materials by the original manufacturer. A similar certificate for the entire signage including box structure shall be submitted by the signage provider in case of new signages. Applicable Tax deduction at source (TDS), if any, as per relevant provisions of Finance Act from time to time and Works Contract Tax, if applicable, will be deducted at the time of releasing the payments. Bill payment will be made at Circle Office/ Region Office level within a period of 30 days from the date of receipt of bill along with required documents mentioned

in the bid.

31. TERMINATION OF THE CONTRACT:

- i) The Bank at its option without prejudice to its rights under the Contract, is entitled to terminate the Contract at any time by giving 15 days' written notice to the Contractor in the following circumstance:
 - a. in case the contractor does not comply with any of his obligations/undertakings under this Contract;
 - b. if the design, specifications, fabrication or performance of the signages supplied by the contractor do not conform to the approved technical specifications and other requirements specified in this contract or agreed to by the contractor;
 - c. if the contractor refrains from implementing any of the instructions received from the Bank within the stipulation of this Contract;
 - d. In case of any breach of the terms and conditions of this contract by the contractor.
- ii) If the contractor becomes bankrupt or insolvent or causes or suffers any receiver to be appointed for its business or any assets thereof, compounded with its Creditors, or being a corporation, commence to be wound up for the purpose of amalgamation or reconstruction, or carry on its business under a Receiver for the benefit of its Creditors, the Bank shall be at liberty to terminate the contract forthwith upon coming to know of the happening of any such event as aforesaid by notice in writing to the contractor or to the Receiver or Liquidator or to any person in whom the Contract may become vested or give such Receiver, Liquidator or other person the option of carrying out the Contract subject to his providing guarantee for amount to be specified by the Bank.
- iii) In the event of such termination, the Performance Guarantee/ Security Deposit of the contractor shall stand forfeited and shall be at the disposal of the Bank. Further, the Bank will be at liberty to take over the incomplete works and complete them at the risk and cost of the Bidder in addition to levying compensation for the delay in completion of the work.

32. SETTLEMENT OF DISPUTES AND ARBITRATION:

- i. It shall be an inseparable part of the contract that in matters regarding quality of materials, workmanship, or rejection of improper supply, interpretation of specifications, commitments made etc, the decision of the Bank, which shall be given in writing, shall be final, conclusive and binding on the Bidder. If the Bidder considers that any decision of the Bank is unacceptable and issue cannot be resolved mutually, the Bidder

may request for arbitration in writing within 15 days of such happening. Thereon, the Employer shall give his written instructions or decision within a period of 30 days from the receipt of the Bidder's letter.

- ii. All disputes or differences in respect of which decisions have not been final, binding and conclusive as above shall be referred for arbitration by a Sole Arbitrator in accordance with the provisions of the Arbitration and Conciliation Act, 1996. The Bank shall finalize the names of 3 Arbitrators. The Bidder has to choose ONE among them. The seat of arbitration will be at Bangalore or Patna. The expenses of Arbitration shall be equally shared.
- iii. In the case the successful Bidder is a Central Public Sector Enterprises (CPSEs) or a Government Department, the following arbitration clause will be applicable: In the event of any dispute or difference relating to the interpretation and application of the provisions of the contracts, such dispute or difference shall be referred by either party for Arbitration to the sole arbitrator in the Department of Public Enterprises to be nominated by the Secretary to the Government of India in-charge of the Department of Public Enterprises. The Arbitration and Conciliation Act, 1996 shall not be applicable to arbitration under this clause. The award of the arbitrator shall be binding upon the parties to the dispute, provided, however, any party aggrieved by such award may make further reference for setting aside or revision of the award to the Law Secretary, Department of Legal Affairs, Ministry of Law & Justice, Government of India. Upon such reference the dispute shall be decided by the Law Secretary or the Special Secretary/Additional Secretary, when so authorized by the Law Secretary, whose decision shall bind the Parties finally and conclusively. The Parties to the dispute will share equally the cost of arbitration as intimated by the Arbitrator.

33. MAINTENANCE DURING DEFECT LIABILITY PERIOD:

- i. The contractor should rectify the defects, if any, found in the work executed by them at their cost satisfactorily during a **DEFECTS LIABILITY PERIOD** of ONE year from the date of completion and satisfactory certificate.
- ii. For New Back Lit Signage's:
 - i) During the defect liability period the contractor shall ensure that the Signage's are maintained and are functioning properly. He shall inspect each sign board at least once in 3 months and clean the entire board including the LED tubes fittings and attend to any defects in the electrical system. If any fittings are to be replaced, the same shall be done in consultation with the Bank. Cost of LED tubes only shall be reimbursed. Other charges for replacing the electrical fittings, removing any defects, tensioning if required and such other works required to ensure good

performance of the Signage's shall be borne by the contractor.

ii) In addition to the above quarterly visits, the contractor shall also attend to a maximum of 4 breakdown calls during the defect liability period to attend to failure of electrical system like replacement of LED tubes or repairs to the signage on account of any untoward incidents etc. For such breakdown calls, no labour charges will be payable but payment towards consumables like tubes will be made.

iii. For Change Of Fascia To The Existing Back Lit Signage's:

During the defect liability period, the contractor shall ensure that the flex and vinyl are maintained in good condition. He shall inspect each sign board at least once in 3 months and clean the entire board.

34. WARRANTY:

a) For New Back Lit Signages (For Entire New Board):

The contractor should provide a comprehensive unconditional warranty for the complete signage for a **period of 5 Years from the date of completion and satisfactory certificate from Bank's incharge**, covering not only the basic materials (except electrical fittings for which the warranty shall be for one year, however LED tubes which do not come with a warranty from the original manufacturer itself need not be covered under warranty) used for the manufacture of the signage and also the fabrication and erection.

- i. The warranty should provide for repair/ replacement of the signage, as may be required, including processing, labour and fixing charges against any failures/defects/ deficiency during the entire warranty period. The cost of materials required and the labour charges involved in rectifying the deficiencies or replacing the sign board, along with the cost of removing and refixing the boards and all incidental expenses shall be borne by the Bidder. The rectification or replacing the sign board shall be completed within 2 weeks of pointing out the deficiencies.
- ii. The flex and Vinyl should be warranted by the original manufacturer for a period of (5) five years from the date of completion against yellowing / graying of flex, plasticizer migration, wicking of flex, fungus or mildew formation, vinyl peel-off, fading, shrinkage, cracking and crazing. The warranty should be applicable for all Indian weather and dust conditions without any sub clauses for high Traffic areas / high Pollution areas / high temperature areas. This warranty for the flex and vinyl shall be made available from the original manufacturer of flex and vinyl. Documentary proof by way of original letter of undertaking addressed to the Bank by the principal shall be submitted along with the document and also a certificate that the flex and the vinyl used in the board meets the stipulated specifications as furnished in the bid document. If any defects or

deficiencies are noticed in the Flex and Vinyl during the warranty period, the entire fascia of the signboard will have to be replaced with a new one. All expenses in this connection will have to be borne by the Bidder.

- iii. If the Bidder fails to comply with these requirements within the period allowed, the Bank may carry out such repair or replacement and recover the cost from the Bidder from any money due to him or which may become due to him at a later date including his performance guarantee/Security Deposit.
- iv. The final bills would be cleared only on submission of the Warranty Documents that fulfil all the above conditions.

b) For Change of Fascia to the Existing Back Lit Signage's:

(1) The warranty should provide for repair/ replacement of the flex and vinyl as may be required, including processing, labour and fixing charges against any failures/defects/ deficiency during the entire warranty period. The cost of materials required and the labour charges involved in rectifying the deficiencies or replacing the flex and vinyl, along with the cost of removing and refixing the boards and all incidental expenses shall be borne by the Bidder. The rectification or replacing the flex and vinyl shall be completed within 2 weeks of pointing out the deficiencies.

(2) The flex and Vinyl should be warranted for a period of five years as described in Clause 33 a (ii) above.

(3) If the Bidder fails to comply with these requirements within the period allowed, the Bank may carry out such repair or replacement and recover the cost from the Bidder from any money due to him or which may become due to him at a later date including his performance guarantee/Security Deposit.

(4) The final bills would be cleared only on submission of the Warranty Documents that fulfil all the above conditions.

35. On check, if there are differences between the rates given by the Bidder in words and figures, then the rate quoted by the Bidder in words shall be taken as correct.

SIGNATURE OF THE BIDDER (WITH SEAL)

TECHNICAL SPECIFICATIONS

1. SPECIFICATIONS FOR FLEX SUBSTRATE AND VINYL TO BE USED FOR SIGNAGE

1.1. **FASCIA-FLEXIBLE SUBSTRATE:** The properties are given in Table 1. It shall have UV resistors added while manufacturing to prevent the whiteners turning yellow due to constant exposure to UV rays. The flexible substrate shall be warranted for 5 years to retain the white Color (i.e yellowing), plasticizer migration, wicking for a period of at least 5 years and similarly the vinyl shall be warranted against peel off, fading, shrinkage, cracking and crazing.

1.2. **GRAPHICS:** Graphics shall be computer-cut with translucent cast vinyl matching the Canara Blue and Canara yellow Colour. **The Colour specification for the signage: Light European Blue and Marigold to match the existing color (copy enclosed).**

The Colour specification for the signage:

Colour	Pantone number
Orange	1665C
Yellow	113C
Black	Process Black C

1.3. TABLE 1- PHYSICAL PROPERTIES OF FLEXIBLE SUBSTRATE

<u>Property</u>	<u>Metric Units (Range)</u>
Service Temperature range	-20* C to + 70 * C
Light Transmission (opacity)	Minimum 21% +/- 2%
Tensile strength Range	
Tear weft (Cross Direction)	Minimum 15.00 kg / cm
Tear Warp (Machine Direction)	Minimum 17.00 kg / cm
Tensile Weft (Cross Direction)	Minimum 20.00 kg / cm
Tensile Warp (Machine Direction)	Minimum 26.00 kg / cm
Characteristics Substrate	Polyester scrim embedded in a white pigmented vinyl
Thickness and weight	0.050 cm +/- 0.070 cm - weight minimum 650 GSM

1.4. TABLE 2 - PHYSICAL PROPERTIES OF TRANSLUCENT VINYL

<u>Property</u>	
Tensile Strength	0.8 - 0.9 kg / cm at 23°C
Applied Shrinkage	Shall not exceed 2 %
Service temperature range	- 30*c to +75°C
Adhesion Strength (acrylic and uncoated, clear Poly carbonate)	Minimum 0.7 kg / cm
Film Characteristics	
Film	0.050 mm, translucent vinyl
Thickness (film & adhesive)	3 to 4 mil (0.08 to 0.105 mm)
Adhesive type and color	Permanent Clear Pressure Sensitive Adhesive
Liner	Synthetic / Poly coated Liner or equivalent subject to submission of certificate in this
Application surfaces	Flat, without rivets
Minimum application temperature	16°C

The testing of the Flexible Substrate and Translucent Vinyl for the above physical properties shall be carried out as per the relevant ASTM Specifications.

1 (A)- SIGN BOARD BOX SPECIFICATIONS

I. **SIGN BOARD CABINET STRUCTURE-FRAME WORK:** The Box (structure) should be fabricated using square MS tube 1” x 1” of 18 gauge with primer and enamel painted. ISI grade GI Sheet of 24 gauge duly powder coated for sides, top and bottom and 26 gauge for back should be used. Thickness of back-lit sign board should be minimum 7” to 8”. Bird-proof vent holes to be provided on the GI sheets provided on the sides of the board to dissipate hot air. Aluminium drip cap with 2” projection to be provided on the top front edge of the sign board to protect the fascia from rain. All internal metal portions of the sign cabinet to be painted with white colour enamel paint.

II. **SIGN BOARD CABINET SUPPORT:** The sign cabinet should be provided with suitable arrangements for fixing to existing wall surface or existing supporting structures available with suitable clamps, brackets, anchor bolts etc. The arrangements should be adequate to support the weight of the cabinet and to keep it firmly in position. The minimum requirement is that the signage frame work shall be anchored to the sunshade below using ‘L’ angle of 25mmx25mmx5mm thick equal angle in L shape at an interval of every 10 feet. Further the board should be

anchored from top to the back wall using suitable steel/GI wire of minimum 8mm thick. All exposed clamps, brackets etc shall be painted with two coats of synthetic enamel paint over a coat of primer. Nothing extra will be paid for fixing the cabinet in position.

III. WELDING SPECIFICATIONS: Branded welding rods should be used for welding the joints. Welding rod should be preheated prior to welding. Preheating the welding rods enables uniform & smooth flow of the welding material in the joints. If welding is done with preheated rod there will be no formation of open fissures in the joint due to smooth flow of welding material. Open fissures cause weakening of joints. Welding has to be done across the full cross section of the MS hollow pipe.

IV. PROTECTION OF THE FRAME: The entire frame of the sign board cabinet post welding has to be grinded around the welding joints to remove spurs and undulations if any created during welding. Post grinding the joints, the MS pipe has to be painted with zinc chromate primer and 2 coats of synthetic enamel paint of white shade.

V. FASTENERS: The fasteners used shall be uniform and at such spacing that it does not spoil the appearance of the signage looking from the bottom or the sides. The head of the screw shall have capping of stainless steel.

2. PROCESS OF PASTING VINYL STICKERS OVER THE FLEX SUBSTRATE: The pasting vinyl stickers over the flex substrate shall be undertaken with all care and techniques such as using pre mask tapes to the vinyl before initiating the fixing of the same over the flex, it shall be ensured that vinyl is properly aligned to the flex without any gaps at the outer edges, there are no air bubbles, etc., The workmanship shall be of high standards and engineering.

3. TECHNICAL SPECIFICATIONS OF ULTRA VIOLET WIDE FORMAT PRINTING:

<p>Ink Specification</p>	<p>The Printing on face material must be done with UV Wide Format Digital Printer with GREENGUARD/ GREENGUARD GOLD (Global) Certified Inks only. Ink Layer should not peel, crack from base substrate used in the intended print application.</p> <p>Inks must be designed for outdoor application with excellent print durability. Print Substrate can be printed with minimum 1000 dpi resolution for excellent quality printing.</p> <p>I. Print Head: The dot size should not be more than 7 to 12pl.</p> <p>II. Number of print Heads: Minimum Heads should be 20</p> <p>Minimum Ink configuration should be 8 Color + white or more printing process - Cyan, Magenta, Yellow, Black,</p>
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	<p>Light Cyan, Light Magenta, Light Yellow, Light Black etc. Inks to maintain excellent print quality and color production consistency. Ink to be used with the following make or as approved by the Bank:</p> <p>a)Ink Vutek b) Ink 3M</p> <p>5 years warranty to be provided for UV printing material with over lamination in flex substrate.</p>
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Note: Three-layer prints with Colour + white + Colour ink on flex Substrate.

Final construction of sign face - The design to be printed on flexible substrate and applied with cast overlamine having luster finish. The overlamine will protect the inks from fading and provides excellent durability.

Physical properties of Overlamine -

- Characteristic :Vinyl Cast
- Thickness 2 mils
- Gloss: Luster
- Liner : Kraft paper
- Lamination Temperature:60 to +100 °F (15 to +38 °C) In Use Temperature Range -65 to +225 °F (-54 to +107 °C)
- Chemical Resistance • Resists mild alkalis, mild acids, and salt • Excellent resistance to water (does not include immersion) • Resists occasional fuel spills.

4. TECHNICAL SPECIFICATIONS OF SINGLE SIDED LED MODULE/ LED DRIVER:

1	Make of LED module/ LED Driver	Osram/ Lighting Technologies or any other specific make approved by the Bank.
2	Colour	6500 Kelvin
3	Watt/ Module	0.72W/ 0.75W
4	LED Module per sft in signage	Maximum 3 Module per Sft
5	System Efficiency (Lm/W)	>95-100 Lm/W
6	Operating temperature	-40 degree C to +65 degree C
7	LED Module Life	Minimum 50000 hours Burning life

8	Protection Class	IP66
	Certifications and standard	BIS/LM79/LM80
9	Warranty	With minimum period of 5 Years Warranty
	LED Driver Specifications	
1	LED Driver Wattage	40W/ 60W/100W/120W/ 240W
2	Surge Protection	Inbuilt Min 6KV L to E and 10KV L to N
3	Supply Voltage for drivers	90V - 300V
4	LED Driver Life	Minimum 50000 lakhs burning hours life
5	Protection Class	IP67 rating
6	Short Circuit Protection/ Overload Protection/ Over temperature protection	

5. ELECTRICAL COMPONENTS:

- Low loss, slim type, Electronic Driver/ Electronic Ballast of reputed make such as Wipro/ Philips/ Crompton greaves.
- Good quality insulated copper wires of ISI mark such as Poylcab/ Finolex/ V-Guard or other specific make as approved by the Bank should be used for all electrical connections.
- Connectors made from molded plastic should be used to connect wires. No wire should be connected by tape or left open.
- Circuit wiring by way of 2 runs of 7/20 copper wire + 1 run of 3/20 copper wire for earthing of 660/1100 Volts grade of ISI approved make through 19mm dia PVC conduit using required saddles/joint/elbows as required at site. The number of circuits should be based on the number of tubes connected to each circuit and as per the direction of bank.
- Main Cable and Distribution system: The main cable and distribution system will be provided by Bank. The circuit wiring upto a maximum of 10 meter from the Board should be provided by the Bidder.

6. FIXING OF THE SIGNAGES AND SAFETY AT SITE: The signage providers shall duly assess the site condition for fixing securely by appropriate means using necessary clamp, hooks, fasteners and including minor civil works necessary at site. The entire signage so fixed at site shall withstand high wind pressures depending upon the

actual locations / floor in which it is installed. It shall also be the responsibility of the signage solution provider for the safety of the installation, the signage till they are billed and accepted by the bank. While executing the work the labour force used shall comply to labour laws and all necessary safety measures shall be undertaken like using scaffolds, ladders, safety belts, helmets, gloves, appropriate tools. Suitable precautions shall be taken against overhead power lines, slippery surface or such other hazards which may be in the close proximity to the premises / site. Any damages to the signage during the process of installation will result in rejection of the signage and the same shall be replaced at their own cost.

7. STANDARDS: All the materials shall conform to the required standards & safety aspects as specified in relevant ASTM/BIS standards wherever applicable.

8. THE SIGN BOARDS HAVE TO BE FIXED AT VARIOUS HEIGHTS FROM THE GROUND LEVEL AS PER THE REQUIREMENT. THE RATE QUOTED SHALL APPLY FOR UPTO FIRST FLOOR. SCAFFOLDING CHARGES OR ANY OTHER CHARGES WILL NOT BE PAID EXTRA.

SIGNATURE OF THE BIDDER/CONTRACTOR (WITH SEAL)

ANNEXURE - 1
BID OFFER

I/We have read and examined, understood the intent of the RFP document, Schedules, Specifications Applicable, Drawings and Designs, General Rules and Instructions, General Conditions of Contract, Special conditions, Schedule (Bill) of quantities in Price Bid, and all other documents referred to in the conditions of contract and all other contents in the bid document for the work.

I/We hereby submit the bid for the execution of the work specified by the Bank within the time specified in accordance in all respects with the specifications, designs drawings and instructions 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 are enclosing the information/details asked for in the **Format of Technical Bid**.

A sum of Rs..... Lakh is hereby forwarded as earnest money in the form of Demand Draft/Bank Guarantee..... (Name of the issuing Schedule Bank) bearing no and date

In the event of my / our failure to comply with any of the terms and conditions of this bid or 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 absolutely; otherwise the said earnest money shall be retained by it towards security deposit to execute all the works referred to in the bid documents upon the terms and conditions contained or referred to therein.

I/We hereby declare that I/We treat the bid documents, drawings 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 authorized to communicate the same or use the information in any manner prejudiced to the safety of the State / the Bank.

I/We fully understand that you are not bound to accept the lowest or any bid you may receive. Shri. _____, Partner / Proprietor / Authorized representative of the Company, is the person authorized to negotiate commercial, technical terms & conditions & sign on behalf of the firm any Agreement, Bills & receipts for this work.

I/We confirm and assure the Bank that by submitting this bid I/we accept the relationship of trust and confidence established between Me/Us and Bank and shall agree to maintain all the information and communication, the design of the signage, its implementation schedule and all related developments in strict

Tender Document for Providing External Signage at Various Branches and Offices Of Canara Bank Across Pan Bihar

confidence and shall not divulge such information to any unauthorized persons, press, media, any outside agencies, any unconnected persons or utilize for any activity whatsoever beyond the professional needs for carrying out the designed objectives and shall ensure that all the converters who are engaged by Me/Us for execution of the work also and will do all that is necessary to maintain confidentiality of this work and Brand Building Exercise.

I/We agree that if I/we are short-listed to open the price bid and if my/our offer is accepted by the Bank, until a formal agreement on stamp paper is prepared and signed, this application, with your written acceptance of the price quoted by us and other correspondence on the subject, if any, shall constitute a binding contract between us.

Dated the: day of 2020

Signature of Bidder/ Company with seal

Witness, Name & address:

Full Postal Address including Pin Code No. & Telephone No

ANNEXURE - 2

BIO DATA OF THE TENDERER

1. (a) Name of the Tenderer :
Address :
Telephone No :
Office :
Residence :
Mobile :
E-Mail :
- (b) Address of office :
2. a) Status of the Firm(Whether company/
Partnership / proprietary) :
- b)Name of the Proprietor/ Partners/ Directors
(With professional qualifications, if any):
- I)
II)
III)
- c) Year of establishment :
3. Whether registered with Registrar of
Companies/ firm. If so, No. & Date :
4. Registration with Tax Authorities :
- a) Income-tax No. PAN :
(Furnish copies of Income-tax returns)
- b) GST Registration Number :
(Furnish the latest copies of the returns filed)
- c) Electrical license number & name of :
associate if available
5. Names of the Bankers with address :

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- I)
- II)

Turnover of the Company/firm (Please attach copy of documents in support of the details)

Sl.No.	Year	Turnover
1	2016-17	
2	2017-18	
3	2018-19	

6. Registration / Empanelment with Government / Public Sector / Banks / Corporate if any (Copy of valid registration / empanelment copy should be enclosed).

NAME OF THE ORGANISATION	NATURE OF WORKS	VALUE OF WORKS	DATE OF REGISTRATION

7. What are your fields of activities? Mention the fields on preference Basis

- 1)
- 2)
- 3)

8. Details of major signage jobs executed in the past, - Schedule A

9. Details of design and fabrication facilities available - Schedule B

10. Please specify the name of the manufacturer, brand name and specifications of the fascia materials (Flexible substrate and Translucent vinyl), the signage

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provider is going to use for the Bank. (Enclose literature, technical specifications, test certificates etc)

11. Give details of the warranty for flex and vinyl. Enclose specimen copy of the warranty card.
12. How do you propose to procure the required quantity of flex and vinyl?
13. How do you propose to complete the fabrication and erection of the boards in the given time? Give a tentative completion programme.
14. State for which price is quoted :
15. Details of Region/ State for which price is submitted:

Sl No	Name of Region/ State	Price bid submitted (please strike off which is not applicable)
1	East/ Bihar	YES / NO

16. Have you ever been disqualified / levied penalties in any work contract in the past :
17. Furnish Solvency certificate from your Banker.
18. Key personnel permanently employed in your organization:

Sl. No	Name	Qualifications	Experience	Particulars of work done	Employed in your firm since	Any other

19. 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	ORGANISATION & ADDRESS	CONTACT NUMBERS

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20. Documents to be enclosed:

- i. Evidence of authority to sign. (Power of Attorney)
- ii. Schedules duly filled in the prescribed formats.
- iii. Balance Sheets and Profit & Loss Accounts for 3 years as on 31.03.2019
- iv. Copy of Partnership Deed or Registration Certificate
- v. Literature, technical specifications, test certificates
- vi. Solvency Certificate.
- vii. Copy of warranty card/ warranty agreement
- viii. Tentative Programme of completion
- ix. Copy of stamp paper agreement with principal manufacturer of fascia materials to be used for the signage solution. Copy of audited financial statements, as required under “Eligibility Criteria” of bid
- x. Photographs of the works place showing the equipments and facilities mentioned under General conditions of bid
- xi. Copies of documents in Sl.No.14
- xii. Copies of Work Orders and Completion Certificates along with contact details of persons in charge of projects in Schedule - B

DECLARATION:

- I/We confirm that to the best of my knowledge the information provided above is correct and any concealment of facts will lead to my disqualification at any stage by the Bank.
- I/We also confirm that we are agreeable for implementation within the time schedule and agreeable to the terms and conditions mentioned in the bid documents and specifically those relating to the five year warranty.
- I/We have quoted the Region wise rates in the Price Bid.

Place :
Date :

SIGNATURE

NAME & DESIGNATION
SEAL OF ORGANISATION

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**Schedule “A”
EXPERIENCE RECORD**

Details of all similar major works completed or in progress during last 3 years

No	Name of client/ Firm	Brief details of signages	Total No. and area of signage provided	Approx. cost	Date of completion

1. Details of all works which are at various stages of execution including works for which work orders have been received but work is yet to start, or works approaching completion but for which full completion certificates are yet to be issued, are to be provided.
2. Provide copies of Work Orders and Completion Certificates for each project along with contact details of persons in charge. The details are liable to be verified if required.

Details as available at the time of applying have to be provided.

Schedule “B”

DETAILS OF WORKSHOP AND FABRICATION FACILITIES AVAILABLE

Sl.No	Equipment/ facilities	Location

Note: Give details of all the key equipments and facilities available and their location for design and fabrication of the sign boards.

ANNEXURE - 3

Bidder's Authorization letter format

To

The Assistant General Manager,
Premises and Estate Section,
Canara Bank, Circle Office
Lav Kush Tower, Exhibition Road
Patna - 800001

Dear Sir,

SUB: Authorization Letter for attending the Bid Opening

REF: YOUR RFP NO: - _____ Dt _____.

This has reference to your above RFP for supply of _____. Mr. Miss/Mrs. _____ is hereby authorized to attend the bid opening of the above RFP _____ DT: _____ on _____

on behalf of our organization.

The specimen signature is attested below :

Specimen Signature Of Representative

Signature of Authorizing Authority
Authority

Signature of Attesting

Name of Authorizing Authority

ANNEXURE - 4
MANUFACTURER'S AUTHORIZATION FORM

No. _____.

Dated. _____

To

The Assistant General Manager,
Premises and Estate Section,
Canara Bank, Circle Office
Lav Kush Tower, Exhibition Road
Patna - 800001

Dear Sir,

RFP Reference No. _____

We _____ who are established and reputed manufacturers of _____ having factories at _____ and _____

do hereby authorize M/s _____ (Name and address of the Agent/Dealer) to offer their quotation, negotiate and conclude the contract with you against the above invitation for RFP offer.

We hereby extend our full guarantee and warranty as per terms and conditions of the RFP and the contract for the flex and the vinyl that will be used in the boards will meet the stipulated specifications as per RFP terms offer by the above firm and will extend warranty support for a period of 5 years from the date of submission of this RFP.

Yours faithfully

(Name)

For and on behalf of

M/s _____

(Name of Manufacturers)

Note: This letter of authority should be on the letterhead of the manufacturing concern and should be signed by a competent person of the manufacturer.

ANNEXURE - 5

DRAFT FORMAT OF AGREEMENT

(TO BE ENTERED WITH SUCCESSFUL CONTRACTOR/ AGENCY IN STAMP PAPER)

This agreement made on thisday of the month of in the year 2020 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- 560 002, represented by General Manager, its duly constituted attorney (hereinafter referred to as Bank) of the ONE PART;

AND

M/s. ----- duly represented by one of its Partner Sri. -----
----- AGE: ... YEARS, S/O, having their office at -----
-----, Bangalore (hereinafter called the Contractor) of the other part.

WHEREAS THE Bank is desirous of undertaking **Supply and Installation Of External Sign Boards at Various Branches, ATMs and Offices Across India Under Works contract** as fully detailed in bill of quantities of the tender document and has accepted the tender (RFP_____) opened on ----- furnished by the contractor & the contractor has agreed to perform the services as set out and subject to the terms & conditions set forth in the said documents mentioned herein under.

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) The Tender Document comprising; Tender Notice, General instruction to tenderers, General Conditions of the Contract, Scope of works, Schedule of quantities, Tender Drawings / Sketches.
 - c) Technical Specifications
 - c) Safety code.
 - d) All Annexures
 - e) Letters from and to the Contractor, if any, leading to and prior to acceptance letter.

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

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

For & on behalf of the

For & on behalf of the

Contractor with seal

Canara bank with seal

ANNEXURE - 6

**DRAFT FORMAT OF 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 ----- (**--.--.2020**) By M/s ----- duly represented by one of its partners -----, aged -- years, son of Sri -----, residing at -----, Bangalore.

Where I am the authorised partner of M/s -----), and had applied for prequalification of Bidders for **Supply and Installation of External Sign Boards at Various Branches/ATMs and Offices Across Bihar, India Under Works contract.**

Whereas My Company was shortlisted for issue of tenders and my company became successful in securing the subject work through competitive tendering and the work of-----, has been awarded in favour of my Firm/ company by Canara Bank, Circle Office, Premises and Estate Section, Lav Kush Tower , Exhibition Road, Patna, Bihar.

And whereas for undertaking the furnishing work, my company has entered into contract agreement on --.--.2020.

Now this Deed Witnessed that in pursuance of the aforesaid contract agreement **dt.--.--.2020** and in consideration of Canara Bank having agreed to make payments on the running bills claimed by my company based on the works completed by my company in respect of Supply and Installation of External Sign Boards at various branches and offices across Bihar and referred to above, I hereby undertake to indemnify and keep harmless the Canara Bank & its project engineer/ Architect 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 for which I shall be solely responsible.

(SRI. -----)

FOR M/S -----

ANNEXURE - 7

Bank Guarantee Format for Earnest Money Deposit

To

The Assistant General Manager,
Premises and Estate Section,
Canara Bank, Circle Office
Lav Kush Tower, Exhibition Road
Patna - 800001

WHEREAS _____(Name of Tenderer) (hereinafter called "the Tenderer" has submitted its tender dated _____ (Date) for the execution of (Name of Contract)_____ (hereinafter called "the Tender") in favour of CANARA BANK, _____ hereinafter called the "Beneficiary";

KNOW ALL MEN by these presents that we, _____(name of the issuing Bank), a body corporate constituted under the _____having its Head Office at _____amongst others a branch / office at _____ (hereinafter called "the Bank" are bound unto the Beneficiary for the sum of Rs_____ (Rupees_____only) for which payment well and truly to be made to the said Beneficiary, the Bank binds itself, its successors and assigns by these presents;

THE CONDITIONS of this obligation are:

- (a) If the Tenderer withdraws its Tender during the period of Tender validity specified in the Tender; or
- (b) If the Tenderer having been notified of the acceptance of his Tender by the Beneficiary during the period of Tender validity;
 - (i) fails or refuses to execute the Agreement, if required; or
 - (ii) fails or refuses to furnish the performance security, in accordance with clause _____ of conditions of Contract.

We undertake to pay to the Beneficiary up to the above amount upon receipt of his first written demand without the Beneficiary having to substantiate his demand, provided that in his demand the Beneficiary will note that the amount claimed by him is due to him owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

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Notwithstanding anything contained herein

- i) Our liability under this Bank Guarantee shall not exceed Rs. _____ (Rupees _____ only)
- ii) This Bank Guarantee is valid up to _____ 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 guarantee as found under clause (ii) above plus claim period)

Dated _____ day of _____ 2020

SIGNATURE & SEAL OF THE BANK

ANNEXURE - 8

BANK GUARANTEE FORMAT FOR SECURITY DEPOSIT

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

To:

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.

1. 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.....

2. 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.
3. 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.
4. We, the Bank lastly undertake not to revoke this guarantee during its currency except with the previous consent of the beneficiary in writing.
5. 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)

PLACE:

DATE:

SIGNATURE

ANNEXURE - 9

UNDERTAKING LETTER IN YOUR LETTER HEAD WITH TECHNICAL BID

To,

The Assistant General Manager,
Premises and Estate Section,
Canara Bank, Circle Office
Lav Kush Tower, Exhibition Road
Patna - 800001

SUBJECT: RFP _____ Dated:

Dear Sir,

This has reference to your above RFP published in your banks website and CPPP web site.

We hereby state that we M/s _____ have submitted the above offer documents duly filling at the appropriate places without making any alterations , corrections , omissions in the offer issued by the bank or downloaded from the web site.

Signature & Name of the Bidder with seal

ANNEXURE - 10

(DECLARATION TO BE SUBMITTED ON LETTER HEAD OF THE BIDDER)

Ref: _____

I / We hereby declare that I / We have not been banned or blacklisted or debarred by any Government , Quasi Government Agencies, Public Sector Undertakings or Private Companies anywhere, anytime.

Should it be observed anytime during currency of the bidding process or during execution of the work that I / We have been banned, blacklisted or debarred by any of the above Agencies, then I / We agree for termination of the contract forthwith and also agree for forfeiture of our Earnest Money Deposit and Security cum Performance Deposit, if any, by Canara Bank, without any recourse.

Dated:

Signature & Name of the Bidder with seal

Tender Document for Providing External Signage at Various Branches and Offices Of Canara Bank Across Pan Bihar

Annexure 11

List of States, approximate number of Branches/Offices & ATMs and approximate quantities in Bihar

S L NO	REGION	STATE	APPROX NO OF BRANCHES/ OFFICES	APPROX NO OF ATMS	APPROX AREA IS SFT
1	EAST	BIHAR	162	150	9720

**Annexure 12
PRICE BID**

Sl No	Item Description	Floor wise	Tentative Quantity In Sqft/ Nos	Rate Per Sqft/ Nos In Rs.
1	Replacement of fascia with Flex and Vinyl:Providing and fixing only fascia with flex and vinyl in the existing board structure after removing the old flex as per technical specification Sl no: 01 & 02	Ground Floor		
		First Floor		
2	Replacement of fascia with printed flex:Providing and fixing only fascia with printing on flex s in the existing board structure after removing the old flex As per technical specification Sl no: 01 (1.1 & 1.3) & 03.	Ground Floor		
		First Floor		
3	Providing of New Backlit Signage Board: Providing and fixing back lit signage board including internal electrical fittings/ wiring and external fasteners/anchoring as detailed in the technical specifications Sl No: 01, 1(A), 2 & 6.	Ground Floor		
		First Floor		
4	Supplying and fixing LED flood lights of 30 Watt of Philips/ Wipro/ Crompton/ Bajaj makes for frontlit board with minimum 20"-30" length MS bracing of 25mmx25mmx18G square tubes coated with primer and finished with 2 coats of enamel paint.	1 No		
	Total Amount (Sl No: 1 to 4)			

Notes:

- The lowest bidder will be determined based on total amount arrived by calculating the rate quoted and tentative quantities provided in Sl. No 1 to 4 of

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price bids. The details are furnished in Clause no: 18 - Determination “L1 bidder” and award of works’ (page no: 13).

- Quantity given is approximate in sq ft and the Rate quoted should be in ` Per Sq ft in figures and words
- Bidder must take care in filling price information in the Price Offer, to ensure that there are no typographical or arithmetic errors. All blanks fields must be filled up correctly.

Name and Signature of Bidder with address and seal

**Annexure 14
PRICE BID**

Sl No	Item Description	Floor wise	Tentative Quantity In Sqft/ Nos	Rate Per Sqft/ Nos In Rs.
1	Replacement of fascia with Flex and Vinyl: Providing and fixing only fascia with flex and vinyl in the existing board structure after removing the old flex as per technical specification Sl no: 01 & 02	Ground Floor	3000 sft	
		First Floor	2000 sft	
2	Replacement of fascia with printed flex: Providing and fixing only fascia with printing on flex s in the existing board structure after removing the old flex As per technical specification Sl no: 01 (1.1 & 1.3) & 03.	Ground Floor	450 sft	
		First Floor	300 sft	
3	Providing of New Backlit Signage Board: Providing and fixing back lit signage board including internal electrical fittings/ wiring and external fasteners/anchoring as detailed in the technical specifications Sl No: 01, 1(A), 2 & 6.	Ground Floor	2400 sft	
		First Floor	1020 sft	
4	Supplying and fixing LED flood lights of 30 Watt of Philips/ Wipro/ Crompton/ Bajaj makes for frontlit board with minimum 20"-30" length MS bracing of 25mmx25mmx18G square tubes coated with primer and finished with 2 coats of enamel paint.	No	100 No	
5	Front Lit Structure (For damaged frames)	sft	800 sft	
6	Flourescent Tube 36 W (Philips/ Crompton/ Bajaj) including labour for replacement	No	1000 No	
7	Electronic Ballast (Philips / Osram) including labour for replacement	No	100 No	

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8	Ballast & Tube Set (Including labour for replacement)	Set	100 Set	
9	Additional Electrical Wiring with PVC Conduit (Havels/Anchor/Finolex)	Per Mt	1000 Mt	
10	Timer Contactor (L & T) with installation labour	No	150 Nos	
11	Angle Structure replacement if required	Rft	2000 Rft	
	Total Amount (Sl No: 1 to 11)			

Notes:

- The lowest bidder will be determined based on total amount arrived by calculating the rate quoted and tentative quantities provided in Sl. No 1 to 4 of price bids. The details are furnished in Clause no: 18 - Determination “L1 bidder” and award of works’ (page no: 13).
- Quantity given is approximate in sq ft and the Rate quoted should be in ` Per Sq ft in figures and words
- Bidder must take care in filling price information in the Price Offer, to ensure that there are no typographical or arithmetic errors. All blanks fields must be filled up correctly.
- Bank has discretion to decide on any item depends upon the quantity and material availability. These are the tentative quantities.

Name and Signature of Bidder with address and seal