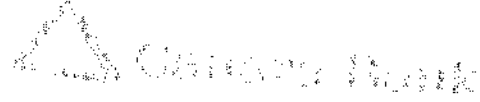


PTF: 66:GLASS:WIND:706:20-21



Date: 09.04.2021

Subject : **Issue of Tender - Furnishing Work**

<b>NAME OF THE VENDOR:</b>	
<b>NAME OF THE WORK</b>	Furnishing Work to be carried out at our Circle Office Patna [SUPPLY AND INSTALLATION OF NEW GLASS WINDOW AT 3RD FLOOR]
<b>ADDRESS OF THE BRANCH</b>	3 <sup>rd</sup> floor, Circle Office Canara Bank, Lav Kush Tower, Patna
<b>PROJECT TO BE COMPLETED</b>	Within 7 days from the date of receipt of work Order or date of hand site
<b>LIQUIDATED DAMAGES FOR NON-COMPLETION OF WORK IN TIME:</b>	As mentioned in the tender document

Dear Sir,

We are issuing tender form for the furnishing work at our Circle Office Patna as per address given above. You are requested to submit the same to us at the earliest on or before 16.04.2021 upto 02.00 PM.

Before submitting the tender, you are requested the read the instructions carefully as mentioned below:

1. Tenderers are advised to inspect and examine the site and its surrounding and satisfy themselves before submitting their tenders.
2. All the rates quoted by the contractor shall be for complete finished work including cost of all labour, materials, scaffolding, finished at site as required with tools, plants, lead, lifts, cartage etc. all work shall be executed as per specifications and instructions of Bank/Architect and shall include the supply and installation at site of all the equipment, ancillary materials as specified and all such items what so ever which may be required to fulfill the intent and purpose as laid down in the specifications.
3. All execution of works & materials should be as per tender specifications. **Materials for which specification is not given in tender in that case ISI certification marked material should be used with the prior approval from the bank.**
4. Vendors/ Sub contractors are strictly advised not to use sub standard materials. Penalty for delay at Rs. 500 per day.
5. **It is the prime responsibility of the vendor/ sub contractor to deposit appropriate taxes to The Government. The bank will not be liable due to tax evasion by the vendor/ sub contractor in this regard. The vendors/ Sub contractors must quote their rate including all taxes and duties except service tax as mentioned in Clause-6.**
6. Rates shall include taxes, duties etc. including VAT, Sales Tax, Octroi, Excise Duty or any other tax on material or on finished works like work's contract tax, turnover tax, income

Premises & Estate Section  
Circle Office  
4<sup>th</sup> Floor L K Tower  
Exhibition Road, Patna  
website : [www.canarabank.com](http://www.canarabank.com)

परिसर एवं सम्पदा अनुभाग,  
अंचल कार्यालय,  
चौथा तल, लव कुश टावर  
एकजीबिशन रोड, पटना- 800 001

Telephone: 0612 2323405, 2321787

E-Mail : [premisescopat@canarabank.com](mailto:premisescopat@canarabank.com)

tax, etc, as applicable till completion of work in respect of this contract shall be payable by contractor and the Bank will not entertain any claim whatsoever in this respect, **EXCEPT GOODS & SERVICE TAX (GOODS & SERVICE TAX WILL BE PAID EXTRA AS APPLICABLE)**. Income tax shall also be deducted as per statutory instructions, from all payments due to the contractor(s).

7. **Advance or running payment will be paid to Vendors/ Sub Contractors. Payment will be released after satisfactory completion of work and measurement.**
8. The bank does not bind itself to accept the lowest or any tender other than lowest or to give any reason for its decision for acceptance or rejection of tender.
9. The bank further reserves to itself the right of accepting the tender whole or in part and tenderers shall be bound to perform the same at their quoted rates. Also the quantities of items can be increased or decreased as per requirement of the Bank. However, no claim on this ground shall be entertained by the bank.
10. All corrections and over-writings shall have to be initialed by the tenderers. Efforts to be made to avoid overwriting.
11. Incomplete and conditional tenders shall be summarily rejected.
12. Contractor shall be responsible for all furnishing defects up to a period of twelve months from the date of payment of final bill.
13. Bank shall not be responsible for any loss or damage to the contractor due to any reason or due to any act of God during the course of furnishing work. Contractor shall be liable to make good all the damages, if any till the work is completed and handed over to the Bank Authorities.
14. Payment shall be released after verification of the bill by the Architect and final checking of the work done by the Premises Section. 5% of the final bill will be kept as Retention Money from the date of final payment of bill for 12 months.
15. The contractor must comply the labour law & other applicable local by-laws.
16. While submitting the final bill vendor should submit some photographs of the furnishing works.
17. **The vendor to take permission for extra items from Architect / Bank.**

Yours faithfully,

  
ASSISTANT GENERAL MANAGER (Ag)