

REQUEST FOR QUOTES [RFQ 052/2024-25 DATED 16/10/2024]

For

Selection of vendor for designing of Banners & Videos

Empaneled Vendors:

M/s Adsyndicate Services Pvt Ltd.
M/s Akar Advertising & Marketing Pvt Ltd.
M/s Associated Advertising.
M/s Concept Communication India.
M/s MCS Communications Pvt Ltd.
M/s Pamm Advertising & Marketing.
M/s Span Communications.
M/s Sreshta Communications.
M/s R K Swamy Ltd.
M/s Paramin Advertising & Marketing Associates

**Issued by: Canara Bank
Centralized Procurement & Vendor Management
Wing, HO (Annex), 1st Floor, Naveen Complex
14, M G Road, Bengaluru-560 001
Phone No: 080-25590070
Email: singletender@canarabank.com**

BID SCHEDULE

Sl. No.	Description	Details
1.	RFQ No. and Date	RFQ 052/2024-25 DATED 16/10/2024
2.	Name of the Wing	CP&VM Wing, HO
3.	Brief Description of the RFQ	Selection of vendor for designing of Banners & Videos
4.	Bank's Address for Communication	The Senior Manager Canara Bank, Centralized Procurement & Vendor Management Wing, Head Office (Annexe), 1 st Floor, Naveen Complex, 14, M G Road, Bengaluru -560 001 Karnataka.
5.	Last Date, Time and Venue for Submission of Bids	06/11/2024, Wednesday at 11:00 AM Canara Bank, Centralized Procurement & Vendor Management Wing, Head Office (Annexe), 1 st Floor, Naveen Complex, 14 M G Road, Bengaluru 560001.
6.	Date, Time & Venue for opening of Technical Proposals.	06/11/2024, Wednesday at 11:30 AM Canara Bank, Centralized Procurement & Vendor Management Wing, Head Office (Annexe), 1 st Floor, Naveen Complex, 14 M G Road, Bengaluru 560001.
7.	Date, Time & Venue for opening of Commercial Proposals	06/11/2024, Wednesday at 11:30 AM
8.	Mode of submission of bids	Hard copy (The bid should be submitted in sealed cover addressed to the Bank at the below mentioned address within the date and time specified). Note: Bids sent through post/courier/email will not be accepted/evaluated. Bids should be deposited in the Tender Box only.

1. About Canara Bank

- 1.1. CANARA BANK is one of the largest Public Sector Banks owned by Government of India. Canara Bank is a body Corporate and a premier Public Sector Bank established in the Year 1906 by Shri. Ammembal Subba Rao Pai and nationalized under the Banking Companies (Acquisition and Transfer of Undertakings) Act, 1970. Canara Bank Head office is located at 112, J C Road Bengaluru-560002 and Department of Information Technology wing located at Naveen Complex, No.14, M G Road, Bengaluru-560001.
- 1.2. The Bank is having pan India presence of more than 9714 branches, 24 Circle offices and 176 Regional Offices situated across the States. The Bank also has offices abroad in London, Dubai and New York.
- 1.3. The Bank is a forerunner in implementation of IT related products, services, and continuously making efforts to provide the state of art technological products to its customers.

2. About RFQ: Selection of vendor for designing of Banners & Videos.

3. Scope of Work

- 3.1. The & videos needs to be made in adobe illustrator only.
- 3.2. The models, graphics or elements used needs to be mandatorily licensed.
- 3.3. The banners & videos needs to be shared in high quality format along with the source file.
- 3.4. The deliverables of the banners should be real time on demand basis.
- 3.5. The changes in the video & banners should not be charged separately.
- 3.6. The video & banners should strictly follow the Bank guidelines.
- 3.7. The consolidated monthly invoice should be submitted for the creatives approved by Bank.
- 3.8. Payment will be released monthly basis in arrears.

4. Terms and Conditions:

- 4.1. The bid is non-transferable.
- 4.2. Incomplete and unsigned price quotations are liable to be rejected.
- 4.3. The empaneled vendors shall bear all the costs associated with the preparation and submission of its bid, and Canara Bank in no case will be responsible or liable for these costs, regardless of conduct or outcome of bidding process.

- 4.4. The Bank reserves the right to accept or reject any price quotation or cancel the process and reject all quotations at any time, without thereby incurring any liability to the affected empaneled bidder or bidders or any obligation to inform the affected empaneled bidder or bidders of the ground for the Bank's action. The empaneled vendors may on their own interest contact the Bank on the status of the tender after opening of the bids.
- 4.5. Any bid received by the Bank after the last date for submission of bid prescribed by the bank will be rejected and/or returned unopened to the Empaneled bidder, which the bidder has to collect from the Bank.

5. Submission of Bids:

- 5.1. The bid should be submitted in sealed cover addressed to the Bank at the following address within the date and time specified in the (Bid details in Brief) above.
The Senior Manager
Canara Bank,
Centralized Procurement & Management Wing
HO (Annex), 1st Floor, Naveen Complex
14, M G Road, Bengaluru - 560 001
Contact Persons:
Mr. Sravan Shankar M, Senior Manager
Mr. Sarjeet, Officer
Phone No 080- 25584873.

6. Acceptance of Offer:

- 6.1. The Bank reserves its right to reject any or all the offers without assigning any reason thereof whatsoever.
- 6.2. The Bank will not be obliged to meet and have discussions with any Vendor and/or to entertain any representations in this regard.
- 6.3. The bids received and accepted will be evaluated by the Bank to ascertain the best and lowest bid in the interest of the Bank. However, the Bank does not bind itself to accept the lowest or any Bid and reserves the right to reject any or all bids at any point of time prior to the order without assigning any reasons whatsoever. The bank reserves the right to re-tender the RFQ with or without modifications. Bank shall not be obliged to inform the affected Vendor(s) of the grounds for the Bank's rejection.
- 6.4. The Vendor including those, whose tender is not accepted shall not be entitled to claim any costs, charges, damages and expenses of and incidental to or incurred by him through or in connection with his submission of tenders, even though the Bank may elect to modify/withdraw the tender.

7. Award of Contract:

- 7.1. The Vendor/s who quotes the lowest price (L1) after opening of the commercial bid will be referred as the successful Vendor/ Vendors and Bank will notify the name of the selected Vendor/s by displaying in the Notice Board of the Bank.
- 7.2. The contract shall be awarded and the order shall be placed on selected L1 Vendor/s. Bank may release the order either in Full or in part or place more than one order towards the contract based on project plan.
- 7.3. The selected Vendor/s shall submit the acceptance of the order within seven days from the date of receipt of the order. No conditional or qualified acceptance shall be permitted. The effective date for start of provisional contract with the selected Vendor shall be the date of acceptance of the order by the Vendor.
- 7.4. In case of non-receipt of acceptance by the due date, the Purchase Order shall have deemed to have been accepted by the vendor.
- 7.5. The selected Vendor/s will be required to provide the service to the Bank at the rates not higher than the agreed rate finalized under this RFQ.

8. Amendment to Bidding Document:

- 8.1. At any time prior to deadline for submission of Bids, the Bank, for any reason, whether, at its own initiative, may modify the bidding document, by amendment.
- 8.2. In order to allow reasonable time to prospective bidders to take the amendment into account in preparing their bids, the Bank, at its discretion, may extend the due date for submission of bid for a reasonable period as decided by the Bank for the submission of Bids.

9. Selection of Bidder:

The Bank will scrutinize the bids received from the empaneled bidders to determine whether they are complete in all respects as per the requirement of the Bank.

10. Opening of Bids:

- 10.1. Commercial offer will be opened in our office as per date/time mentioned in the Bid details in Brief.
- 10.2. The representative of the bidder can be present for the opening of the Bid. No separate intimation will be given in this regard to the bidders for deputing their representative. The bid will be opened in the presence of Bidder's representative and Bank Officials.
- 10.3. Non-attendance at the bid opening will not be a cause for disqualification of a bidder.

11. Evaluation of Bids:

- 11.1. The Bids which are qualified in Eligibility/Technical Criteria would be considered for Commercial Evaluation.
- 11.2. For Commercial evaluation, Total Bid Price i.e. Total Cost of all the units will be the basis of comparison amongst the eligible bidders to rank them, in order to determine the lowest Evaluated Bid.
- 11.3. After completing the above process, the Bank will declare L1, L2, and L3.... Bidder in order to determine the Lowest Evaluated Bid (L1) and will award the contract to the L1 Bidder. In case of failure or refusal to remit the L1 amount, Canara Bank, CP & VM Vertical, IT Wing, HO (Annex) shall have the right to cancel the bid and retender by excluding the L1 Bidder.

12. Order Cancellation/Termination of Contract:

- 12.1. The Bank reserves its right to cancel the entire / unexecuted part of the Purchase Order at any time by assigning appropriate reasons and recover expenditure incurred by the Bank in addition to recovery of liquidated damages in terms of the contract, in the event of one or more of the following conditions:
 - 12.1.1. Delay in delivery of services in the specified period.
 - 12.1.2. Serious discrepancies noted in the inspection.
 - 12.1.3. Breaches in the terms and conditions of the Order.
- 12.2. The Bank reserves the right to cancel the contract placed on the selected bidder and recover expenditure incurred by the Bank on the following circumstances:
 - 12.2.1. Excessive delay in execution of order placed by the Bank.
 - 12.2.2. The selected bidder commits a breach of any of the terms and conditions of the bid.
 - 12.2.3. The bidder goes in to liquidation voluntarily or otherwise.
 - 12.2.4. An attachment is levied or continues to be levied for a period of 7 days upon the effects of the bid.
 - 12.2.5. The progress made by the selected bidder is found to be unsatisfactory.
 - 12.2.6. If deductions on account of liquidated Damages exceeds more than 10% of the total contract price.
 - 12.2.7. If found blacklisted by any Govt. department/ PSU/ other banks etc., during the course of contract.
- 12.3. Bank shall serve the notice of termination to the bidder at least 30 days prior, of its intention to terminate services without assigning any reason.
- 12.4. In case the selected bidder fails as per order terms, delivery, the Bank reserves the right to get it conducted by alternate sources at the risk, cost and responsibility of the selected bidder by giving 7 days prior notice to the bidder.

- 12.5. After the award of the contract, if the selected bidder does not perform satisfactorily or delays execution of the contract, the Bank reserves the right to get the balance contract executed by another party of its choice by giving One-month notice for the same. In this event, the selected bidder is bound to make good the additional expenditure, which the Bank may have to incur to carry out for the execution of the balance of the order/contract. Such additional expenditure shall be incurred by the bank within reasonable limits & at comparable price prevailing in the market. This clause is also applicable, if for any reason, the contract is cancelled.
- 12.6. The Bank reserves the right to recover any dues payable by the selected bidder from any amount outstanding to the credit of the selected bidder, including the pending bills and security deposit, if any, under this contract.
- 12.7. In addition to the cancellation of purchase order, the Bank reserves its right to invoke the Bank Guarantee or foreclose the Security Deposit given by the bidder towards non- performance/non-compliance of the terms and conditions of the contract, to appropriate towards damages.
- 12.8. Notwithstanding anything contained, the Bank reserves the right to terminate the contract at any time without assigning any reasons. In case of termination of contract for the reasons that the services of vendor are not found satisfactory”, the Bank shall be free to Blacklist the vendor thereby debarring them from participating in future Bids/Tender processes.
- 12.9. The Bidder is obligated to support the orderly transition and complete knowledge transfer to another vendor or to the Bank.

13. Security Deposit / Performance Bank Guarantee

- 13.1. The successful The Vendor/Service Provider should submit a Security Deposit / Performance Bank Guarantee for 5% of the Order value within 30 days from the date of acceptance of the Order till period of services (Annexure-II) provided by the Bank.
- 13.2. If the Security Deposit /Performance Guarantee is not submitted within the time stipulated above, penalty at 0.50% for each completed calendar week of delay or part thereof on the cost of the order will be deducted from the delivery payment or from any other payments for the delay in submission of Bank Guarantee. The total penalty under this clause shall be restricted to 2.5% of the total order value.
- 13.3. Security Deposit should be submitted by way of DD drawn on Canara Bank payable at Bengaluru / Bank Guarantee may be obtained from any of the Scheduled Banks (other than Canara Bank). However, it should be as per Bank’s format.

- 13.4. Security Deposit/Performance Bank Guarantee should be valid throughout the contract period from the date of acceptance of Order and shall be retained till the completion of contract period. The guarantee should also contain a claim period of two months from the last date of validity.
- 13.5. The selected Vendor shall be responsible for extending the validity date and claim period of the Bank guarantees as and when it is due, on account of incompleteness of the project and contract period.
- 13.6. The security deposit/bank guarantee will be returned to the Vendor on completion of contract.
- 13.7. The Bank shall invoke the Bank guarantee before the expiry of validity, if work is not completed and the guarantee is not extended, or if the selected Vendor fails to complete his obligations under the contract. The Bank shall notify the selected Vendor in writing before invoking the Bank guarantee.

Annexure-I

Bill of Material

(Should be submitted on Company's letter head with company seal and signature of the authorized person)

SUB: Selection of vendor for designing of Banners & Videos.

Ref: RFQ 052/2024-25 DATED 16/10/2024.

Sl. No.	Item Description	Qty.	Total Cost (Exclusive of Tax)	Tax for Column A		Total Cost (Inclusive of Tax)
			A	B % of tax	C= Tax Amt.	D=A+C
1	Banners	150		18		
2	Banner Adaption	150		18		
3	Videos	30		18		
Total Items			Total Cost (Incl. of Taxes)			
			Total Cost (Excl. of Taxes)			

Note:

- ✓ The total Amount cost (exclusive of taxes) will be taken for arrival of H1 Vendor.
- ✓ The total cost is inclusive of all miscellaneous charges like transportation, labour, all taxes and any other expenses related to lifting the e-waste from the identified location.
- ✓ We have gone through all the terms and conditions in the tender document and agree with the same. We understand that in event of non-compliance of the terms and conditions of the tender, our tender can be cancelled at any time of the tender process.
- ✓ We have not changed the structure of the format nor added any extra items. We note that any such alternation will lead to rejection of Bid.
- ✓ The bidder has to quote amount for each line item separately.
- ✓ We understand that the Bank is not bound to accept the tender either in part or in full and that the Bank has right to reject the offer in full or in part without assigning any reasons whatsoever.

- ✓ Our PAN No is _____.
- ✓ Our GST No is _____.

Date:

Signature with seal:

Name:

Designation:

Annexure II
Proforma of Bank Guarantee for Contract Performance

(To be submitted on Non-Judicial stamp paper of appropriate value Purchased in the name of the issuing Bank)

To: The Deputy General Manager,
Canara Bank,
Centralized Procurement & Vendor Management Vertical
IT Wing, Head Office,
Naveen Complex, 14 M G Road
BENGALURU.

WHEREAS (Name and address of M/s XXXX Ltd (hereinafter referred to as “the CONTRACTOR”) has undertaken to supply, transportation, transit insurance, local delivery and installation insurance up to Acceptance by the bank, Acceptance testing and also includes documentation, warranty, annual maintenance, if contracted, and training or demo of your personnel related to(Description of RFP) as per their Contract..... dated _____ with you (hereinafter referred to as “the CONTRACT”)

AND WHEREAS in terms of the Conditions as stipulated in the Contract, the CONTRACTOR is required to furnish, a Bank Guarantee by way of Performance Guarantee, issued by a Scheduled Bank in India, in your favor, as per Clause _____ of the CONTRACT, to secure due and satisfactory compliance of the obligations by the CONTRACTOR on their part, in accordance with the CONTRACT, (which guarantee is hereinafter called as “the PERFORMANCE GUARANTEE”)

AND WHEREAS the CONTRACTOR has approached us, (Name of the issuing Bank) for providing the PERFORMANCE GUARANTEE,

AND WHEREAS in consideration of the fact that the CONTRACTOR is our valued constituent and the fact that he has entered into the CONTRACT with you, WE (Name of the Bank) having our Registered Office at, _____ and local office at _____, India have agreed to issue the PERFORMANCE GUARANTEE,

THEREFORE WE (Name of the issuing Bank) through our local office at _____ India furnish you the PERFORMANCE GUARANTEE in manner hereinafter contained and agree with you as follows:

We (Name of the issuing Bank), undertake to indemnify you and keep you indemnified from time to time to the extent of Rs _____ (Rupees _____) an amount equivalent to 10% of the Contract Price against any loss or damage caused to or suffered by or that may be caused to or suffered by you on account of any breach or breaches on the part of the CONTRACTOR of any of the terms and conditions contained in the Contract and in the event of the CONTRACTOR default or defaults in carrying out any of the work or discharging any obligation in relation thereto under the CONTRACT or otherwise in the observance and performance of any of the terms and conditions relating thereto in accordance with the true intent and meaning thereof, we shall forthwith on demand pay to you such sum or sums not exceeding the sum of Rs _____ (Rupees _____) may be claimed by you on account of breach on the part of the CONTRACTOR of their obligations in terms of the CONTRACT.

Notwithstanding anything to the contrary we agree that your decision as to whether the CONTRACTOR has made any such default or defaults and the amount or amounts to which you are entitled by reasons thereof will be binding on us and we shall not be entitled to ask you to

establish your claim or claims under Performance Guarantee but will pay the same forthwith on your demand without any protest or demur.

This Performance Guarantee shall continue and hold good until it is released by you on the application by the CONTRACTOR after expiry of the relative guarantee period of the Contract and after the CONTRACTOR had discharged all his obligations under the Contract and produced a certificate of due completion of the work under the Contract and submitted a “No Demand Certificate” provided always that the guarantee shall in no event remain in force after the day of _____ without prejudice to your claim or claims arisen and demanded from or otherwise notified to us in writing before the expiry of three months from the said date which will be enforceable against us notwithstanding that the same is or are enforced after the said date.

Should it be necessary to extend Performance Guarantee on account of any reason whatsoever, we undertake to extend the period of Performance Guarantee on your request under intimation to the CONTRACTOR till such time as may be required by you. Your decision in this respect shall be final and binding on us.

You will have the fullest liberty without affecting Performance Guarantee from time to time to vary any of the terms and conditions of the Contract or extend the time of performance of the Contract or to postpone any time or from time to time any of your rights or powers against the CONTRACTOR and either to enforce or forbear to enforce any of the terms and conditions of the Contract and we shall not be released from our liability under Performance Guarantee by the exercise of your liberty with reference to matters aforesaid or by reason of any time being given to the CONTRACTOR or any other forbearance, act, or omission on your part or any indulgence by you to the CONTRACTOR or by any variation or modification of the Contract or any other act, matter or things whatsoever which under law relating to sureties, would but for the provisions hereof have the effect of so releasing us from our liability hereunder provided always that nothing herein contained will enlarge our liability hereunder beyond the limit of Rs _____ (Rupees _____) as aforesaid or extend the period of the guarantee beyond the said day of _____ unless expressly agreed to by us in writing.

The Performance Guarantee shall not in any way be affected by your taking or giving up any securities from the CONTRACTOR or any other person, firm or company on its behalf or by the winding up, dissolution, insolvency or death as the case may be of the CONTRACTOR.

In order to give full effect to the guarantee herein contained, you shall be entitled to act as if we were your principal debtors in respect of all your claims against the CONTRACTOR hereby guaranteed by us as aforesaid and we hereby expressly waive all our rights of surety ship and other rights, if any, which are in any way inconsistent with any of the provisions of Performance Guarantee.

Subject to the maximum limit of our liability as aforesaid, Performance Guarantee will cover all your claim or claims against the CONTRACTOR from time to time arising out of or in relation to the Contract and in respect of which your claim in writing is lodged on us before expiry of three months from the date of expiry of Performance Guarantee.

Any notice by way of demand or otherwise hereunder may be sent by special courier, telex, fax, or registered post to our local address as aforesaid or by email preferably to _____ (email ID of the BG issuing bank) or by SFMS preferably to _____ (IFSC of the BG issuing bank) . If sent by post it shall be deemed to have been given when the same has been posted.

The Performance Guarantee and the powers and provisions herein contained are in addition to and not by way of limitation of or substitution for any other guarantee or guarantees heretofore given to you by us (whether jointly with others or alone) and now existing uncancelled and that Performance Guarantee is not intended to and shall not revoke or limit such guarantee or guarantees.

The Performance Guarantee shall not be affected by any change in the constitution of the CONTRACTOR or us nor shall it be affected by any change in your constitution or by any amalgamation or absorption thereof or therewith but will endure to the benefit of and be available to and be enforceable by the absorbing or amalgamated company or concern.

The Performance Guarantee shall come into force from the date of its execution and shall not be revoked by us any time during its currency without your previous consent in writing.

We further agree and undertake to pay you the amount demanded by you in writing irrespective of any dispute or controversy between you and the CONTRACTOR.

Notwithstanding anything contained herein

- i. Our liability under this guarantee shall not exceed Rs. _____
(Rupees _____ only)
- ii. This guarantee shall be valid up to _____ and ;
- iii. We are liable to pay the guaranteed amount or any part thereof under this guarantee only and only if you serve upon us a written claim or demand at Bengaluru on or before _____ (mention period of the guarantee as found under clause ii. above plus claim period).

We have the power to issue Performance Guarantee in your favour by statute and the undersigned has full power to execute Performance Guarantee under the Power of Attorney given to him by the Bank.

Dated this _____ day of _____ 2018.

For and on behalf of

_____ BRANCH MANAGER SEAL ADDRESS PLACE

This Bank guarantee should be confirmed through SFMS by the issuing Bank and the details are as follows

Name of the Bank: Canara Bank

Name of the Branch : IT Wing

IFSC Code: CNRB0000007