



PREMISES AND ESTATE SECTION,
G A WING, HEAD OFFICE,
NO. 112, J C ROAD,
BENGALURU-560002

TENDER DOCUMENT FOR GARDEN MAINTENANCE WORK

IMPORTANT

To be submitted in a sealed cover along with EMD super scribing the name of the work and name and address of the tenderer



ANNUAL MAINTENANCE CONTRACT (AMC) FOR GARDEN MAINTENANCE WORK AT CANARA BANK OWN PREMISES, BANGALORE



**PREMISES & ESTATE SECTION
GENERAL ADMINISTRATION WING
NO. 112, J C ROAD, BENGALURU-560002
Tel Ph: Direct:080-22275664/22238819
E – Mail ID: hopremises@canarabank.com**

PART A – NOTICE INVITING TENDER (NIT)	DATE: 08.04.2021
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Sealed tenders in two bid system are invited from competent and eligible firms having sound Technical and Financial capacity for Garden maintenance works at various places in Bank owned premises including at Head Office Main building, MD&CEO Residence and ED’s Residence, BENGALURU for one year period. Tender Documents may be downloaded from our Bank Website www.canarabank.com.

Earnest Money	Rs. 10,000/- (Rupees Ten thousand only) by crossed demand draft payable at BENGALURU in favour of ‘CANARA BANK, HEAD OFFICE, BENGALURU
Pre-bid Meeting date & Time	1. Pre-bid meeting will be held on 19/04/2021, at 03.00 pm Venue: Canara Bank, Head Office Auditorium, #112 J C Road ,Bangalore-02. 2. Pre-bid queries shall be sent to E-mail hopremises@canarabank.com Must reach us on or before 17/04/2021. Subject of the email should be given as “Pre Bid Queries ”. <u>Queries reaching afterwards will not be entertained.</u>
Last Date of submission of Technical and Commercial Bid	On or before 5 PM, 29 April,2021 as per instructions in the tender documents
Opening of Technical Bids	3 PM on 30 April, 2021
Opening of price Bids	Will be informed to the short listed bidder
Address for communication - And submission of bids	Canara Bank P&E Section, GA Wing, Head Office, 112, JC Road, Bengaluru -2



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Commencement of works	Within 5 days of receipt of work order. If the same is delayed more than 5 days, Bank is at liberty to terminate without giving any notice.
Contract Period	2 year
Components of Tender	Part A – NIT Part B – General Rules & Instructions to tenderer Part C – Eligibility criteria for shortlisting Part D – General Conditions of Contract Part E – Details of the Premises Part F – Scope of works Application Form- Technical Bid (To be submitted along with duly filled Annexure A & B) Part G – Price bid

1. The Tenderer shall submit the duly filled in Tender document after affixing signature on all the pages.
2. The Bank will not be bound to accept the lowest tender and reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.
3. The Bank will not take any responsibility for any delay due to any reason in submitting the tender document at the specified place.

MANAGER,
CANARA BANK,
P&E SECTION, GA WING



PART B – GENERAL RULES AND INSTRUCTIONS TO THE TENDERER:

1. Sealed Tenders for the works as per the Scope of Works detailed in PART-F are hereby invited from eligible Contractors as per the eligibility criteria of this tender (PART-C).
2. Dully filled tender documents, except Part G, should be enclosed in the sealed cover superscribing “Technical bid”. Dully filled Part G should be enclosed in a separate sealed cover superscribing “Price bid”. Bath these covers should be placed in a single cover superscribing “Tender for Garden Work”.
3. Tenders should be addressed to the Manager, Premises & Estate Section, G A Wing, Head Office, No. 112, J C Road, BENGALURU to be submitted in a sealed cover along with EMD and super scribing the name of work and name and address of the Tenderer.
4. The sealed tenders will be received by the Manager, Premises & Estate Section, G A Wing, Head Office, No. 112, J C Road, BENGALURU on or before the last date and time of submission specified in Notice Inviting Tender(NIT).
5. The tenders will be opened at Canara Bank, Premises & Estate Section, G A Wing, Head Office, No. 112, J C Road, BENGALURU-560002 on tender opening date.
6. All the information to be mentioned in tender documents should be in one ink. Eraser and over writing are not permitted. All cancellation and insertion should be duly signed by tenderer concerned with proper indication of the name designation and address of the person signing.
7. Tenderers shall fill in all the required particulars in the blank space provided for this purpose in the tender documents and also sign in each and every page of the tender document before submitting tender.
8. The rate should be quoted in figures as well as in words in Indian Currency only.
9. In case the rate quoted in figures differs from those quoted in words, the rates quoted in words will be taken as the tendered rate and shall be binding on the tenderer.
10. The rate to be quoted by the tenderer shall be firm and shall cover and include cost of all materials required for upkeep of the premises, wages to the labourers, supervisors, equipments deployed, contractors profit, transportation charges and all statutory levies, taxes such as “Goods & Services Tax (GST), PF, ESI, etc. The rates shall be quoted on the format as per Part-G.



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11. The tenderer shall note that no claim for enhancement of rates, on the ground that cost of materials, labour has increased, existing statutory levies have been increased, after tender, or in any other ground, will not be entertained at any cost.
12. The rate quoted in the tender shall remain valid for a period of "THREE MONTHS" from the date of opening tender, for acceptance by Bank. The quoted rates shall be firm for the contract period and no escalation in rates are payable on any grounds.
13. **Before tendering, the tenderers are advised to inspect the site of work and its environments and be well acquainted with the actual working and other prevailing conditions.** The tenderer should specifically note that it is tenderers responsibility to provide all items which are not specifically mentioned in the scope of works, but which are necessary to complete the subject services.
14. The bank will not be bound to accept the lowest tender and reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.
15. No employee of Canara Bank shall be engaged by the contractor during the course of carrying out the works.
16. The tenderer shall deposit a sum of **Rs. 10,000/-** Earnest Money Deposit along with the tender document. This EMD (Earnest Money Deposit) shall be in the form of demand draft from any nationalised bank or from a scheduled bank drawn in favour of Canara Bank, Head Office, Bengaluru.
17. The contractor has to maintain an attendance register of the persons employed and the same will be inspected daily by the Bank's Officer-in-charge.
18. If any of the labour employed by the contractor is found to be under performing or any misbehaviour is found/reported while on duty, Bank reserves the right to ask for a suitable substitute.
19. No alternations or additions are to be made by the Contractors to the tender document. Violation of this instruction will attract rejection of the tender at the discretion of the bank.
20. Tender shall be quoted on prescribed Form only and quoting in any other form will be rejected. All rates shall be quoted on the proper form of the tender alone. Quoted rates and units different from prescribed in the tender schedule will be liable for rejection.
21. 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



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shall, without prejudice to any other right or remedy, be at liberty to forfeit full value of the EMD as aforesaid.

22. All the parts of this tender documents i.e., Tender Notice, Eligibility Criteria, General Rules and Instructions to tenderers, offer letter, General conditions of contract, Annexures, technical specifications shall form a part of the contract document.
23. The EMD of unsuccessful tenderers shall be returned within 15 days after award of work.
24. The EMD of successful tenderers shall be returned within 15 days after submission of Performance Guarantee.

MANAGER
CANARA BANK
P&E SECTION, GA WING



PART C – ELIGIBILITY CRITERIA FOR SHORTLISTING

- a. Minimum 1 years of experience as on 31.03.2021 in offering complete maintenance of indoor plant, outdoor plants and vertical garden to reputed organizations/MNCs, banks, Institutions, Commercial establishments on annual contract basis.
- b. The Agency should have carried out at least one valid contract for maintenance of garden having a lawn area of min 500 Sqm.
- c. The average annual turnover of the Agency should be at least Rs. 6 lacs in the last two accounting years ending 31.03.2020. Proof of which shall be submitted by way of IT returns, Audited Balance Sheet or Auditor's Certificate.
- d. The agency should have valid service tax registration number, PAN number, PF Registration number, ESI Registration number.
- e. Applicant should have an established office with required manpower at BENGALURU.

The evaluation will also involve inspection of works, buildings/projects under their maintenance upkeep, discussion with Agency and feedbacks from the clients. The Agency may also be furnishing additional information, if any, to ensure clarity on deliverables.

Applicants 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 application form regarding eligibility criteria shall be furnished along with the application form. In this regard, **copies of the work order and completion certificate** and/or such documents shall be submitted. **Tender documents which do not contain the above details/documents are liable to be summarily rejected without any reference to the tenderers. As such tenderers are advised to submit the required documents/information in the first instance itself.** Intending tenderers should furnish the details about their tenderer as per the Application Form.

The Two bid tendering process comprises the following:

(i) The technical bids will be opened in the first stage, at 3.00 PM on Tender opening date and the same will be scrutinized and evaluated by the competent committee / authority with reference to parameters prescribed in the tender documents and the offers received from the bidders.

(ii) In the second stage, the financial bids of only the technically accepted offers (as decided in the first stage above) will be opened for further scrutiny, evaluation, ranking and placement of contract. The financial bids of the eligible bidders will be opened after intimating the date and time to bidder through mail/fax, etc.

SIGNATURE OF THE TENDERER WITH SEAL



PART D: GENERAL CONDITIONS OF THE TENDER

DEFINITIONS:

BANK shall mean “ Canara Bank” Head Office, or its authorized representatives.

CONTRACTOR shall mean the successful tenderer/bidder to whom the work is awarded.

SITE means “**Bank owned premises including at Head Office Main building, MD&CEO Residence and ED’s Residence, BENGALURU-560009.**”

TENDER means this “NIT” (Notice Inviting Tender) and its components.

1. SECURITY DEPOSIT:

- 1.1. The successful bidder should submit a Security Deposit for 10% value of the contract within **fifteen days** from the date of acceptance of the tender for due performance of the Contract.
- 1.2. The Security Deposit shall be by way of DD issued by a Scheduled Bank in India.
2. Canara Bank shall have the right to withhold payment of, or make recoveries from claims due to the contractor in respect of any loss or damage caused or occasioned in respect of the properties of Canara Bank under the terms and conditions of this Contract or any payment necessitated due to the infringement of any statutory obligations by the contractor.
3. The contractor shall not transfer or sublet the work to anyone without the prior written approval of Canara Bank.
4. Whenever under the contract any sum of money shall be recovered from, or payable by the contractor, the same shall be paid by the contractor on demand such amount may also be deducted from any sum due, or from any sum which at any time there after becomes due to the contractor under his
5. Without prejudice to any rights or remedies under this agreement if the contractor dies, the Canara Bank authorities shall have the right to terminate this agreement without any liability whatsoever as regards execution of the work for the balance contract period after the death of the contractor.

6. TERMINATION:

- a. As regard unsatisfactory performance or non-compliance with any of the terms and conditions of the contract by the contractor or abandoning the work, Canara Bank shall have the right to terminate the contract forthwith with one month’s notice and/or rearrange the work through other agencies at the risk and cost of the contractor and



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under such circumstances, the security deposit paid by the contractor shall stand forfeited.

- b. If the Bank is not satisfied with the services provided by the vendor, Bank shall be at liberty to terminate the contract by issuing **one month's notice** to the contractor without assigning any reason whatsoever. Bank shall not entertain any claim compensation by Contractor for such termination of contract.

7. Canvassing in any form will be a disqualification.
8. The tender for the works shall remain open for acceptance for a period of 90 days.
9. The Contractor shall put his full signature on all the pages of PART A TO PART G with his seal.
10. Conditional tenders are liable for rejection.
11. The contractor shall follow such Act, rules and regulations of the State/Central Government that are in force and that may be framed from time to time for completion of work, Canara Bank shall not be responsible for any infringement of the various statutes in force by the contractor.
12. Any additional items of work not covered by the contract shall be at a rate agreed by mutual discussion between the contractor and the Bank.
13. STATUTORY DEDUCTION towards INCOME TAX will be made as per Rules. Income Tax will be deducted in every monthly bills payable to contractor.
14. Prevailing Minimum Wages as notified by Regional Labour Commissioner (Central) has to be paid to the labourers employed by Contractor.
15. The challans and other documents with regard to ESI/PF/pay slip should be submitted along with monthly bill.
16. Goods & Services Tax (GST) charged by the Contract shall be reimbursed after production of receipts.
17. **LABOUR:**
- 17.1. The Contractor shall employ suitable labour to maintain the required quality of Cleaning to the satisfaction of the Bank.



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- 17.2.**The contractor shall furnish to the Bank at the intervals specified by the Bank, a distribution of the number and description of labour employed in carrying out Works. The contractor shall submit on the 4th and 19th of every month to the Bank a statement showing in respect of the second half of the preceding month and the first half of the current month (i) the number of labourers employed by him on the work (ii) their working hours (iii) the wages paid to them (iv) the accidents that occurred during the said fortnight showing the circumstances under which they happened and the extent of damage and injury caused by them and (v) the number of female workers who have been allowed maternity benefits as provided in the maternity benefit Act, 1961 or Rules made there under and the amount paid to them.
- 17.3.**The contractor shall apply and obtain licence under the contract labour(R&A) Act 1970 and comply with the relevant provision of this Act, in respect of the labour employed by him for executing this contract. The contractor shall furnish necessary returns to the authority through Bank.
- 17.4.**The minimum age of the labour employed shall not be below 18 years.
- 17.5.**The Contractor shall comply with the provisions of the Workmen's Compensation Act 1923, the Payment of the Wages Act 1936, Factories Act, Minimum Wages Act 1948, Employment of Children Act 1938, Employers Liability Act 1938, Industrial Disputes Act 1947 and other Act of Central or States, that may be applicable to him. He shall be liable to pay all such sum, or sums that may become payable as contribution, compensation, penalty, fine or otherwise, which the provision of the said Acts, to or on behalf of any workmen employed by; the contractor by an authority empowered under the relevant Act. Any cost incurred by Canara Bank in connection with any claim or proceedings under the said Acts or in respect of loss, injury or improper performance of this contract by the contractor, is workmen, servant and any money which may become payable to Canara Bank as aforesaid shall be deemed to be deducted by Canara Bank or may be recovered by the management of Canara Bank from the contractor in the other manner.
- 17.6.**The contractor should take independent code numbers under EPF Act 1952 and ESI Act 1948 and shall cover his workmen under the Employees Provident Fund schemes and Employees State Insurance Act 1948 and show the proof of payment of subscriptions/contributions to the concerned authorities at periodical intervals. Both in respect of ESI/EPF the contractor shall obtain necessary declaration forms from his employees and obtain individual insurance and PF number and shall furnish to the Bank every month, necessary proofs for having made remittance of ESI and PF contributions in respect of all contract labourers engaged by him.



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17.7.As regards Employees State Insurance Act, the contractor shall submit copies of the challans of contribution remittance (both the employees contributions and his own contribution there on) to the ESI corporation in respect of the employees engaged in Canara Bank by him for this work for the relevant period before any payment is released by Canara Bank.

17.8.As regards the Employees Provident Fund and Miscellaneous Provision Act 1952 and rules and regulations and schemes framed there under, he shall be liable to pay employees compensation under the Act in respect of all labour employed by him for the execution of the contract. For this purpose, he shall indicate the code number obtained by him from the Regional Provident Fund Commissioner and produce the Photostat copy of the challan receipt of monthly remittance. He shall also furnish such returns as are due under the Act to be sent to the appropriate authorities through Canara Bank.

17.9.The contractor is required to take Insurance for all the workers employed on the works towards payments for workmen compensation. The Insurance has to be taken within 15 days of the award of work and has to be provided at the signing of the agreement. The contractor shall be fully responsible for the consequences arising out of default and the Bank may treat it as breach of Contract and reserves the right to terminate the contract.

17.10. The contractor shall pay wages to his workmen at the rates as applicable under the Minimum Wages Act per Central Government guidelines for unskilled and for semiskilled/equivalent categories. The contractor should be disbursed the wages and submit the copy of account statement, EPF & ESI contribution slip along with salary slip on or before 7th of every month.

17.11. The duration of duty is eight hours per day per person. To keep the efficiency and alertness the overtime will be kept to the barest minimum.

18. SAFETY CODE:- RESPONSIBILITIES OF THE CONTRACTOR IN RESPECT OF SAFETY OF MEN, EQUIPMENT, MATERIAL AND ENVIRONMENT.

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



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during execution of the contract, Canara Bank shall have right to review and suggest modification in the Safety Plan. Contractor shall abide by Canara Bank decision in this respect.

18.2. The contractor shall take all necessary safety precautions and arrange for appropriate appliances as per the directions of Canara Bank or its authorised officials to prevent loss of human lives, injuries to personnel engaged and damage to the property and environment.

18.3. The contractor shall provide to its work force and ensure the use of the following personal protective equipment as found necessary and as directed by the authorised Canara Bank officials:-

Safety Helmets conforming to IS-2925:1984

Safety Shoes conforming to IS-1989:1978

Eye and Face protection devices conforming to IS-8520:1977
and IS-8940:1978

Hand and body protection devices conforming to:

IS-2573:1975

IS-6994:1973

IS-8519:1977

IS-8807:1978

Besides, Mask and hand gloves to check the COVID-19 spread

18.4. Where it becomes necessary to provide and/or store petroleum products, chemicals and liquid or gaseous fuel or any other substance that may cause fire or explosion, the contractor shall store the same safely as per the directions of the Bank.

18.5. All electrical equipments, connection and wiring for equipments, its distribution and use shall conform to the requirement of the Indian Electricity Act and Rules. All electrical appliances including portable electric tool/equipment used by the contractor shall have the safe plugging system to the source of power and be appropriately earthed.

18.6. The contractor shall be held responsible for any violation of statutory regulations local, state or central and Canara Bank instructions that may endanger safety of men, equipment, material and environment in his scope of work or another contractor's or agency's. Cost of damages if any, to the life and property arising out of such violation of statutory regulations and Canara Bank instructions shall be borne by the contractor.

18.7. INDEMNITY BOND: Contractor shall sign an Indemnity Bond in the name approved format as per ANNEXURE A before starting the work for indemnifying the Bank against any damages, prosecution, other legal suits and claims including third party



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claims arising out of any losses or damage occurring at the site due to faulty work and for violating rules and regulations for which the contractor shall be held solely responsible.

- 18.8.** In case of any damage to property by the contractor, Canara Bank shall have the right to recover the cost of such damages from out of the payments due to the contractor and decision of the Bank shall be binding on the Contractor.
- 18.9.** In case of any delay in the completion of a job due to mishaps attributable to lapses by the contractor, Canara Bank shall recover the cost of such delay from the payments due to the contractor, after notifying suitably and giving him an opportunity to present his case.
- 18.10.** In the event of any damage to the loose furnitures, interiors, computers and such other equipments or to the existing building structure etc., during carrying out the contract works, the cost of repairing the same including the cost of replacement if any will be recovered by the Bank from the contractor.
- 18.11.** If the contractor fails to improve the standards of safety in his operation to the satisfaction of Canara Bank after being a reasonable opportunity to do so, and/or if the contractor fails to take appropriate safety precautions or to provide necessary safety devices and equipment or to carry out instructions regarding safety issued by the authorised Canara Bank official, Canara Bank shall have the right to take corrective steps at the risk and cost of the contractor after giving a notice of not less than seven days indicating the steps that would be taken by Canara Bank.
- 18.12.** The contractor shall submit report of all the accidents, property damage and dangerous occurrences to the authorised Canara Bank official immediately after such occurrence, but in any case not later than twelve hours of the occurrence. Such reports shall be furnished in the manner prescribed by Canara Bank. In addition, the contractor to the authorised Canara Bank official shall also submit periodic reports on safety measures from time to time as prescribed.
- 18.13.** Before commencing the work, the contractor shall appoint/nominate a responsible officer to supervise implementation of all safety measures and liaison with his counterpart of Canara Bank.

19. ARBITRATION:

- 19.1.** All differences, disputes, issues relating to interpretation of any clauses and claims whatsoever arising out of or in any manner related to any provision of this Agreement including any failure of the Parties to reach an understanding under any provision of this Agreement shall be settled amicably through mutual discussion and negotiation between the Parties. If no settlement to dispute(s) or difference (s) can be reached through amicable negotiation between the Parties within 30 days of such reference, the Parties shall approach the appropriate Court of Law. However, upon mutual



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consultation, the Parties may also have an option to refer the dispute(s) or difference(s) for settlement by Arbitration.

19.2. If the parties mutually opt for Arbitration, the same shall be conducted as follows:

19.2.1. There shall be a Single Arbitrator as mutually decided by the Parties.

19.2.2. If the parties are unable to appoint a Single Arbitrator on mutual basis, then each Party shall nominate one Arbitrator each, who shall jointly appoint the third Arbitrator (umpire). The majority of such Arbitrators shall be final and binding on the parties.

19.2.3. The Proceedings shall be conducted in accordance with the provisions of Arbitration and Conciliation Act, 1996, or any statutory modification or re-enactment thereof for the time being in force.

19.2.4. The costs of the Arbitration shall be borne equally by both Parties.

19.2.5. Any arbitration shall be confidential and neither you nor the bank may disclose the existence, content or results of any arbitration, except as required by law or purpose of enforcing the arbitration award.

19.2.6. The arbitration proceedings shall be in English. The place of Arbitration shall be Bangalore and Courts at Bangalore shall have exclusive jurisdiction over the matters covered.



PART E: DETAILS OF THE PREMISES

As per Bank's assessment following are the list of premises with required no. of manpower needed to maintain the garden area efficiently.

SI No.	Location	Gardener	Timing	Type of Plants/Garden
1	Canara Bank, Head Office 112, JC Road Bengaluru	1 Nos.	07.00 to 15.00 Hrs	1. Lawn Garden 2. Vertical Garden 3. Indoor Plants 4. Outdoor Plants 5. Fountain Maintenance
2	MD&CEO Residence No 72, Canara Bank House, Opp Krishna Rao Park, Basavanagudi, Bengaluru	1Nos.	07.00 to 15.00 Hrs	1. Lawn Garden 2. Outdoor Plants
3	ED Residence No 6, Canara House, Ashoka Pillar, 1 st Cross, 1 st Main, 1 st Block, Jayanagar, Bengaluru. & Canara Bank, HO Annex, Dwarakanath Bhawan, Netkallappa circle, Basavanagudi, Bengaluru.	1Nos.	07.00 to 15.00 Hrs	1. Lawn Garden 2. Outdoor Plants 3. Indoor Plants
4	ED Residence H No 1363, J P Nagar, 1 st Phase, 9 th Cross, Sarakki Layout, Opp Rajashekar Hospital, Bengaluru. & ED Residence NO.304/A, "Harikrupa", 2 nd Main, 8 th Block, Jayanagar, Bengaluru.	1Nos.	07.00 to 15.00 Hrs	1. Lawn Garden 2. Outdoor Plants 3. Indoor Plants

Note:- The no. of manpower as accessed by bank is fixed and cannot be changed. Bank reserves the right to add/delete any garden area and corresponding no. of manpower as decided by the bank in future.



PART F: SCOPE OF WORK

1. PERFORMANCE / SPECIFICATION OF WORK:

The contractor has to perform following activities for garden maintenance works which include vertical garden, indoor plants and outdoor plants:-

- a. Daily watering
- b. Weed removing
- c. Trimming & pruning
- d. Soil mulching
- e. Lawn mowing
- f. Hedges cutting etc.
- g. Shrubs cutting
- h. Cleaning garden areas
- i. Fountain maintenance
- j. Disposal of dry / fallen leaves etc.

2. REPLACEMENT

Any plant or shrubs or Ground covers died due to any reasons, will be replaced with the items with same species immediately. (Size of plant may vary as per availability).

3. OTHER MISCELLANEOUS WORKS

- a. Maintenance of indoor and outdoor plants so as to maintain them in health and clean condition.
- b. Wherever lawn is there, the same has to be maintained and cleaned on daily basis. The grass cutting should be done on daily basis so that at all times uniform grass level is maintained.
- c. Wherever fountain is there the same shall be maintained in working condition, clean and replacement of water should be done at appropriate intervals.
- d. All the indoor and outdoor pots to be cleaned on daily basis.
- e. All the materials used for healthy maintenance of indoor and outdoor plants such as manure and soil will be provided by Bank. However, the vendor has to explain in detail the reason for the work along with justification well in advance before the scheduled activity.
- f. The gardeners provided have to be supervised by the vendor in consultation with the Bank official.
- g. The scheduling of normal maintenance as mentioned above such as manuring and replacement of soil has to be decided by vendor so as to keep the plants in healthy condition and has to use their expertise for the same.
- h. In case it is found that the vendor is not able to maintain the allotted work as per the satisfaction of the Bank or the manpower provide is found inefficient, the Bank reserves



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the right to terminate the contract after giving notice as mentioned in condition of contract.

- i. All the materials including purchase of new plants, pots, manure and soil have to be procured by the vendor in consultation with the Bank and the cost of the same will be borne by the Bank.
 - j. All the gardening tools such as shovel, cutters, grass mower and other tools have to be provided by the vendor to their labours. Bank will not bear any cost in this regard.
 - k. The contractor must ensure that all garden machinery, tools, hosepipe, sprinklers, etc. are removed from the site & kept in safe places to avoid public view when not in use.
4. Any garden, if added at a later stage, the rate would be charged as per the approved rates.

NOTE: All the above mentioned scope of works is indicative and not exhaustive. Bank reserves the right to add/delete any work under the scope of work..

SIGNATURE OF THE TENDERER WITH SEAL



Application Form- Technical Bid
Details about the tenderer to be furnished by the tenderers

Tenderers should furnish details as per the following Pro-forma:

1	Name of the Bidder / Firm / Company	
2	Registered Address: Address for Communication:	
3	Contact Information Name of contract person(s) Office Phone Number: Mobile Number: Fax: E-Mail:	
4	Status of the Firm: (Please tick appropriate box)	<input type="checkbox"/> A Company <input type="checkbox"/> A LLP <input type="checkbox"/> A firm in Partnership <input type="checkbox"/> A Proprietary Firm <input type="checkbox"/> An Individual
5	Name of the Proprietor / Partners / Directors with professional qualifications (if any): Category: MSME/MSE/Udyog Aadhar	
6	Year of Establishment	



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7	<p>Registration Details</p> <p>Companies/ Firm Registration Number & Date:</p> <p>Income Tax PAN:</p> <p>GST No.: (Goods & Services TAX)</p> <p>EPF Registration Details:</p> <p>Others, if any:</p>	
8	<p>Income Tax Turnover of the Company / firm (Please attach copy of audited balance sheet and profit & loss account / IT Returns (for any two years)</p>	<p>2017-18 : Rs. 2018-19 : Rs. 2019-20 : Rs. (Any two)</p>
9	<p>Details of works completed in last 3 years. Please mention only those works which qualifies for this work and or which attaching completion certificates enclosed. (Enclose details in Proforma a)</p>	<p>1.</p> <p>Proforma enclosed: <input type="checkbox"/> YES <input type="checkbox"/> NO</p>



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10	Confirm that you have gone through and understood the prequalification and other tender criteria mentioned in the tender.	<input type="checkbox"/> YES <input type="checkbox"/> NO
10	Confirm that you have quoted as per the Central minimum wage act?	<input type="checkbox"/> YES <input type="checkbox"/> NO
11	Name & Address of Bankers A/c details	



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DECLARATION

1. All the information furnished by me/us here above is correct to the best of my knowledge and belief.
2. I/we have no objection if requires are made about the work listed by me/us in the accompanying sheets/annexure.
3. I/we agree that the decision of CANARA BANK in selection of VENDORS will be final and binding to me/us.
4. I/we have read the instructions appended to the pro-forma and I/we understand that if any false information is detected at a later date the prequalification shall be cancelled at the discretion of the bank.

Place:

Date :

**SIGNATURE OF THE TENDERER
NAME & DESIGNATION
SEAL OF ORGANISATION**



ANNUAL MAINTENANCE CONTRACT (AMC) FOR GARDEN MAINTENANCE WORK AT CANARA BANK OWN PREMISES, BANGALORE

ANNEXURE - A

INDEMNITY BOND FORMAT

THIS DEED OF INDEMNITY BOND executed at BENGALURU on this _____ day of _____ month of year Two thousand twenty one (2021) by M/s _____ duly represented by proprietor/one of its partners Sri. _____ aged _____ years, son of Sri. _____, residing at _____

(hereinafter referred to as Contractor)

In favour of

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, BENGALURU-560002.

Whereas Canara Bank has invited sealed tenders on lumpsum rate basis from pre-qualified Contractors for garden maintenance works at various bank owned premises in Bengaluru. The Contractor was shortlisted and emerged successful in securing the subject work through competitive tendering and the work specified in the tender documents has been awarded in favour of the Contractor by Canara Bank, Head Office vide their letter

And whereas as per tender documents, the Contractor has to enter into a Contract Agreement with Canara Bank and execute an Indemnity Bond before starting the work. The Contractor has entered into Contract Agreement with Canara Bank on

In consideration of Canara Bank having awarded the above said Contract, the Contractor hereby undertake to indemnify and keep harmless the Canara Bank from occurring any damages, prosecution, other legal suits and claims arising out of any losses/damage occurring at the site due to faulty work, and for violating rules and regulations, any possible damage to the building and members of public in course of execution of the work for which Contractor shall be solely responsible.

Further, Contractor hereby indemnifies and keep Canara Bank indemnified for any loss or damages incurred or suffered or to be incurred or to be suffered by Canara Bank on account of breach of the terms and conditions of the Contract by the Contractor.

Signature of Contractor with seal



ANNUAL MAINTENANCE CONTRACT (AMC) FOR GARDEN MAINTENANCE WORK AT CANARA BANK OWN PREMISES, BANGALORE

ANNEXURE – B
CONTRACT AGREEMENT FORMAT

This agreement made on this _____ day of the month of _____ in the year two thousand twenty one (. . .2021) between, Canara Bank a body corporate constituted under the Banking & Companies (Acquisition and Transfer of Undertakings) Act, 1970, having its Head Office, at No. 112, J C Road, BENGALURU-560002, represented by its duly constituted attorney (hereinafter referred to as Bank) of the ONE PART:

AND

M/s. _____ duly represented by one of its Proprietors/Partners _____, aged _____ years, S/o

Sri. _____, residing at _____ and having their office at _____ (hereinafter called the Contractor) of the other part.

WHEREAS THE BANK is desirous of undertaking the and has accepted the tender opened on _____ 2021 submitted by the contractor & the contractor has agreed to perform 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 rules & Instruction to tenderers, Eligibility Criteria, General Conditions of the Contract, details of the Premises, Scope of Works, Application form, Annexure A&B and Price Bid
 - c) Corrigendum to tender document if any.



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- d) Letter from contractor dt. _____ in response to the negotiation meeting discussions held on _____
- e) Letter of Acceptance issued to contractor by Bank _____ letter No. _____ dtd _____.
- f) Letters from and to the Contractor, if any, leading to and prior to acceptance letter.

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

For & on behalf of the
Contractor with seal

For & on behalf of the
Contractor with seal



ANNUAL MAINTENANCE CONTRACT (AMC) FOR GARDEN MAINTENANCE WORK AT CANARA BANK OWN PREMISES, BANGALORE

Proforma - a

WORK EXPERIENCE
(Qualifying for Shortlisting)

Bank Reserves the right to verify the details furnished by the Applicant, with the Agency which awarded the contract, if it desires. Each work experience should be accompanied by the copy of its award letter, **work completion certificate** and performance certificate.

1	Details of the Organisation / Company Which Awarded the Contract Work.	
A	Name of the Organisation:	
B	Address of the Organisation:	
C	Name of Contact Person(s):	
D	Contact Number(s):	
2	Name of Contract and location of Work:	
3	Period of Contract:	
4	Nature of Contract Work in Brief:	
5	Actual Value of the Contract Work:	
6	Stipulated Period for Completion:	
7	Actual Period when Completed:	



ANNUAL MAINTENANCE CONTRACT (AMC) FOR GARDEN MAINTENANCE WORK AT CANARA BANK OWN PREMISES, BANGALORE

8	Whether Work Left Incomplete or Terminated? (Details to be provided, if found later will be blacklisted)	<input type="checkbox"/> NO <input type="checkbox"/> YES (If YES, please furnish details / reasons below)
9	Any other Details You Wish to Furnish:	

SIGNATURE OF THE TENDERER WITH SEAL



ANNUAL MAINTENANCE CONTRACT (AMC) FOR GARDEN MAINTENANCE WORK AT CANARA BANK OWN PREMISES, BANGALORE

CHECKLIST

(To be filled in by the contractors during submission of tenders)

SL NO	Nature of Work	YES	NO
1	Confirm that you have read and understood all terms and conditions of the Bank, Bill of Quantities, Specifications and agree to execute the work as per Banks terms and conditions.		
2	Confirm that you have quoted your price only in the prescribed Price Bid format provided by the Bank.		
3	Confirm that you have inspected the sites (detailed above) and understood the site conditions.		

Details of EMD:

Name of the Bank :

DD amount :

DD No. & date :

Acknowledgement by the contractor:

I/We have gone through and understood all the terms and conditions of the tender and signed all the pages.

Name of Contractor :

Date:

Signature of the Contractor
with seal



PART – G PRICE BID



PREMISES AND ESTATE SECTION,
G A WING, HEAD OFFICE,
NO. 112, J C ROAD,
BENGALURU-560002

(TO BE SUBMITTED IN A SEPARATE SEALED COVER)
NAME OF WORK

Gardening & landscaping Services at Canara Bank's Premises at
Bengaluru

Description of work
To provide Garden maintenance works at various places in Bank owned premises including at Head Office Main building, MD&CEO Residence and ED's Residence, BENGALURU for one year period which is more fully described under <u>Details of the premises and scope of works, with required men and material and with proper supervisory etc., and as per the General Rules and Instructions and General conditions of the tender.</u>

LAST DATE OF SUBMISSION: 29.04.2021 @ 17.00 HRS

Opening of price Bid: will be informed later to technically qualified vendors.



ANNUAL MAINTENANCE CONTRACT (AMC) FOR GARDEN MAINTENANCE WORK AT CANARA BANK OWN PREMISES, BANGALORE

Location	Total No. of manpower	Quotation of each manpower per month	Total amount per month (excluding GST)
As details given in Part-E	4	Rs. Amount in words	Rs. Amount in words

(Break Up details)

SL NO	Nature of Works	Amount quoted Rs. Per month
1	Cost of Manpower as per the Central Minimum Wages inclusive of ESI, EPF etc. as detailed in Part-B	Rs. Amount in words
2	Contractor's service charges inclusive of any charges etc. (% on Total cost of manpower)	Rs. Amount in words
	Total (A) per month (1+2)	Rs. Amount in words

Place:
Date :

Signature of the authorized signatory
with seal



ANNUAL MAINTENANCE CONTRACT (AMC) FOR GARDEN MAINTENANCE WORK AT CANARA BANK OWN PREMISES, BANGALORE

OFFER LETTER

The General Manager,
General Administration Wing,
Canara Bank,
Head Office, 112, J C Road,
Bengaluru

Dear Sir,

Sub: Tender for garden maintenance of the Canara bank premises including at Head Office Main building, MD&CEO Residence and ED's Residence, Bengaluru.

With reference to the tender invited by you, We hereby offer to execute the works under the contract at the rates mentioned in the Schedule of Quantities. We have inspected the site, read the instructions and specifications to which we agree to comply. We have deposited the earnest money as mentioned in your terms & conditions. On receipt of your intimation of acceptance of the tender, we do hereby undertake to submit DD as mentioned in the conditions. Both the amount shall be treated as Security Deposit, in case we are the successful bidder. I am aware that the Security Deposit will not bear any interest

Should the tender be accepted, We hereby undertake to execute and sign the necessary agreement for the execution and completion of the said works, at such time as will be named by you to furnish the security, mentioned in the conditions, within fifteen days from the date of acceptance of the tender. We agree to pay all the charges for the preparation of the agreement and fees for stamping the same. If we fail to furnish the security and/or execute and sign the agreement the amount of earnest money deposited shall be forfeited.

Yours faithfully,

Names of partners/Directors of Tenderer:

