

Tender Notice for providing Housekeeping & General cleaning services at Canara Bank Head Office Annex. Premises, Bengaluru.



# REQUEST FOR PROPOSAL

(Notice Inviting Tender)

RFP NO. HO-MAINTENANCE/HKP-RFP: 01/2022

FOR HIRING OF

HOUSEKEEPING & GENERAL CLEANING SERVICE  
AGENCIES

FOR PROVIDING 45 HOUSEKEEPING & GENERAL  
CLEANING PERSONNELS

AT CANARA BANK HEAD OFFICE ANNEX.  
PREMISES, BENGALURU

NOTICE TYPE : DOMESTIC TENDER NOTICE

AUTHORITY TYPE : PUBLIC SECTOR BANK

**ISSUED BY:**

**MAINTENANCE CELL –P&E SECTION,  
GENERAL ADMINISTRATION WING,  
HEAD OFFICE, CANARA BANK  
112, J C ROAD, BENGALURU – 560002  
EMAIL –[homaintenance@canarabank.com](mailto:homaintenance@canarabank.com)  
TELEPHONE – 080 – 22239079**

Seal of the Company/Firm & Date

Signature of Authorised Signatory

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*Seal of the Company/Firm & Date*

*Signature of Authorised Signatory*

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## I. NOTICE INVITING TENDERS

1. Canara Bank, Head Office (hereinafter the Bank) invites sealed tenders from eligible & experienced Firms / Companies in “TWO BID CONCEPT” for hiring of Housekeeping and General Cleaning Service Agencies for Providing Housekeeping & General Cleaning Personnel at Canara Bank Head Office Annex. Premises, Bengaluru. Tender Documents may be downloaded from our Bank’s Website [www.canarabank.com](http://www.canarabank.com).
2. **Brief details of the work:** Housekeeping and General Cleaning Works at Canara Bank Head Office Annex. Premises, Bengaluru. The general requirements / Terms of Service is as specified in RFP.
3. **Present requirement – Approximately 45 Housekeeping & General Cleaning Personnel within Bangalore. This number / location may change during finalization/award of work order. However, all T & C specified in this RFP shall be in place.**

## II. DISCLAIMER

1. The information contained in this Request For Proposal (“RFP”) / Notice Inviting Tender (“NIT”) document or information provided subsequently to bidders or applicants whether verbally or in documentary form by or on behalf of Canara Bank (“Canara Bank/Bank”), is provided to the bidder(s) on the terms and conditions set out in this RFP document and all other terms and conditions subject to which such information is provided. This RFP document is not an agreement and is not an offer or invitation by Canara Bank to any parties other than the applicants who are qualified to submit the bids (hereinafter individually and collectively referred to as “Bidder” and “Bidders” respectively). The purpose of this RFP is to provide the Bidders with information to assist the formulation of their bids. This RFP does not claim to contain all the information each Bidder requires. Each Bidder may conduct its own independent investigations and analysis and is free to check the accuracy, reliability and completeness of the information in this RFP. Canara Bank makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this RFP. The information contained in the RFP document is selective and is subject to updating, expansion, revision and amendment. It does not purport to contain all the information that a Bidder requires.

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2. Canara Bank reserves the right of discretion to change, modify, add to or alter any or all of the provisions of this RFP/NIT and/or the bidding process, without assigning any reasons whatsoever. Such change will be published on the Bank's Website ([www.canarabank.com](http://www.canarabank.com)) and it will become part of this RFP/NIT.
3. Canara Bank in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP. Canara Bank reserves the right to reject any or all the request of proposals received in response to this RFP document at any stage without assigning any reason whatsoever. The decision of Canara Bank shall be final, conclusive and binding on all parties.
4. The bank reserves the right to withdraw the RFP any time before the execution of the agreement with the bidder without any liability towards the bidder for the expenses incurred by it in relation to the RFP.

### **III. DETAILS OF THE RFP/NIT:**

a.	Name of the Work	Housekeeping and General Cleaning Works
b.	Location of Work	Head Office Annex. Buildings at Bengaluru.
c.	Requirement of Housekeeping and General cleaning personnel in number	Approx. 45 number of Housekeeping and General cleaning personnel (This number may change)
d.	Estimated cost of the works	Rs. 3.65 Crore
e.	Earnest Money deposit	Rs. 3,65,000.00
f.	Issue of tender document	08.08.2022
g.	Last date for submission of pre-bid queries	19.08.2022
h.	Pre-bid meeting	23.08.2022 at 3:00 PM
i.	Last date of submission of Tender	06.09.2022 till 3:00 PM
j.	Opening of Technical bids	06.09.2022 at 3:30 PM

*Seal of the Company/Firm & Date*

*Signature of Authorised Signatory*

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k.	Opening of Financial bids	Date & time will be informed to the qualified bidders through e-mail/ letter.
l.	Period of contract/service	3 years from the date of agreement executed subject to annual review of performance and satisfy the terms and conditions of the RFP.(This Clause shall be read with Para <b>IX.9</b> of the RFP)
m.	Tender documents (soft copy )	Can be downloaded free of cost from Canara Bank's web site, <a href="https://canarabank.com/tenders.aspx">https://canarabank.com/tenders.aspx</a> & Central Public Procurement (CPP) portal <a href="http://www.eprocure.gov.in">www.eprocure.gov.in</a>

#### IV. ELIGIBILITY CRITERIA

1. Tenderer who fulfill the following requirements are eligible to apply. The Tenderer having well-established facilities in the area along with experience in undertaking such work are eligible to apply.

Sl.	Eligibility Criteria	Documents Required												
a.	The Tenderer should have necessary registrations with Labour Department for compliance of all statutory/Govt. requirements applicable to Housekeeping & General cleaning service agencies.	A copy of valid Labour license as proof. <b>(Mandatory)</b> .												
b.	The Tenderer should have a minimum annual Turnover of Rs. 125 Lakh exclusively on Housekeeping & General cleaning services only, during last three financial years each. (FY 2021-22, 2020-21 & 2019-20).	<p>A Certificate from the Chartered Accountant with CA's registration number with seal &amp; sign clearly specifying the stake of Housekeeping &amp; General cleaning services along with Copy of the Audited Financial Statement for the following FY.</p> <table border="1"> <tr> <th>Sl. No.</th><th>Financial Statement for the Year</th><th>Turnover(in Lakh)</th></tr> <tr> <td>1</td><td>2019-20</td><td></td></tr> <tr> <td>2</td><td>2020-21</td><td></td></tr> <tr> <td>3</td><td>2021-22 (Provisional)</td><td></td></tr> </table> <p><b>(Mandatory)</b>.</p>	Sl. No.	Financial Statement for the Year	Turnover(in Lakh)	1	2019-20		2	2020-21		3	2021-22 (Provisional)	
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c.	<p>The Tenderer should have successfully completed similar works/services during the last three (3) year as on 30.06.2022 to either of the following;</p> <p>a) Three (3) similar completed works with the value of Rs.125 lakh and above.</p> <p style="text-align: center;">Or</p> <p>b) Two (2) similar completed works with the value of Rs.175 lakh and above.</p> <p style="text-align: center;">Or</p> <p>c) One (1) similar completed work with the value of Rs.275 lakh and above.</p>	<p>Work Order copies and satisfactory completion certificates from clients clearly indicating the cost &amp; nature of work and year of completion etc. <b>(Mandatory).</b></p> <p><b><i>Here similar work/services means the agency should have been assigned with Housekeeping and General Cleaning Services for Government organizations or Public Sector Undertakings or Public Sector Banks or reputed Organisations/MNCs.</i></b></p>
d.	<p>The Tenderer should have provided the similar services to at least two (2) Government Establishments (GEs) / Public Sector Banks (PSBs) / Public Sector Undertakings (PSUs) during the last three (3) years, with at least one running contract on the day of submission of the bid.</p>	<p>The Tenderer should furnish at least two (2) References (including running contracts) from the sites mentioned/ services provided and such <b>References should testify</b> about the performance of the tenderer to the Bank's satisfaction. <u>Contact details of the referees including their email ID and phone numbers must be mentioned.</u> <b>(Mandatory).</b></p>
e.	<p>The Tenderer should have Minimum five (5) years of experience as on 30.06.2022, in offering complete building upkeep and housekeeping to Government organizations or Public Sector Undertakings or Public Sector Banks or reputed organizations/MNCs.</p>	<p>Copy of work orders and Satisfactory Work Completion Certificate older than five (5) years to be submitted as proof proving the same. <b>(Mandatory).</b></p>
f.	<p>The Tenderer should have an established office with required manpower &amp; Registration under Shops &amp; Establishments Act at <b>Bengaluru.</b></p>	<p>A copy of valid registration certificate from respective authorities. <b>(Mandatory).</b></p>

g.	The Tenderer should be either registered as proprietary firm/ partnership firm / Pvt Ltd/ Public Ltd Company with existence in business for 5 years & above.	A copy of valid registration certificate from respective authorities. <b>(Mandatory).</b>
h.	The Tenderer should have a valid certificate from ESI Corporation and should have been allotted with a code number by the ESIC.	i. Copy of valid ESI registration certificate from respective authorities. ii. Copy of the ESI Challan Receipt of all employees for the last three months to be provided <b>(Mandatory).</b>
i.	The Tenderer should have a valid certificate under EPF & Miscellaneous Provisions Act 1952 and the TENDERER should have been submitting EPF contribution online.	i. Copy of valid EPF registration certificate from respective authorities. ii. Copy of the EPF Challan Receipt of all employees for the last three months to be provided <b>(Mandatory).</b>
j.	The Tenderer must have valid PAN number & GST registration.	Copy of PAN card & GST registration certificate. <b>(Mandatory).</b>
k.	The Tenderer should have Documents proving compliance of Minimum Wages Act 1948 and other Labour laws and rules.	The Tenderer is required to furnish copies of the Wage Slips along with the payment details of One Housekeeping & General cleaning personnel for last six months mentioning his location of deployment and Mobile number in Pay slip. <b>(Mandatory).</b>
l.	The Tenderer should have average minimum 100 Housekeeping & General cleaning personnel in their payroll during last one year as on 30.06.2022.	Copy of running work orders not older than one year, of their employees with any Principal Employer proving the same along with Any document supporting (Like EPF & ESI sheet) the strength of the workers in the company's payroll during last one year to be attached. <b>(Mandatory).</b>



m.	The Tenderer Should have a minimum Net worth of at least Rs. 50 lakhs in each of the last three FY (FY 2021-22, 2020-21 & 2019-20).	<p>A Certificate from the Chartered Accountant with CA's registration number with seal &amp; sign along with Copy of the Audited Financial Statement for the following FY.</p> <table border="1"> <tr> <th>Sl. No.</th><th>Financial Statement for the Year</th><th>Net Worth (in Lakh)</th></tr> <tr> <td>1</td><td>2019-20</td><td></td></tr> <tr> <td>2</td><td>2020-21</td><td></td></tr> <tr> <td>3</td><td>2021-22 (Provisional)</td><td></td></tr> </table> <p><b>(Mandatory).</b></p>	Sl. No.	Financial Statement for the Year	Net Worth (in Lakh)	1	2019-20		2	2020-21		3	2021-22 (Provisional)	
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1	2019-20													
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n.	The Tenderer should be an Income Tax Assesse and should have submitted IT returns for the AY 2021-22, AY 2020-21 and AY 2019-20.	<p>A copy of IT returns for the Assessment Year 2021-22, AY 2020-21 and AY 2019-20 to be provided.</p> <p><b>(Mandatory).</b></p>												
o.	The Tenderer shall not be owned or controlled by any director or employee of the Bank or their relative having the same meaning as assigned under section 2(77) & 6 of the Companies Act 2013.	<p>A declaration / undertaking duly signed and stamped by the Owner/s of the company/ firm/ proprietorship on the Letter head.</p> <p><b>(Mandatory).</b></p>												
p.	The Tenderer shall submit Pre- Bid Contract Integrity Pact Agreement duly filled and signed on non-judicial stamp paper of appropriate value as per Karnataka State directives.	<p>Pre- Bid Contract Integrity Pact Agreement in non-judicial stamp paper should be duly attached as per Bank's prescribed format – Annexure-5.</p> <p><b>(Mandatory).</b></p>												
q.	The bidder should not be a blacklisted/debarred company by any Government Department/Financial Institution/ Public sector Units/Scheduled Commercial bank in India.	<p>In this respect, the Bidders shall submit declaration as outlined in Annexure-10 on their Company/Firm Letter headed paper duly sealed &amp; signed.</p> <p><b>(Mandatory).</b></p>												
r.	<b>Following Undertaking shall be given in separate letterheads stating the following (1 to 2 as shown below)</b>	<p>These undertaking should be in the Company letter head signed by authorized signatory with Name, Designation and Office Seal.</p> <p><b>(Mandatory).</b></p>												

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*i. Undertaking 1.*

- The wages will be paid to the deployed personnels as per Minimum Wages Act, 1948.
- The wages to the deployed personnels will be paid through direct crediting in their Bank Account with Canara Bank before 7<sup>th</sup> (even if it is a holiday) of every subsequent month of duty, and monthly salary slip will be given to the deployed personnels.
- The bills / Claim will be raised along with copies of all required documents specified in the contract.
- At any cost, **“mode of Cash / Cheque payment” will not** be used for making payment / wages.
- Proper documentation will be maintained regarding wage payment.
- All reports & returns regarding wage disbursement asked for by the Bank will be submitted timely under the signature of authorized signatory as per direction based on the T &C of the contract.

*ii. Undertaking 2.*

- All Housekeeping & General cleaning personnel being deployed as per this Contract will be the bonafide employees of our Company / Firm.
- The field officer is to be provided for supervising the deployed personnels with Bank and he shall report to the concerned officer in charge/official.
- The field officer will be carrying out surprise visit to checks the attendance/work/alertness of our staff at each location minimum twice a week.
- The field officer staff will also endorse his/her remark compulsorily during each such visit in the Duty register being maintained at all premises.
- No criminal cases/charges are pending with the police against the Proprietor/Partner/partners of our Firm or Directors of our Company.
- No criminal case is pending with the police against the proposed Housekeeping & General cleaning personnel who will be deployed as part of the contract.
- The Company will be complying with all statutory compliances and obtaining Labour license (if necessary) with regard to all related Acts, Rules and other Guidelines being issued by the Government and all other statutory authorities from time to time.

2. Additional Qualifications: ISO Certification etc.

3. The evaluation will also involve inspection of works, buildings/projects under their maintenance upkeep, discussion with the Agency and

*Seal of the Company/Firm & Date*

*Signature of Authorised Signatory*

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feedbacks from the clients. The Agency may also be required to furnish additional information, if any, to ensure clarity on deliverables.

## V. SUBMISSION AND OPENING OF TENDERS

### 1. SYSTEM OF SUBMISSION

- a. Tenders shall be on prescribed Form as issued by the Bank / hosted by the Bank in website ([www.canarabank.com](http://www.canarabank.com)) & Central Public Procurement (CPP) portal [www.eprocure.gov.in](http://www.eprocure.gov.in)
- b. Tender documents can be downloaded only from the Bank's ([www.canarabank.com](http://www.canarabank.com)) **website free of cost**. The Tender documents shall be in 12 size font & A-4 size paper and neatly bounded (hard bound / spiral bound) in two separate books (i.e. Technical bid and Financial bid) and submitted.
- c. Nature of the document: **TWO BID CONCEPT**. This Tender document comprises of the following :
  - i. **TECHNICAL BID: (First envelope)** consisting of all documents as specified in the Tender Document other than Financial bid.
  - ii. **FINANCIAL BID (Second envelope)**
- d. **Tenders on prescribed form should be placed in two envelopes, as specified above, one sealed envelope consisting of "Technical bid" duly super scribed as "Technical bid" and other sealed envelope consisting "Financial bid" duly super scribed as "Financial Bid" and both envelopes shall be kept in one bigger sealed single envelope, with the name of work as (RFP for Housekeeping & General cleaning Services - HO Canara Bank, Bangalore with RFP Ref. No. quoted), Name of Tenderer and due date written on the envelopes.**
- e. The rate quoted shall be in accordance with the wages stipulated under the Minimum Wages Act, 1948, at the rates as applicable to the Bidder.
- f. The rates quoted shall be all inclusive rates with separately given applicable GST amount and no claim whatsoever for any extra payment shall be maintainable. Any other Tax, any royalties, duties, levies, cess, in respect of this tender shall be payable by the Tenderer and the Bank will not entertain any claim whatsoever in respect of the same and nothing extra shall be paid / reimbursed for the same subsequently. The rates quoted shall include all the above. GST wherever applicable shall be paid by Bank as per extant rules.

- g. Tender shall be quoted on prescribed Form only and quoting in any other forum will be rejected.
- h. Tenderer shall fill in all the blanks and put their signature and seal on each page of the tender documents, as shown in each page in the lower part. No blank space should be left unfilled. Places which are not applicable shall be marked as such. Any overwriting is to be avoided or shall be authenticated by putting a signature. Bank reserves the right to accept or reject any unauthenticated overwriting.
- i. Errors and omissions due to clerical, typographical or printing etc., if any, will have to be got clarified and corrected before quoting the rates. The interpretation given by the Bank shall be final and binding.
- j. Any person who submits a tender shall fill up the printed prescribed form stating what rate he is willing to undertake the work.
- k. In the event of the tender being submitted by a partnership firm, it must be signed separately by each partner thereof or in the event of the absence of any partner, it must be signed on his behalf by a person holding a power-of-attorney authorizing him to do so, such power of attorney to be produced with the tender, and it must disclose that the firm is duly registered under the Indian Partnership Act 1932, LLP Act 2008 by enclosing a copy of the partnership deed duly certified by one partner as true copy.
- l. If the Tender is submitted by a Company the same must be signed by a person duly authorized by the Board of Directors of the Company.
- m. The tender for the work shall not be witnessed by Tenderer or Bidder who himself/themselves has/have tendered or who may and has/have tendered for the same work. Failure to observe this condition would render tenders of such Tenderer who are tendering, as well as witnessing the tender, shall be liable to summary rejection.
- n. Amounts quoted in figure, ***if any, should be repeated in words*** and in case of any discrepancy the amounts stated in words shall prevail. The rate should be quoted in Indian Currency only.
- o. Sealed Tenders shall be addressed to **The Asst. General Manager, Maintenance Cell- Premises & Estates Section, GA Wing, HO Canara Bank, 112 J C Road Bangalore- 560002**. Sealed Tenders shall be dropped in the TENDER BOX kept at the above said address.
- p. 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. The first part of tenders i.e. Technical bid will be opened on the day and time mentioned in the RPF at **Maintenance Cell- Premises & Estates**

**Section, GA Wing, HO Canara Bank, 112 J C Road Bangalore-560002.**

- q. The Tenderer shall give a list of the Bank employees related to him/ partners/ directors of the Firm/company/Agency with their places of posting and designations. The Tenderer shall not be permitted to tender for works in Bank in which Bank employees (responsible for award of execution of contracts) related to Firm/Company/Agency with their places of posting and designations are posted as an officer in any capacity between the grades of the General Manager and Manager(both inclusive) of premises and estate department.

**Note:-** By the term "near relatives" is meant wife, husband, parents and grandparents, children and grandchildren, brothers and sisters, direct uncles and aunts and first cousins.

## 2. PRE BID QUERIES AND CLARIFICATION TO TENDER

- a. The Tenderer should carefully examine and understand the specifications, terms and conditions of the Tender and may seek clarifications, if required.
- b. The Tenderer in all such cases may seek clarification in writing in a word document (.doc) in the same serial order of that of the Tender by mentioning the relevant page number and clause number of the Tender. The hard copy of the pre bid queries can be sent to: **The Asst. General Manager, Maintenance Cell -Premises & Estates Section, GA Wing, HO Canara Bank, 112 J C Road Bangalore- 560002** by the intending Tenderer before 5:00 PM on date mentioned in RFP in the following format:

Sl No	Page No	Tender Clause No	Tender Clause	Query

- c. The soft copy of the pre-bid queries can also be sent by E-Mail to [homaintenance@canarabank.com](mailto:homaintenance@canarabank.com) No other oral or written individual consultation shall be entertained. No queries will be entertained from the Tenderers after the pre-bid meeting.

## 3. PRE-BID MEETING

- a. A pre-bid meeting of the intending Tenderer will be held as scheduled to clarify any point /doubt raised by them in respect of this Tender / RFP document, on the date as specified in the RFP at **Maintenance Cell -**

**Premises & Estates Section, GA Wing, HO Canara Bank, 112 J C Road  
Bangalore- 560002.**

- b. 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 RFP, the next working day will be deemed to be the pre-bid meeting day. Authorized representatives of interested Tenderers shall be present during the scheduled time.
- c. 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 pre bid meeting if possible, or 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 Tenderer/ bidder/s, and any other clarification / amendments / corrigendum furnished hereof will become part of the Tender document and it will be binding on the Tenderers. Non-reply to the queries raised by any of the Tenderers shall not be accepted as a valid reason for non-submission of the Tender. In addition, non-reply to any query may not be deemed the version of the Tenderer as reflected in the query has been accepted by the Bank.

**4. PROCESS OF SELECTION**

- a. The Tender would be a Two Bid tender system comprising of Technical and Commercial / Financial bid. The Tenderer would be shortlisted based on the technical evaluation done as per the eligibility criteria given above. Suitable marks would be awarded to shortlisted Tenderer against each criteria and a sum total of the marks would be taken to form a merit list for finalizing the Tenderer as per Technical Bid rating chart as shown in **RFP** herewith.
- b. The Financial bid would be opened only for the Tenderers finalized by the technical evaluation committee.
- c. Final selection of the Tenderer would be based on the combination of marks obtained in the technical evaluation, as well as the rates quoted in the financial bid. The division of marks for Technical evaluation and financial evaluation as specified in **RFP and Successful Bidder** would be declared based on the combined evaluation by the tendering committee. The decision on this taken by the Bank will be final and binding to all Tenderers. Tenders will be evaluated in the following stages:

**Stage I** Incomplete Offers, i.e., offers not accompanied by the mandatory documents, as specified in this RFP, will be rejected.

- Stage II** Offers will be evaluated against the stipulated minimum eligibility criteria based purely on valid proof of documents submitted by the Tenderers. Offers not complying with any of the eligibility criteria will be rejected.
- Stage III** Short-listed Tenderer(s) from stage II will be evaluated by Technical Bid Scoring chart based on proof documents submitted, site visits (if necessary) by the Bank's officials.
- Stage IV** Completion of Technical bid evaluation and marking as per Score chart to contribute to **50 %** of Marks in calculating Lowest quoted Tender (Given below). Qualifying marks for technical evaluation will be minimum 60 out of 100.
- Stage V** Price Bids of the short-listed Tenderer (who secured minimum **60** marks in the technical evaluation specified above) will be opened for price discovery and fixing "Approved Rates" and Price bid rate will contribute to **50%** of marks in calculating L1.
- Stage VI** Final selection of the Tenderer(s) would be based on the combination of marks obtained in the technical evaluation (**50%**) **and the rates quoted in the financial bid (50%)** as explained in the RFP. **In case of any tie in selection, preference will be given to the Tenderer who scored maximum technical marks; further in case of any tie, the Tenderer with higher Turnover in the last Year (FY-2021-22) will be given the preference for selection.**
- Stage VII** In case of splitting of work order between two Tenderers, willingness letter will be obtained from shortlisted firms to work on same "Approved Rates" (Rates of L1 finalized) and splitting of work order will be in 60:40 ratios. The decision on this taken by the Bank will be final and binding to all Tenderers.
- Stage VIII** Issue of work orders to the shortlisted Tenderer.

- d. Wherever Tenderer are submitting consolidated completion certificates, then the Bank may request for supporting documents. Bank's decision in this regard is final and shall be binding on all.
- e. The Rates to be given in the format as per Financial Bid.
- f. The Financial bid of only the technically qualified / shortlisted applicants will be opened on a pre-notified time & date, under intimation to such qualified / shortlisted applicants. Lowest quoted tender (L1) will be arrived based on the evaluation of all the financial bids and after mathematical scrutiny and rate analysis specified in the tender. Bank reserves rights of accepting/rejecting any and all the financial bids.
- g. The Financial Bid of the Tenderers whose Technical Bid is found to be deficient and those of the Bidders who do not meet the eligibility criteria

- as specified in the document, will not be opened. Financial Part of shortlisted Tenderers will only be opened.
- h. Tenders, who propose any modifications to specifications, any clauses, conditions or any provisions whatsoever in the tender documents shall lead to disqualification.
  - i. The Bank does not bind itself to accept the lowest or any other tender, and reserves to itself the right to reject any or all of the tenders received without assigning any reason whatsoever. 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.
  - j. Canvassing whether directly or indirectly, in connection with tenders is strictly prohibited and the tenders submitted by the Tenderer who resort to canvassing will be liable for rejection.
  - k. The Bank shall issue an Offer letter which will have to be accepted by the Selected Bidder within 5 days of its receipt.

## **VI. EARNEST MONEY DEPOSIT (EMD)**

1. The tender shall be accompanied by earnest money deposit of Rs. 3.65 Lakh by way of Demand Draft of a Scheduled Commercial Bank issued in favour of Canara Bank, payable at par. EMD can also be submitted by way of irrevocable Bank guarantee from scheduled commercial Bank other than Canara Bank valid for 120 days (from last date of submission) with claim period of 60 days in the format prescribed by the Bank.
2. EMD shall be submitted with the Technical bid only and should be kept along with cover containing the Technical bids. Submission of EMD in the form of fixed deposit or in any other form (except DD or BG) is not acceptable and tenders with such EMD shall be rejected.
3. No interest shall be allowed on the Earnest Money Deposit (EMD). Tenders without EMD shall be summarily rejected.
4. However, MSMEs are exempted from paying EMD as per MSME Act 2012. For getting the benefits in case of MSME firms, Tenderer should submit exemption certificate issued from the relevant authorities. It may also be noted that Performance Guarantee has to be submitted by the bidder under any circumstance, if selected.
5. The EMD in respect of the Tenderers who do not qualify the Technical Part (First Stage) & unsuccessful tenderers shall be returned to them without any interest. However, the EMD without any interest, in respect of the successful Tenderer shall be returned after submission of Performance Guarantee.



6. If the Tenderer fails to deploy Housekeeping & General cleaning personnels against the initial requirement within 7 (Seven) days from date of awarding the contract, the EMD shall be forfeited without giving any further notice and the contract will be terminated and Bank shall be at a liberty to award the contract to other Tenderer at its sole discretion without assigning any reason whatsoever.

## **VII. GENERAL TERMS & CONDITIONS**

### **1. INSPECTION OF DOCUMENT**

- a. **Tenderers are advised to inspect and examine the site / location and its surroundings and satisfy themselves before submitting their tenders.** 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.
- b. Tenderer shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed. Submission of a tender by a Tenderer implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done, site details and local conditions and other factors bearing on the execution of the work.

### **2. SPLITTING OF WORK-ORDERS**

- a. It is absolutely essential for the Tenderers to quote correctly and unambiguously, at the time of submitting the Bid, as the Bank will not enter into any negotiation during the scrutiny/processing of the Technical part.
- b. Bank may go for splitting for the order between L1 and L2. The decision of the Bank regarding this shall be final.
- c. The Bank reserves its right for splitting the quantities between two Tenderers. The splitting of work order will be in 60:40 ratios in case of splitting of order between two Tenderers (Work order of Naveen Complex building may be allotted to L1 and Work order of Rest of Two Building may be allotted to L2 at the Rates of L1); provided L-2 agrees to rates quoted by L-1 Tenderers and agree for all terms and conditions. In case L-2 Tenderer is not willing to match L-1 rates, the Bank will call L-3, L-4 Tenderers etc., in that order. If no Tenderers (L2 /L3/L4 etc) is accepting the L-1 rates the entire work order may be awarded to L-1. The decision of Bank will be final in this regard.

### **3. CANARA BANK'S DISCRETION**

- a. The Bank reserves the right to cancel/withdraw the RFP/NIT during the course of tendering process without assigning any reason whatsoever thereof.
- b. Canara Bank may, in its absolute discretion, apply any additional criteria it deems appropriate in the selection of the Tenderer, not limited to those selection criteria set out in this RFP and the Bidders shall be bound by the same.
- c. The Bank reserves the right to accept or reject any bid and annul the bidding process or even reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected specified bidder or specified bidders or without any obligation to inform the affected bidder or bidders about the grounds for the Bank's action.
- d. Bank shall be under no obligation to act upon the advice rendered by the Selected Bidder. The appointment made by Canara Bank shall be final and binding on all the Bidders.
- e. In case, if there is substantial change in the composition of the team of the appointed/selected Bidder handling the assignment which can significantly affect its execution, Canara Bank reserves its right to terminate the agreement without any cost to them and the decision of Canara Bank will be final and binding.
- f. During the tenure of engagement of the Tenderer (s), in case Canara Bank at any time consider that the services of Tenderer (s) are in any manner deficient and / or are not being performed to the satisfaction of the Bank in terms of scope of work as set out herein or in the engagement letter or in any agreement that may be executed with them in connection with the assignment, Canara Bank shall have the right to terminate the engagement of such Tenderer (s) without assigning any reason for the same.

### **4. CORRUPT & FRAUDULENT PRACTICES**

- a. The Bidder shall further ensure the compliance of the applicable guidelines issued by Central Vigilance Commission.
- b. As per Central Vigilance Commission (CVC) directives, it is required that Bidders observe the highest standard of ethics during the procurement and execution of contracts.
- c. "Corrupt Practice" means the offering, giving, receiving or soliciting of anything of values to influence the action of an official in the procurement process or in contract execution.

- d. "Fraudulent Practice" means a misrepresentation of facts in order to influence a procurement process or the execution of contract to the detriment of the Bank and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Bank of the benefits of free and open competition.
- e. The Bank reserves the right to declare a bidder ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it determines that the firm has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

## 5. INTEGRITY PACT

- a. Integrity Pact format is enclosed in RFP. The same to be duly filled in appropriate non-judicial stamp paper of appropriate value and submitted along with offer. Stamp paper value to be as per Karnataka State directives and date shall be on or before the date of Tender document submission.
- b. 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.***

## 6. INDEMNITY

- a. The bidder agrees to indemnify and keep indemnified, defend and hold harmless the Bank and its officers, directors, employees and agents from and against any and all losses, liabilities, claims, obligations, costs, expenses (including, without litigation, reasonable attorneys fees), arising before or after completion of assignment, which result from, arise in connection with or arising out of or in connection with the bidder's breach of any of the terms and conditions, representations, warranties specified in the Agreement/Contract; acts or omissions of, negligence, or misconduct by the bidder; or its professionals, representatives, agents, security analysts, consultants and advisors;
- b. The term bidder shall deem to include the bidder, its personnel, employees, consultants, and / or other authorized persons.
- c. The responsibility to indemnify set forth in this Clause shall survive the termination of this Agreement for any reason with regard to any indemnity claims arising in relation to the performance hereof.

- d. Indemnity format is enclosed in RFP (Annexure to RFP). The same to be duly filled in appropriate non-judicial stamp paper of appropriate value and submitted along with offer. Stamp paper value to be as per Karnataka State directives and date shall be on or before the date of Tender document submission.

## 7. SOCIAL MEDIA POLICY

- a. No person of the bank or the Bidder / 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 Bidder / Contractors and third parties shall be construed as violation of social media policy:
  - i) Non-adherence to the standards/guidelines in relation to social media policy issued by the Bank from time to time.
  - ii) 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.
- b. The Selected Bidder shall adhere to the quality standards, regulatory/government directives and guidelines in this regard.
- c. The bidder must submit unconditional and unambiguous compliance confirmation to all the terms and conditions stipulated in the RFP.

## 8. AGREEMENT

The Selected Bidder shall enter into an Agreement with the Bank in the format as shall be prescribed by the Bank within 7 days of acceptance of the Offer letter.

## 9. GENERAL CONDITIONS

- a. **Authentication of Erasures/Overwriting etc:** Any inter-lineation, erasures or overwriting shall be valid only if the person(s) signing the bid duly authenticates the same by affixing his signature.
- b. **Cost of Bidding:** The specified bidder/s shall bear all the costs associated with the preparation and submission of its bid and Bank will in no case be responsible or liable for these costs regardless of the conduct or outcome of the bidding process.
- c. **Modification & Withdrawal:** Bids once submitted will be treated, as final and no further correspondence will be entertained on this. No bid will be allowed to be modified after the submission of bid. No bidder shall be allowed to withdraw the bid once submitted.
- d. **Assignment:-** The Selected Bidder shall not assign or sub contract any of the assignments entrusted to it pursuant to this RFP.

- e. **Amendment of Bidding Documents:** At any time prior to the last Date and Time for submission of bids, the Bank may, for any reason, modify the Bidding Documents through amendments at the sole discretion of the Bank. All amendments shall be uploaded on the Bank's websites (www.canarabank.com) and will be binding on all who are interested in bidding.
- f. In order to provide specified Bidders a reasonable time to take the amendment if any, into account in preparing their bid, the Bank may, at its discretion, extend the deadline for submission of bids.
- g. **No Legal Relationship:-** No binding legal relationship will exist between any of the Bidder(s) and the Bank until execution of a contractual agreement with the successful Bidder.
- h. **Publicity:-** Any publicity by the bidder in which the name of Canara Bank is to be used should be done only with the explicit written permission of Canara Bank
- i. **Business Continuity plan: - The Selected Bidder should have a well-defined Business Continuity Plan in place for continuation of the entrusted works in case of an emergency/disaster. A Certificate in this regard shall be submitted to the Bank on regular intervals.**
- j. Bank reserves to itself the right of accepting the whole or any part of the tender and the Tenderer shall be bound to perform the same at the rate quoted.
- k. 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.
- l. **While quoting rates, the tenderers are advised to take into account all factors including any fluctuations in market rates. No claim for enhanced rates will be entertained on this account after acceptance of the tender or during the currency of the contract except the statutory payment to comply the minimum wages like Basic & VDA, EPF and ESI etc. notified by the Govt. from time to time.**
- m. **Language:** The response prepared by the Bidder /s, as well as all correspondence and documents relating to the Response exchanged by the Bidder /s and the Bank and supporting documents and printed literature shall be in English language only.

- n. **Formats:** The Bidder/s should strictly use the formats prescribed by the Bank in the RFP for submitting the bid responses.
- o. **Currency:** The expression of currency in the bid shall be Indian Rupee (INR) only.

## VIII. GENERAL GUIDELINES TO BIDDERS

1. The Tenderer should be registered with the appropriate registration authorities (Labour Department etc.). The Tenderer is required to follow all the Statutes as may be applicable for such type of work for which they are applying. As manpower is required, then the Tenderer merely by filling the application form confirms that the Tenderer has all the requisite permissions and licenses to carry out all the assignments as stipulated by this application form. Further, merely by filling the application form, the Tenderer reconfirms that they have complied with all the statutory provisions of the Central, State, Local and Municipal laws in force. The Tenderer also confirms merely by filling the application form, to comply with any future laws that may be enforced upon by statute. Tenderers which do not have requisite permissions / licenses or who do not comply with the statutory provisions are requested to fill in the application form only if they are eligible in this regard.
2. The Tenderer should be registered with Income Tax, GST and appropriate authorities under Employees Provident Fund and Employees State Insurance Acts.
3. The Tenderer should have experience in providing Housekeeping and General Cleaning Services to Govt. Departs / PSU / PSB etc.
4. The Tenderer should have credible supervisory infrastructure.
5. The Tenderer shall obtain and produce license under the “The Contract Labour (Regulation & Abolition) Act 1970” from the Labour department. The Tenderer shall maintain and if necessary submit to the Bank, for inspection on demand, the records such as Attendance Register, Payment register etc.
6. The Tenderer will be bound by the details furnished by them to Bank, while submitting the bid or at subsequent stage. In case, if any of such document/s furnished by the agency is found to be false, it would amount to breach of terms of contract and the Tenderer will be liable for legal action besides termination of contract.

## **IX. TERMS OF CONTRACT**

1. All compensation or the other sums of money payable by the selected bidder/contractor under the terms of this contract may be deducted from, or paid by the sale of a sufficient part of his security deposit or from the interest if any, arising therefrom, or from any sums which may be due to or may become due to the contractor by Government on any account whatsoever and in the event of his Security Deposit being reduced by reason of any such deduction or sale as aforesaid, the contractor shall within 10 days make good of the amount by Cheque / DD or Guarantee Bond of a Scheduled Bank other than Canara Bank in favour of the Employer or fixed deposit receipt tendered by the Canara Bank (in case of guarantee offered by Scheduled Banks, the amount shall be within the financial limits prescribed by the Reserve Bank of India); any sum or sums which may have been deducted from, or raised by sale of his security deposit or any part thereof.

### **2. Compensation For Delay**

- a. If the contractor fails to provide the required manpower for the services required within timeframe given in the work order or there is an un-approved delay in the execution of the work order, Bank at its sole discretion may:
  - i. Cancel the work order and call L2/L3 to award work at L1 rates.
  - ii. Not cancel the work order but award the balance work to the L2 at L1 rates.
  - iii. Go for retendering.
- b. In either of the case the EMD/Security deposit of L1 will be forfeited. The decision of Bank in any such case will be final and binding on the contractor.
- c. Bank shall have the right to adjust set-off against any sum payable to the Contractor under this or any other contract with the Employer / Canara Bank anywhere in India / Outside India.

### **3. Time and extension for delay**

- a. The selected Tenderer shall execute the obligations under the Contract within the time frame stipulated therein.
- b. The Tenderer's obligations shall commence from the day after the date on which the Employer issues written orders/email to commence the work and is to be completed within the time stipulated.

- c. If the contractor commits default in commencing the execution of the work as aforesaid, the Employer shall without prejudice to any other right or remedy available in law be at liberty to forfeit the earnest money absolutely.
4. **Inspection:** Bank shall have the right to inspect the sites allotted to the selected Tenderer through its authorized officers any time without advance notice.

**5. Indemnity**

- a. The Selected Tenderer shall keep and hold the BANK indemnified and harmless from time to time and at all times against all actions, proceedings, claims, suits, liabilities(including statutory liability), penalties, demands, charges, costs (including legal costs) and expenses, damages, losses and any other expenses which may be caused to or suffered by or made or taken against the BANK arising out of:
  - i. The breach, default or non-performance of undertakings, warranties, covenants or obligations by the Selected Tenderer.
  - ii. Any contravention or Non-compliance with any applicable laws, regulations, rules, statutory or legal requirements by the Selected Tenderer.
- b. The Selected Tenderer shall keep and hold the BANK indemnified and harmless from time to time and at all times against Any loss or damage to real property and tangible personal property and for bodily injury or death and in these cases which are attributable to the Selected Tenderer.
- c. In case, the selected Bidder fails to comply with any statutory/taxation liability under appropriate law, and as a result thereof, if the Bank is put to any loss/obligation, monetary or otherwise, Bank will be entitled to recover such damage/loss/deemed loss, either out of the outstanding bills or from the Security Deposit of the Tenderer.

**6. Payment Terms**

- a. No advance amount will be paid to Selected Tenderer. The payments shall be done on monthly basis in the format prescribed by Bank, subject to production of the Attendance Register, Proof of payment of wages, ESI, EPF and filing returns to Statutory Authorities.
- b. The Tenderer should ensure the following
  - i. The wages should be paid to the deployed personnels as per Minimum Wages Act 1948.



- ii. The wages to the deployed personnels should be paid through direct crediting in their Bank Account invariably to be maintained with our Bank before 7th (even if it is a holiday) of every subsequent month of duty, and monthly salary slip should be given to the deployed personnels.
  - iii. The bills / Claim should be raised along with copies of all required documents specified in the contract.
  - iv. At any cost, **“mode of Cash/ Cheque payment” should not** be used for making payment / wages.
  - v. Proper documentation should be maintained regarding wage payment.
  - vi. All reports & returns regarding wage disbursement asked for by the Bank should be submitted correctly & timely under the signature of authorized signatory as per direction based on the T &C of the contract.
- c. Every month, along with the bills the Selected Tenderer shall also submit the copies of
- i. Wage slips of all deployed personnels.
  - ii. The Attendance sheets.
  - iii. Previous Electronic Challan cum Return for Employees Provident Fund.
  - iv. The Contribution History for the ESI premiums contribution for the employees deployed with the Bank. The Tenderer shall ensure that Savings Bank Account of the deployed personnel gets credited by the 07<sup>th</sup> day of the month following the Wage Month and further ensure that the amount credited is the same as the net wage payable as per the wage slip.
  - v. Any other document being asked by the Bank under the ambit of the RFP/Contract.
- d. The successful Tenderer shall have to open Current A/c with Canara Bank and all payments will be routed through the Agency's account with Canara Bank.
- e. The Selected Tenderer shall pay the monthly wages to deployed personnel with the Bank by crediting the Savings Bank Account of the deployed personnel with Canara Bank. The Tenderer shall provide the list of the employees and their Bank account details to Canara Bank with copy of the standing instructions given to the Bank for direct transfer of the wages to individual Bank accounts of the deployed personnel.
- f. The Contractor shall maintain proper records/details of the deployed personnel at the Bank Site. Contractor shall submit monthly bills along

- with the details of the deployed personnels and the payment claimed for each of them. Bills should be supported with attendance sheets of the deployed personnels. Payment will be made on a monthly basis within seven working days of receipt of the relevant bill from the Contractor.
- g. However in case of any discrepancy in the bill detected by the Bank, the payment will be released to the Contractor within four days from the date of resolving the discrepancy by the Contractor.
  - h. Receipts for payments made on account of a service, when executed by a firm, shall be in the name of the firm by one of the partners, or by some other person having due authority to give effectual receipts for the firm.
  - i. Bank reserves the right to withhold the bills partially or fully or administrative charges, if any, of the above required documents stated in the preceding paragraphs are not submitted while claiming the bills.
  - j. The Contractor shall be fully and absolutely responsible for the payment of salary and other statutory dues to deployed personnels like salary/wages, bonus, arrears, overtime, employment/terminal benefit, compensation or other claims of whatsoever nature to deployed personnels and Bank will not undertake any liability in relation to such matters.
  - k. The Contractor hereby undertakes to ensure payment of wage to its deployed personnels in compliance with Minimum Wages Act 1948 and other relevant statues in force and modified/amended or revised from time to time as per enactment of Central/State Governments, as the case may be.
  - l. The Contractor hereby undertakes further that additional/excess payment over the contracted amount, which may arise due to extraneous reasons during the currency of this agreement shall be borne by the Contractor alone and the Bank shall not be liable to pay excess amount other than the difference between the revised basic pay, variable dearness allowances and the resultant difference in statutory dues, i.e., EPF, Bonus, ESI etc. vis-à-vis the rates prior to revision and the difference in GST.
  - m. The Contractor shall submit printed receipts for all the payments received from Bank. The Contractor shall also furnish the proof of having paid the wages to the employees engaged by them and proof of having paid the statutory dues to the concerned authorities on monthly basis. Non-payment of monthly wages by the Contractor to the employee deployed with Bank will make this contract null and void and will result in termination of the deployment of employees with the Bank with

immediate effect and the Bank will not be required to make any payment to the Contractor thereafter.

- n. Bank shall not make any direct payment of whatsoever nature to the Contractor employees. All payment payable by Bank in connection with or arising out of this agreement shall be made only to Contractor and not to the Contractor employees.
- o. Tax shall be deducted at the source (TDS) as per the provisions of the Income Tax Department by the Bank and a certificate to this effect shall be provided to the Contractor by the Bank.
- p. The claim in bills regarding GST etc. should be necessarily accompanied with documentary proof pertaining to the concerned month's bill. A requisite portion of the bill / whole of the bill amount will be held up till such proof is furnished, at the discretion of the Bank. Payment of the bill will be effected only on production of copy of the previous month's wage sheet, ESI & EPF remittance with nominal roll of the deployed personnel and half yearly/yearly return under the respective Acts.
- q. In case of any mishap of whatsoever nature (minor / major/ fatal including death during the course of their duty) sustained by selected Tenderer employees, the responsibility for meeting the medical/hospitalization expenses or of granting compensation ,if any, on that count will be that of the selected Tenderer only and not of the Bank. If for any reason, compensations, costs etc. are paid by the Bank, the same shall be reimbursed by the Contractor to Bank without any demur including interest at ruling rate till settlement and such settlement shall be made by the Contractor within one month from the date of demand by the Bank and upon failure of the Contractor to do so, the Bank shall have the right to adjust the monthly bills payable to the Contractor towards the amounts payable by the Tenderer till the assured dues are wiped off.

**7. Maintenance of Records.** The Contractor shall maintain at all times the following records. A set of following documents shall also be submitted with regard to all staff being deployed at our sites along with the contract.

- a. Register of deployed personnel (Along with names, Mobile number, permanent & local addresses getting deployed at our site along with their latest photographs, thumb impression & signatures)
- b. Employment card
- c. Muster roll/ Attendance register
- d. Wages paid register
- e. Receipt of wages

- f. Over time register
- g. Police Verification
- h. Character certificate / antecedents checking
- i. Any other records as per above laws.

The Contractor shall adhere to strict norms of “know your employee” and submit the Bio-data of all his/her employees together with certified copies of Identity and address Proofs. It is also necessary on his part to have police verification of the credentials of all their employees who are placed at the work in Bank’s building and copy of the PV certificate to be submitted to us.

#### **8. Liquidated damages for delay in deployment of workers:**

- a. Providing of workers at the allotted sites shall be completed within 07 days from date of award of work. In case the Contractor fails to comply with this time schedule penal action shall be taken.
- b. The penalty shall be deducted / recovered by the Bank from any amount due or becoming due to the Contractor under this contract or may be recovered by invoking of Bank Guarantees or otherwise from Contractor.
- c. All the penalties are independent of each other and are applicable separately and concurrently.
- d. Penalty is not applicable for the reasons attributable to the Bank and Force Majeure.
- e. Kindly refer the details of penalty specified as a separate Para in the RFP, in this regard.

#### **9. Term, Termination and cancellation of Contract**

- a. The contract would be initially for a period of three years. The contract will be reviewed yearly, and may be extended/terminated for further period, as deemed fit by the Bank. The requirement of workers/personnel may vary according to the need & may be reviewed/ reduced/enhanced as and when required.
- b. The contract can be terminated before the expiry of contract period owing to deficiency in service or sub-standard quality of service provided by the Contractor.
- c. ***Bank reserves the right to terminate contract at any time by giving one month’s notice, without assigning any reason whatsoever and also without incurring any liability towards the contractor.***
- d. If the Contractor fails to perform any of the obligations under the contract and if the Bank is dissatisfied with the services, the Bank shall terminate the services of the Contractor and will forfeit the Performance Guarantee (PG) with a notice of winding up and the Contractor shall vacate the premises within a period of one month of written notice. Bank should not be held liable for any cost, damage, expenses or any loss

- whatsoever that the Contractor may suffer on being served with the winding up notice. The Contractor is required to give 6 months' notice in case he does not want to continue with the contract. However, under such situation, PG may be invoked and the Contractor shall have no claim on it.
- e. The Bank reserves its right to terminate contract partially or fully / cancel unexecuted part of contract at any time by assigning appropriate reasons in the event of one or more of the following events by giving one month's written notice to Contractor :
- i) Delay in deployment of workers. Failure to deploy the required number of workers within the prescribed time limit.
  - ii) Non-satisfactory performance during implementation.
  - iii) Indiscipline by deployed personnel and Contractor.
  - iv) Non Adherence to dress code.
  - v) Irregular attendance.
  - vi) Non punctuality and casual attitude.
  - vii) Failure to take instructions of the Bank.
  - viii) Indulging in mischief, fraudulent, theft, criminal activities.
  - ix) Breaches in the terms and conditions of the Offer.
  - x) Non-payment of statutory dues to concerned departments.
  - xi) Non remittance of EPF & ESI contributions.
  - xii) Non-payment of wages or irregular/ delay in payment of wages.
  - xiii) Failure to submit the relevant documents/registers pertaining to the personnel deployed.
  - xiv) Abandonment of service.
  - xv) Cancellation / suspension of License.
  - xvi) Deduction from the remuneration payable to the personnel deployed, of any amount not being any statutory levy or contribution, and collection of any amount either directly or indirectly from the deployed personnel as commission or fee or any other amount either before their deployment or any time during their deployment in the Bank.
- f. In addition to the partial/full termination of the contract or cancellation of contract, the Bank shall forfeit fixed deposit with interest/ invoke Performance Bank Guarantee given by the Contractor towards non-performance/noncompliance of the terms and conditions of the contract for an amount equivalent to the security deposit of the number of sites cancelled/ terminated. In the event of termination, Bank reserves the right to allot/divert the sites to other shortlisted bidder and the Contractor shall have no right to object to such diversions.

- g. In case it is found that the services provided by the selected Contractor is not as per requirement / standards, time lines, or the frequency of corrective measures required is high then BANK retains the right to terminate the Contract with the selected agency and in such case, the Contractor will not be entitled to claim any damages from BANK or make any claim for fees in respect of such unsatisfactory / substandard services. As also BANK reserves the right to terminate this contract if it is established on the basis of price discovery that it would be beneficial for BANK to go in for a fresh contract.

**10. Foreclosure of specific site:** Any time during the contract, Bank reserves the right to cancel/foreclose a specific site without assigning any reason by serving one month's written notice to the Contractor. The Contractor shall withdraw the deployed personnel from the closed site. The Contractor have no right to claim any damages or compensation from the Bank.

**11. Foreclosure of contract:** Any time during the contract, Bank reserves the right to cancel the contract partially or fully, without assigning any reason by serving one month notice to the Contractor. The contractor shall have no right to claim any damages from the Bank.

**12. Force majeure.**

- a. The selected bidder/contractor shall not be liable for default or non-performance of the obligations under the contract, if such default or non-performance of the obligations under this contract is caused by any reason or circumstances or occurrences beyond the control of the bidder, i.e. Force Majeure.
- b. For the purpose of this clause, "Force Majeure" shall mean an event beyond the control of the Contractor, due to or as a result of or caused by acts of God, wars, insurrections, riots, earth quake, floods and fire, events not foreseeable but does not include any fault or negligence or carelessness on the part of the Contractor, resulting in such a situation.
- c. In the event of any such intervening Force Majeure, the Contractor shall notify the Bank in writing of such circumstances and the cause thereof immediately within five calendar days. Unless otherwise directed by the Bank, the Contractor shall continue to perform/ render/ discharge other obligations as far as they can reasonably be attended/ fulfilled and shall seek all reasonable alternative means for performance affected by the Event of Force Majeure.

- d. In such a case, the time for performance shall be extended by a period (s) not less than the duration of such delay. If the duration of delay continues beyond a period of three months, the Bank and the Contractor shall hold consultations with each other in an endeavor to find a solution to the problem. Notwithstanding above, the decision of the Bank shall be final and binding on the Contractor.

### **13. Verification of records & preservation of records**

- a. Contractor will be required to produce all original documents kept in their office for verification by authorized staff of the Bank whenever they visit Contractor's Office for inspection or any external inspecting authorities of Government. Contractor will also be required to produce the documents whenever called for by the Bank.
- b. The Bank as well as any regulatory/ Inspection authority shall have the right to access all books, records and information relevant to the Contractor & its employees deployed with the Bank and shall have the right to cause an inspection on the Contractor's office & training infrastructure and audit the books & records as relevant to the services provided to the Bank.
- c. The Contractor shall preserve all the data and documents pertaining to their employees deployed with the Bank for not less than Five years and shall make them available to the Bank, if a need arises.

### **14. Claim for Employment in Bank**

- a. The Contractor's employees shall not claim any employment relationship with the Bank under any circumstances. The Contractor shall obtain written undertaking from each of the Contractor's employees deployed with the Bank that he is an employee of the Contractor and the written undertaking in original shall be kept along with the contract.
- b. The Personnel deployed by the selected Contractor under contract shall not be entitled for claim, pay, perks and other facilities which may be admissible to casual, part time/ confirmed employees of the Bank, during and/or after expiry of the contract. In case of termination of the contract also, the employees deployed by the Contractor shall not be entitled to any or /and will not have any claim for absorption or relaxation for absorption in the regular / otherwise, in any capacity in the Bank.
- c. The Contractor's employees deployed at said locations as per the terms of this agreement shall always be treated as the employees of the Contractor only and will not have any right to seek employment in the

services of the Bank. It is to be clearly understood and agreed that under this agreement, no relationship of Bank or employee is created between the Bank and personnel engaged and deployed by the Contractor. It will be the responsibility of the Contractor to pay wages to its personnel and to ensure compliance of all the labour laws applicable.

- d. The Bank will have privity of contract only with the Contractor and will give instructions to it only and will have nothing to do or concerned with the conditions of the employment of the personnel /employees and deployed by the Contractor.
- e. The Bank will not have any connection with the personnel engaged and deployed by the Contractor and neither any of its officials will supervise or dictate the manner of execution of the work to the personnel.

## **15. Dispute Resolution And Jurisdiction**

- a. This Agreement shall be interpreted, construed and enforced in all respects in accordance with the laws of India without regard to any principles of conflicts of laws thereof. In case of any disputes, differences the parties shall have the exclusive jurisdiction of Courts at Bangalore.
- b. 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 refer the dispute(s) or difference(s) for settlement by Arbitration.
- c. If the parties refer the dispute(s) for Arbitration, the same shall be conducted as follows:
  - i. There shall be a Single Arbitrator as mutually decided by the Parties.
  - ii. 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 decision/award/proceeding of the majority of such Arbitrators shall be final and binding on the parties.
  - iii. 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.



- iv. The costs of the Arbitration shall be borne equally by both Parties.
- v. Any arbitration shall be confidential and neither the contractor nor the Bank shall disclose the existence, content or results of any arbitration, except as required by law or purpose of enforcing the arbitration award.
- vi. 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.

**16. General Contractual Terms:**

- a. The selected Tenderer shall not be allowed to transfer, assign, or sub-contract its rights and liabilities under this contract to any other agency. Nothing herein shall prevent the consolidation of the Parties' with, or its merger into, any other corporation and this Agreement will be binding upon the Parties' respective successors, legal representatives and permitted assigns. If the BANK undergoes a merger, amalgamation, take-over, consolidation, reconstruction, change of ownership etc., this Agreement shall be considered to be assigned to the new entity and such an act shall not affect the rights and obligations of the Contractor under this Agreement.
- b. The Contractor shall provide the names of their employees to the Bank before their deployment. The Contractor shall furnish the names, Mobile number, permanent & local addresses of the Contractor's employees deployed at first party's premises from time to time along with their latest photographs, thumb impression & signatures.
- c. Neither the Contractor nor any of the Contractor's Employees will have any claim against the Bank for any liability arising out of any commission/ omissions caused by the Contractor's employees while on duty.
- d. No employee of Canara Bank shall be engaged by the contractor during the course of carrying out the works.
- e. The Bank as well as the Reserve Bank of India shall have the right to access all books, records and information relevant to the selected Contractor's employees deployed with the Bank and shall have the right to cause an inspection on the selected Contractor's office & training infrastructure and audit the books & records as relevant to the services provided to the Bank.
- f. The Contractor shall preserve all the data and documents pertaining to their employees deployed with the Bank for not less than three years and shall make them available to the Bank, if any need arises.

- g. The Contractor shall observe the strictest confidentiality in respect of all matters relating to the implementation of this tender. All the information under this tender will be treated as confidential and shall not be disclosed to any third party unless otherwise agreed by the non-disclosing party. Nothing in this tender shall however be deemed to prohibit disclosure of any confidential information required under law, under a court order or by any regulatory or governmental authority. The obligation to maintain secrecy shall survive the termination of the agreement.
- h. The Contractor shall agree to notify the Bank within two (2) business days in writing of any discovery by them of any breach or suspected breach of the provisions of this Tender or any loss or unauthorized use, disclosure, acquisition of or access to any Bank's Confidential Information and/or bank's business systems of which the Contractor becomes aware. The Contractor shall promptly take all appropriate or legally required corrective actions, and shall cooperate fully with Bank in all reasonable and lawful efforts to prevent, mitigate or rectify such Data Breach.
- i. Any publicity by the Contractor in which the name of the Bank is to be used should be done only with the explicit written permission of the Bank.
- j. In the event that any part of this Agreement shall be held by a court of competent jurisdiction to be unlawful or otherwise unenforceable, the remainder of this Agreement shall remain in full force and effect to the maximum extent possible.
- k. Notice or other communications given or required to be given under the contract shall be in English and in writing and shall be hand-delivered with acknowledgement thereof, or transmitted by pre-paid registered post or by a reputed domestic courier or by facsimile or by e-mail, provided that where such notice is sent by facsimile, a confirmation copy shall be sent by pre-paid registered post within five days of the transmission by facsimile, at the following address of the receiving party only, or at such other address as may be notified by the receiving party to the other in writing, provided such change of address has been notified at least ten days prior to the date on which such notice has been given under the terms of this Contract.
- l. If either Party fails to perform its obligations under any provision of this Agreement or the other Party does not enforce such provision, failure to enforce on that occasion shall not prevent enforcement on later occasions

**17. Non-Disclosure Agreement (NDA) :**

On successful selection, the Tenderer shall abide with the Policies of the Bank and shall sign Non-Disclosure Agreement (NDA) with Bank as part of the Contract. Non-Disclosure Agreement format is enclosed in RFP (Annexure -7). The same to be duly filled in appropriate non-judicial stamp paper of appropriate value and submitted along with Contract / Agreement after issue of work-order. Stamp paper value to be as per Karnataka State directives and date shall be on or before the date of signing of the Contract / Agreement.

**X. PERFORMANCE GUARANTEE (PG)**

- 1.1. The successful **bidder shall** be required to deposit a Performance Guarantee in the form of BG or FD (with lien marked in the name of GM GA Wing) worth 3% of the contract value within fifteen days from the date of acceptance of the tender (Rounded upto next Ten Thousand from the total value) as Performance Security.
1. Failure on the part of the firm to deposit the PG within stipulated time will make the contract Null and Void.
  2. The Performance Bank Guarantee should be valid for 42 months from the Date of commencement of contract. However, if the agreement is extended / renewed for one more year, based on the performance, the contractor shall submit a fresh PG of same value with a validity of 18 Months.
  3. Performance Guarantee will be discharged after completion of bidder's performance obligations under the contract.
  4. If the bidder fails or neglects any of his obligations under the contract it shall be lawful for the Bank to invoke and forfeit either whole or any part of performance Guarantee furnished by the bidder as compensation for any loss resulting from such failure.
  5. The PG shall be invoked and forfeited in case Contractor fails to perform his duties to the satisfaction of the Bank and / or defaults in payments to the personnel deployed or fails to fully / partially meet obligations related to Labour Laws, EPF/ ESI norms or any other statutory requirements.
  6. The Contractor will have to furnish the PG either
    - a. In the form of PG on the proforma to be prescribed by the Bank at the time of awarding the contract.
    - b. In the form of Fixed Deposit with any branch of Canara Bank with

lien marked as specified above.

## XI. PENALTY

1. In case the Contractor is not able to provide proper support, Penalty clause shall be applicable as per details given below. The penalty will be levied over and above related recoveries if any.

	<b><i>Nature of default</i></b>	<b><i>Penalty(In Rs)</i></b>
a.	Late Reporting by the deployed personnel.	Rs. 100/-per day per personnel
b.	Non reporting by the deployed personnel.	Rs. 200/-per day per personnel*
c.	Refusal of duties by the deployed personnel which is specified in the contract.	Rs. 200/-per instance
d.	Non-observation of dress-code and turn-out	Rs. 100/-per instance
e.	Change of deployed personnel without prior Permission from Bank.	Rs. 200/-per instance
f.	Non-Adherence of any other contractual obligations, unless and until bank is informed in advance and permission in written is obtained from Bank.	Rs. 200/-per instance
g.	Failure to provide the Housekeeping personnels at allotted sites within 07 days from the award of work.	Penal action as specified in the RFP
h.	Any violations of the Contractual obligations as well as repetition of any violation as specified above. <b>Or</b> Non-responsiveness of HO's directions under the ambit of the Contractual T & C	Withdrawal of deployed personnel (partial or all personnel), without any notice period / Termination of contract with forfeiture of PGs / recommending for black-listing with IBA.
i.	Any violation of undertaking submitted in lieu of EMD	Penal action as specified in the undertaking submitted in lieu of EMD.
j.	Any other aspects specified in the RFP related to Penalty	Penal action as per the clause referred

2. If the services are not provided for one or more days, or repeated defaulting of above instances by the Contractor, Bank may be imposing

further penalty as below.

- a. Reduction/removal of deployed personnel with one month notice and awarding the same to other Contractor (Banks discretion)
  - b. Termination of the Contract and forfeiture of the PGs
  - c. Black listing from Bank / Letter to IBA
3. The Bank reserves, the right to encash the PGs deposited by the Contractor in case if it finds any serious deviation in the terms and conditions specified above. The Bank shall give the reasons in writing to the Contractor pointing out the deviations while invoking the Performance Guarantee.

## **XII. LABOUR**

1. The Contractor shall employ suitable labour to maintain the required quality of Cleaning to the satisfaction of the Bank.
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.
3. The contractor shall apply and obtain licence under the contract Labour (Regulation & Abolition) 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.
4. The minimum age of the labour employed shall not be below 18 years.
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/Amendment 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.

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. The firm should be registered with EPF and ESI authorities. It should have EPF code and comply with labour laws / guidelines issued by Government from time to time. If the applicant is exempted then it should submit EPF and ESI exemption certificates. The corresponding document should be submitted along with tender.
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.
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.
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 time of 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.

10. The contractor shall pay wages to his workmen at the rates as applicable under the Central Minimum Wages Act as applicable in Bengaluru, Karnataka State for unskilled and for semiskilled/equivalent categories.
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.
12. All solid waste should be taken from a common earmarked location in a building from dustbins with separate dustbin codes as per rules.
  - (a) Solid waste so collected should be segregated properly both at site and dumping yard.
  - (b) Bio-degradable solid waste should be taken in the earmarked location for further composting and vermicomposting.
  - (c) Bio-degradable solid waste (not used for composting and vermin composting) should be taken away by local municipality. The contractor should be responsible for the same including the cost, if any.
  - (d) Non-Bio-degradable solid waste should be taken away by enlisted (by Govt of India) Central Pollution Control Board (CPCB) Vendors. The contractor will be responsible for execution of this task including bearing the cost.

Latest Technologies to be employed for above mentioned purpose, shall be briefed to the bank by the bidders during the pre-bid meeting. Cost of Garbage segregation and transportation shall be borne by the Vendor and same be included in his Service Charges.
13. 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.
14. 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.

### **XIII. SAFETY CODE: RESPONSIBILITIES OF THE CONTRACTOR IN RESPECT OF SAFETY OF MEN, EQUIPMENT, MATERIAL AND ENVIRONMENT.**

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 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.
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.
3. The Contractor shall provide personal protective equipment to its work force and ensure the use of them as and when found necessary. Beside, wearing of Mask and hand gloves at work location to adhere the COVID-19 guideline and instructions issued by the statutory bodies from time to time.
4. 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.
5. 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.

### **XIV. DETAILS OF THE BUILDINGS UNDER HEAD OFFICE BENGALURU AND REQUIREMENTS**

#### **1. Details of the Buildings under Head Office Bengaluru:**

*Seal of the Company/Firm & Date*

*Signature of Authorised Signatory*

RFP NO. HO-MAINTENANCE/HKP-RFP: 01/2022



Tender Notice for providing Housekeeping & General cleaning services at Canara Bank Head Office Annex. Premises, Bengaluru.

a. Naveen Complex Building, M G Road Bengaluru.

The office building complex has a total carpet area of 113287.58 Sq. Ft.(Approx) spread in various block which is here as below.

i	Basement	11,423.20Sq.ft (Approx.)
ii	Ground + 7 upper floors	98,458.78 Sq.ft (Approx.)
iii	Open Area around the Building	3,405.60 Sq.ft(Approx.)

The premises consists 2 Nos DG sets, 2 Nos of Lifts, electrical substation, sump tanks for domestic & firefighting arrangement, pump room to facilitate pumping of water from the sump to the overhead tanks, staircases as well as pumps panel room for the firefighting systems. The site also consists of car and scooter parking lots, pathways, garbage dumping area etc.

All the above area including the common area, amenities and services need day to day cleaning except electrical system which has separate maintenance contract agency to maintain DG sets, electrical substation, electrical circuits, UPS systems, etc.,

The contractor is required to engage the following categories of workers daily for the subject work in each shift at **Naveen Complex Building**:

Supervisors	2 Nos (From 06:00AM to 2:00PM - 1 No) (From 1:00PM to 09:00PM - 1No)
Housekeepers (Male/female as required by the Bank)	25 Nos (From 06:00AM to 02:00PM – 17 Nos From 01:00PM to 09:00PM – 8 Nos)
Plumbers	1 Nos (From 09:30AM to 05:30PM – 1 No)

b. LIC Jeevan Prakash Building, No.113-1, J C Road Bengaluru.

The office building complex has a total carpet area of 32445 Sq. Ft.(Approx.) spread in 7 floors(Ground+ 6 floors) which is here as below.

1	Ground + 6 floors, 4635 Sq.Ft. each.	32445 Sq. Ft. (Approx.)
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The premises consists 1 Nos DG sets, 2 Nos of Lifts, electrical substation, sump tanks for domestic & firefighting arrangement, pump room to facilitate pumping of water from the sump to the overhead tanks and staircases as well as pumps panel room for the firefighting systems. The site also consists of car and scooter parking lots, pathways, garbage dumping area etc.

Tender Notice for providing Housekeeping & General cleaning services at Canara Bank Head Office Annex. Premises, Bengaluru.

All the above area including the common area, amenities and services need day to day cleaning except electrical system which has separate maintenance contract agency to maintain DG sets, electrical substation, electrical circuits, UPS systems, etc.

The contractor is required to engage the following categories of workers daily for the subject work in each shift at **LIC Jeevan Prakash Building**:

Supervisors	1 Nos (From 06:00AM to 2:00PM -1 No)
Housekeepers (Male/female as required by the Bank)	12 Nos (From 06:00AM to 02:00PM – 8 Nos From 01:00PM to 09:00PM – 4 Nos)

c. NGV Commercial Complex Building, 2<sup>nd</sup> Floor, Koramangla, Bengaluru.

The office building complex has a total carpet area of 14900 Sq. Ft.(Approx.)

1	2nd Floor	14900 Sq. Ft. (Approx.)
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The site also consists car and scooter parking lots, pathways, staircases, garbage dumping area etc.

The above area including the common area, amenities and services need day to day cleaning.

The contractor is required to engage the following categories of workers daily for the subject work in each shift at **NGV Commercial Complex Building**:

Housekeepers (Male/female as required by the Bank)	4 Nos (From 06:00AM to 02:00PM – 2 Nos From 01:00PM to 09:00PM – 2 Nos)
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**Total Number of Housekeeping and General Cleaning Personnels required for the above mentioned locations are following:**

Supervisors	3 Nos (From 06:00AM to 02:00PM -2 No) (From 01:00PM to 09:00PM -1No)
Housekeepers (Male/female as required by the Bank)	41 Nos (From 06:00AM to 02:00PM – 27 Nos From 01:00PM to 09:00PM – 14 Nos)
Plumbers	1 Nos (From 09:30AM to 05:30PM – 1 No)

**Note. Bank may change the location/time/sift of the deployed personnels as per the requirement.**

**2. Requirements:**

- a. The Head Office works regularly for six days in a week and on Sundays/public holidays with limited officials. However, the housekeeping works will have to be taken up on all the days except Sunday. Second and fourth Saturday/other holidays can be used for extensive cleaning works. The contractor to engage in housekeeping services during 6.00 am in the morning to 09.00 pm. The entire internal and external premises shall be spic and span before 08.30 am every day.
- b. The contractor shall bring all the required equipment for cleaning like machines, vacuum cleaners and other equipments to be used for the housekeeping and cleaning works. Maintenance of such equipments including the cost of spares is the responsibility of the contractor.
- c. As and when unforeseen, miscellaneous work arises the contractor, will have to carry out such work with his existing workers.
- d. The contractor or his authorised representative should be available in the HO buildings to supervise and control his workers and take down instructions from the Officer-in-charge at any point of the Bank.
- e. The workers and the staff of the contractor working in the premises will have to maintain proper discipline. The contractor shall provide his workers with proper safety appliances and equipments and Canara Bank shall not be responsible for accidents and injuries caused to his labour during the course of their work.
- f. For working in the HO buildings, the workmen and supervisory staff of the contractor shall obtain entry pass issued by the security cell of HO:Canara Bank. All the staff of contractor may be required to undergo security check as per the rules and regulations of the Bank from time to time.
- g. The workers/labourers employed by the company will be checked by Bank's Security personnel if required. The contractor shall follow the Roster System to complete the work on day to day basis.
- h. The facility Manager and supervisors should be provided with mobile phones for communication.
- i. The contractor shall engage labourers from in and around the work location to avoid delay in reaching the work place.
- j. All the labourers (male and female) should maintain personal hygiene, nails should be cut, neatly groomed and should maintain strict discipline within the building premises.

## **XV. SCOPE OF WORKS**

The following chores are to be taken up daily, by employing experienced personnel whose outlook should be smart and courteous at all times. The various services required are as follows:

**1. Internal Housekeeping service: The daily chores to be carried out are as follows:**

- a. The floors shall be mechanically cleaned/vacuum cleaned minimum once a day and wet mopped at least thrice daily as the case may be so as to maintain spic and span condition throughout the day.
- b. The workstations, tables and chairs and all other furniture shall be cleaned twice in a day. The dustbins shall be cleared daily once in the morning and once in the evening.
- c. The doormats shall be cleaned off dust, mud and grime as required.
- d. Atrium, fire and general staircases and terrace shall also be cleaned daily.
- e. Glass partitions/doors at first floor to be cleaned neatly daily.
- f. Cleaning of name plates of section, executives and floor name plates daily.

**Note: The above frequency is only indicative and may be increased depending on needs.**

**2. Internal Housekeeping services: The weekly chores to be carried out are as follows:**

- a. The false ceiling, coving, wall panel, cornices etc., shall be cleaned for removal of dust, dirt, cobwebs, etc., manually/by using necessary equipment.
- b. The vertical blinds shall be cleaned for removal of dust/dirt.
- c. Thorough cleaning of ceiling, wall mounted fans, light fixtures, AC indoor units and such other equipments kept in the office area.
- d. The glazing of the doors, partitions, internal glazing, windows, partitions, etc., shall be cleaned with glass cleaning liquid. Etc.,
- e. The door and window frames, panels shall be wiped with a dry mop.

- f. Thorough cleaning of top surfaces of chajjas, canopies, sunshades, open terrace areas at all levels/heights and keeping the water outlets free from choking/blockage, etc.,
- g. All other vertical surfaces and horizontal surfaces shall be cleaned/mopped with dry/wet mop depending upon the requirements so as to retain the initial sheen.
- h. Carpets shall be vacuum cleaned.
- i. Dusting and cleaning of stair case railing and mezzanine railing.

**Note: The above frequency is only indicative and may be increased depending on needs.**

### **3. Internal Housekeeping services:**

Other routine chores to be carried out are as follows:

- a. The lift interiors and all its accessories such as telephone instruments, light fittings, fans, mirrors, etc., are to be cleaned thoroughly on a daily basis.
- b. All floors, furniture equipment, machinery, stair cases etc., in all buildings shall be presentable, spic and span at any point of time.

### **4. External Housekeeping services: The chores to be carried out are as follows:**

- a. Daily sweeping of the paved areas/roads/hard areas by mechanical sweeping machine and manual sweeping in areas where mechanical sweeping is not practical.
- b. Daily sweeping and wet mopping of internal areas of utilities buildings, shuttle court, dispensary, domestic water pump room, firefighting sump room, security blocks, etc.,
- c. Cleaning of storm water drains and removal of dried leaves, paper, dead animals, etc., daily.
- d. Cleaning of dried leaves and dust particles at the main entrance gates every hour.
- e. Cleaning of valve chambers, inspection chambers, manholes, sewer lines including immediate clearance of blockage, if any.
- f. Cleaning/dusting of the gates and boards.

- g. Cleaning/dusting of the ornamental compound wall inclusive of wiping of electrical fixtures on alternate days.
- h. Removal of debris/garbage and transporting the same outside the premises and disposing in designated area of BDA/BBMP on daily basis as identified and directed by officer-in-charge.
- i. Cleaning of front portico for both ceiling and top surface.
- j. Dewatering and cleaning of the overhead tanks as required by officer-in-charge of Bank.
- k. Daily cleaning of founders' statue and bust.
- l. Cleaning of terrace area – weekly once.

**Note: The above frequency is only indicative and may be increased depending on needs.**

**5. Sanitation works: The various chores to be carried out daily are as follows:**

- a. Cleaning of all toilets, wiping of Western Commode seats, flush fittings, floors, dadoing etc., by 8.30am.
- b. Cleaning of all sinks and counter tops, partitions, urinary stalls, wash room mirrors, etc., and restocking of washroom supplies (provided by the Bank) to be done by 8.30am.
- c. Cleaning of all toilets, wiping of Western Commode seats, flush fittings, floors, dadoing sinks and counter tops, partitions, urinary stalls, wash room etc at least six times in a days.
- d. Weekly scrubbing of toilet floors.
- e. Removal of garbage/trash and replacement of waste basket underliners daily by 8.30am.
- f. Collection and transportation of garbage/trash out of the building including disposal of the same as required by BDA/BBMP authorities in a designated area as identified and directed by Officer-in-charge.
- g. Removal of internal blockage in fixtures, pipes and specials.

**Note: The above frequency is only indicative and may be increased depending on needs.**

**6. Housekeeping services in Conference rooms:**

Tender Notice for providing Housekeeping & General cleaning services at Canara Bank Head Office  
Annex. Premises, Bengaluru.

- a. There are few conference rooms in each buildings. The interiors and all its accessories such as telephone instruments, light fittings, projectors, TV screens, fans, mirrors, etc., are to be cleaned thoroughly on a daily basis. As and when meetings are held, before and after the meetings thorough cleaning has to be done.
- b. All floors, furniture, equipment, machinery, stair cases etc., in all rooms shall be presentable, spic and span at any point of time.

**-sd-**

**ASST. GENERAL MANAGER  
(Maintenance Cell-P& E Section)**

## **XVI. ANNEXURES**

### **ANNEXURE -1: TENDER ACCEPTANCE FORM**

#### **(LETTER TO THE BANK ON THE BIDDER'S LETTER HEAD)**

**To**

**The Asst. General Manager**

**P& E Section, G A Wing**

**Canara Bank Head Office**

**112, J C Road, Bangalore**

#### **NAME OF WORK: HIRING OF HOUSEKEEPING & GENERAL CLEANING SERVICES AT CANARA BANK PREMISES UNDER HEAD OFFICE, BENGALURU.**

With reference to your RFP No. \_\_\_\_\_  
Dated....., we.....having examined the RFP document and understood its contents, hereby submit our Application for the aforesaid project. The Application is unconditional and unqualified.

I/We have read and examined the RFP. Schedules, Annexures, General Rules and Directions, Conditions of Contract, clauses of contract, Special conditions, and all other documents and Rules referred to in the conditions of contract and all other contents in the tender document for the work.

I/We hereby tender for the execution of the work specified for the Canara Bank within the time and in accordance in all respects with the instructions in writing referred to in General Rules and Directions and in Clauses of contract.

I/We agree to keep the tender open for hundred and twenty days from the due date of submission thereof and not to make any modifications in its terms and conditions.

A sum of **Rs.** \_\_\_\_\_ is hereby forwarded in the form of **DD** of ..... Bank, or BG from .....as Earnest Money Deposit. If I/We, fail to commence the work specified 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 tender documents upon the terms and conditions contained or referred to therein and to carry out such deviations as may be ordered, and those in excess of that limit at the rates to be determined in accordance



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with the provision contained in Clauses of the tender form. I/We do hereby undertake to submit solvency/Bank Guarantee (BG)/Canara Bank deposit receipts as mentioned in the terms and conditions. I/We am/are aware that the security deposit will not bear any interest.

I/We hereby declare that I/We treat the tender documents 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.

I/We fully understand that you are not bound to accept the lowest or any tender you may receive.

**Shri.**\_\_\_\_\_,**Partner/Proprietor/Director**\_\_\_\_\_,  
is the person authorized to negotiate commercial and technical terms and conditions and sign on behalf of the firm any Agreement, Bills and receipts for this work.

I/We agree that should I/We fail to deposit the full amount of security deposit and/or fail to commence the work specified in the above memorandum, an amount equal to the amount of the earnest money mentioned in the form of invitation of tender shall be absolutely forfeited to the Canara Bank and the same, may at the option of the Canara Bank be recovered without prejudice to any other right or remedy available in law, out of the deposit in so far as the same may extend in terms of the said bond and in the event of deficiency out of any other money due to me/us under this contract or otherwise.

I/We agree that until a formal agreement on stamp paper is prepared and signed, this tender with your written acceptance thereof shall constitute a binding contract between us.

	<i>Signature</i>
	<i>Name, Designation, Mobile and Email ID of</i>
<i>Seal of the Company&amp; Date</i>	<i>Authorised Signatory</i>

<i>Signature - Witness 1</i>	<i>Name, Designation, Mobile and Email ID of Witness1</i>
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<i>Signature - Witness 2</i>	<i>Name, Designation, Mobile and Email ID of Witness2</i>
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<i>Seal of the Company/Firm &amp; Date</i>	<i>Signature of Authorised Signatory</i>
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## **ANNEXURE-2: COMPANY PROFILE**

Details filled in this form must be accompanied by sufficient documentary evidence, in order to verify the correctness of the information.

<b>S No</b>	<b>Item</b>	<b>Details</b>	<b>Document Submitted (Please mention section and page number and highlight the key attribute)</b>
1.	Name of bidder Company		
2.	Constitution of the Company		
3.	Company Registration Number,		
4.	GSTN		
5.	PAN Number		
6.	Date of incorporation/commencement of Business		
7.	Certificate of incorporation		
8.	Complete mailing address of the Registered office / Corporate office		
9.	Whether MSME (quote registration no. and date of registration, copy to be attached)		
10.	Whether Recognized as a Startup by Department of Industrial Policy and Promotion (DIPP)? (Proof of such Recognition, indicating terminal validity date of registration and Certificate from CA that the Turnover of the entity complies with Startup guidelines)		
11.	Whether eligible for Purchase Preference linked with Local Content under Public Procurement (Preference to Make in India) Order 2017, and Notifications issued thereunder? (Form PP-C or PP-D as applicable)		
12.	Office Telephone		
13.	Fax numbers		
14.	Official Email –ID		
15.	Website Address		
16.	Name of the person authorized to make commitments to the Bank		

*Seal of the Company/Firm & Date*

*Signature of Authorised Signatory*

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17.	-do- designation,		
18.	-do- Authority		
19.	-do- contact number		
20.	-do- Mobile number		
21.	-do- E-mail Address		
22.	Name of the person authorized (alternate contact/ secondary contact) to make commitments to the Bank		
23.	-do- designation,		
24.	-do- contact number		
25.	-do- Mobile number		
26.	-do- E-mail Address		
27.	Beneficiary Bank Details		
28.	Beneficiary Name		
29.	Beneficiary Account Number		
30.	Type of Bank Account (Current/OD/OCC etc.)		
31.	IFSC Code		
32.	Beneficiary Bank Name & Branch address		
33.	Whether any of the family members of Directors / Majority shareholder / Authorized signatory working with the Bank	If yes, please provide details.	
34.	Brief Description about the business profile, client profile and after sales service facilities extended by the Company		
35.	Whether company has been blacklisted for service deficiency in last 5 years. If yes, details thereof.	Yes/No Details (if option is 'Yes')	
36.	Any pending or past litigation (within three years)? If yes please give details	Yes/No Details (if option is 'Yes')	

37. Financial Position of Bidder for the last three financial years.

	2018-19	2019-20	2020-21	2021-22(Provisional)
<b>Net Profit</b>				
<b>Net Worth</b>				
<b>Turnover</b>				

Seal of the Company/Firm & Date

Signature of Authorised Signatory

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

NAME OF THE ORGANISATION	NUMBER OF PERSONNEL DEPLOYED	VALUE OF WORKS	VALIDITY OF THEIR CONTRACT

39. Details of similar work executed/Assignments undertaken during the last 3 years to meet the Eligibility Criteria as specified in **RFP**.

Sl. No	Name of the Organisation for which the Assignment was undertaken	Address, concerned office and telephone number of the Organisation	Nature of work (in brief)	Location of the assignment	Actual Value of the work	Date of Commencement & Completion	If work left in completed or terminated(furnish reasons)

**Note:** enclosed supporting documents.

40. Key personnel permanently employed in your organization:

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

42. 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	EMAIL address of the official	CONTACT NUMBERS

Seal of the Company/Firm & Date

Signature of Authorised Signatory

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43 Furnish the details of AWARDS, CITATIONS, etc., received in recognition of your services in projects designed / associated

YEAR	Name of the Award with details	Name of the organization from whom award was received	Name of the project for which such award was received

44 Furnish the details of relatives as specified in **Para V.(1).(o)**

SNo	Name of Bank Staff	Designation	Place of posting	Name of Tenderer Staff	Designation	Relation

45. Name of Person and contact No. In State / Local office and number OF SUPERVISORY STAFFS LIKE FIELD OFFICERS , OPERATION MANAGERS and other supervisory staffs in that particular state where tender is called upon.

46. DETAILS OF EMD attached:

S.No	NAME OF BANK (BRANCH) ISSUED	FAVOURING	AMOUNT

47. DECLARATION:

- All the information furnished by me / us here above is/are correct to the best of my knowledge and belief.
- I / we have no objection if enquiries are made about the work listed by me / us in the accompanying sheets / ENCLOSURES.
- I / We agree that the decision of Bank in selection will be final and binding to me / us.

Seal of the Company& Date

Signature  
Name, Designation, Mobile and Email ID of  
Authorised Signatory

Seal of the Company/Firm & Date

Signature of Authorised Signatory

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**ANNEXURE-3: FORMAT OF AGREEMENT**

This agreement made at \_\_\_\_\_ on this \_\_\_\_\_ day of the month of \_\_\_\_\_ in the year **2022**

**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-560002 represented by, **The Asst. General manager, Maintenance Cell- P & E Section, GA Wing HO Canara Bank**, its duly constituted attorney (hereinafter referred to as Bank) of the ONE PART;

**AND**

Shri/M/s \_\_\_\_\_ S/D/o \_\_\_\_\_ resident of \_\_\_\_\_ the sole proprietor of **M/s** \_\_\_\_\_ having office at \_\_\_\_\_ /the partnership firm represented by its Managing / duly authorised partner, having an administrative / principal office at \_\_\_\_\_ / a company / body corporate having its registered office at \_\_\_\_\_

duly represented by its constituted and authorized Managing Director, Shri \_\_\_\_\_ and (hereinafter called the Contractor) of the other part.

**WHEREAS** Bank had issued a Request for Proposal (Ref No \_\_\_\_\_ dated \_\_) herein after termed as 'RFP' for Housekeeping & General Cleaning Services at Canara Bank Head Office Annexe Premises, Bengaluru;

**WHEREAS** the Contractor has submitted his proposal in response to the RFP and Bank has accepted the proposal of the Contractor in this regard;

**WHEREAS** Bank has issued a Work Order (Ref No \_\_\_\_\_ dated \_\_\_\_\_) to the Contractor and he has accepted the same.

**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) The Request for Proposal (Ref No \_\_\_\_\_ dated \_\_\_\_\_)
  - (b) Amendments to the RFP, if any;

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- (c) Financial/Price - Bid
- (d) The Work Order
- (e) Undertakings by the personnel as per RFP (No Claim for employment)
- (f) Insurance Policy Documents in the name of personnel as specified in the RFP
- (g) Copy of license under the "The Contract Labour (Regulation & Abolition) Act 1970"
- (h) Documents of individual personnel as specified in the RFP.

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 assignment 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 hereto have hereunto set their respective hands and seals the day and year first above written.

Signed, sealed and delivered by the said Contractor,  
\_\_\_\_\_ to bank \_\_\_\_\_ in  
the presence of:

**(Authorised Signatory  
HO:Canara Bank)**

Name:

Designation:

Email ID:

Mobile No:

**(Authorised Signatory  
Contractor)**

Name:

Designation:

Email ID:

Mobile No:

**Witness: 1**

Name:

Designation:

Email ID:

Mobile No:

**Witness: 1**

Name:

Designation:

Email ID:

Mobile No:

**Witness: 2**

Name:

Designation:

Email ID:

Mobile No:

**Witness: 2**

Name:

Designation:

Email ID:

Mobile No:

Seal of the Company/Firm & Date

Signature of Authorised Signatory

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**ANNEXURE-4: FORMAT FOR BG – PERFORMANCE GUARANTEE**

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

**To**

**The Asst. General Manager, Maintenance cell- P& E Section, G A Wing, Canara Bank Head Office, 112, J C Road, Bangalore.**

WHEREAS (Name and address of M/s \_\_\_\_\_ (hereinafter referred to as “the CONTRACTOR”) has undertaken to provide Housekeeping and General Cleaning Services at ..... (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 favour, 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 3% 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



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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 of 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.

*Seal of the Company/Firm & Date*

*Signature of Authorised Signatory*

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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 and 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 un-cancelled 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 upto \_\_\_\_\_ 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).

*Seal of the Company/Firm & Date*

*Signature of Authorised Signatory*

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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 \_\_\_\_\_ 2022.

For and on behalf of

\_\_\_\_\_ BRANCH MANAGER SEAL ADDRESS PLACE

**ANNEXURE-5:PRE-CONTRACT INTEGRITY PACT**

**PRE CONTRACT INTEGRITY PACT**

**(This has to be submitted in the non-judicial Stamp Paper)**

**1. GENERAL**

This pre-bid contract Agreement (herein after called the Integrity Pact) is made on \_\_\_\_\_ day of the month \_\_\_\_\_ 2022 at \_\_\_\_\_, between, the Canara Bank, a body corporate constituted under Banking Companies (Acquisition and Transfer of Undertakings), Act 1970 having its Head Office at No. 112, J C Road, Bengaluru-560002, with branches spread over India and Abroad (hereinafter referred to as BUYER which expression shall include its successors and assigns) acting through Shri. \_\_\_\_\_ (Designation of the officer) representing \_\_\_\_\_, of the BUYER, of the FIRST PART

AND

Shri/M/s \_\_\_\_\_ S/D/o \_\_\_\_\_ resident of \_\_\_\_\_ the sole proprietor of **M/s** \_\_\_\_\_ having office at \_\_\_\_\_ /the partnership firm represented by its Managing / duly authorised partner, having an administrative / principal office at \_\_\_\_\_ / a company / body corporate having its registered office at \_\_\_\_\_

duly represented by its constituted and authorized Managing Director, Shri \_\_\_\_\_ (hereinafter called the "BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER", which expression shall mean and include, unless the context otherwise requires, his successors and permitted assigns), of the SECOND PART

1.1. WHEREAS the BUYER proposes to procure (Name of the Stores/Equipment/Item)/engage the services and the BIIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER is willing to offer/has offered the stores/services and

1.2. WHEREAS the BIDDER/SELLER/CONTRACTOR/SERVICEPROVIDER is a private company/public company/Government undertaking/partnership/LLP/registered export agency/service provider, duly constituted in accordance with the relevant law governing its formation/incorporation/constitution and the BUYER is a body

*Seal of the Company/Firm & Date*

*Signature of Authorised Signatory*

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corporate constituted under Banking Companies (Acquisition and transfer of undertakings), Act 1970.

1.3. WHEREAS the BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER has clearly understood that the signing of this agreement is an essential pre-requisite for participation in the bidding process in respect of Stores/Equipment/Items/Services proposed to be procured by the BUYER and also understood that this agreement would be effective from the stage of invitation of bids till the complete execution of the agreement and beyond as provided in clause 13 and the breach of this agreement detected or found at any stage of the procurement process shall result into rejection of the bid and cancellation of contract rendering BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER liable for damages and replacement costs incurred by the BUYER.

2. NOW THEREFORE, the BUYER and the BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER agree to enter into this pre-contract integrity agreement, hereinafter referred to as Integrity Pact, which shall form part and parcel of RFP as also the contract agreement if contracted with BIDDER, in the event that the BIDDER turns out to be successful bidder, and it is intended through this agreement to avoid all forms of corruption by following a system that is fair, transparent and free from any influence/prejudiced dealings prior to, during and subsequent to the Contract to be entered into with a view to:-

2.1. Enabling the BUYER to obtain the desired stores/ Equipment/ Work/ Service / Materials at a competitive price in conformity with the defined specifications by avoiding the high cost and the distortionary impact of corruption on public procurement, and

2.2. Enabling BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER to refrain from bribing or indulging in any corrupt practices in order to secure the contract, by providing assurance to them that the BUYER shall not be influenced in any way by the bribery or corrupt practices emanating from or resorted to by their competitors and that all procurements shall be free from any blemish or stain of corruption and the BUYER stays committed to prevent corruption, in any form, by its officials by following transparent procedures.

The parties hereto hereby agree to enter into this Integrity Pact and agree as follows:

### **3. COMMITMENTS OF THE BUYER**

The BUYER commits itself to the following:-

3.1. The BUYER represents that all officials of the BUYER, connected whether directly or indirectly with the procurement process are duty

bound by rules and regulations governing their service terms and conditions not to demand, take promise for or accept, directly or through intermediaries, any bribe, consideration, gift, reward, favour or any material or immaterial benefit or any other advantage from the BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER either for themselves or for any person, organisation or third party related to the contract in exchange for an advantage in the bidding process, bid evaluation, contracting or implementation process related to the contract.

- 3.2. The BUYER will, during the pre-contract stage, treat all BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDERS alike, and will provide to all BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDERS the same information and will not provide any such information to any particular BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER which could afford an advantage to the particular BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER in comparison to the other BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDERS.
- 3.3. The BUYER shall report to the appropriate Government Regulators/Authorities any attempted or completed breaches of the above commitments as well as any substantial suspicion of such a breach, as and when the same is considered necessary to comply with the law in force in this regard.
- 3.4. In case any such preceding misconduct on the part of such official(s) is reported by the BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER to the BUYER with the full and verifiable facts and the same is prima facie found to be correct by the BUYER, necessary disciplinary proceedings, or any other action as deemed fit, including criminal proceedings may be initiated by the BUYER and such a person shall be debarred from further dealings related to the contract process. In such a case, while an enquiry is being conducted by the BUYER, the proceedings under the contract would not be stalled.

#### **4. COMMITMENTS OF BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDERS**

The BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER commits itself to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of its bid or during any pre-contract or post-contract stage in order to secure the contract or in furtherance to secure it and in particular commit itself to the following:-

- 4.1. The BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any

- official of the BUYER, connected directly or indirectly with the binding process, or to any person, organisation or third party related to the contract in exchange for any advantage in the bidding, evaluation, contracting and implementation of the contract.
- 4.2. The BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER further undertakes that it has not given, offered or promised to give, directly or indirectly any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage, or inducement to any official of the BUYER or otherwise for procuring the Contract or for forbearing to do or for having done any act in relation to the obtaining or execution of the contract or any other contract with the BUYER or for showing or forbearing to show favour or disfavour to any person in relation to the contract or any other contract with the BUYER.
- 4.3. The BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER further confirms and declares to the BUYER that the BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER is the original Manufacturer/Integrator/Authorised government sponsored export entity of the stores/Authorised Service Provider having necessary authorisations, intellectual property rights and approvals from the intellectual property right owners of such materials/services and has not engaged any individual or firm or company whether Indian or foreign to intercede, facilitate or in any way to recommend to the BUYER or any of its functionaries, whether officially or unofficially to the award of the contract to the BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER, nor has any amount been paid, promised or intended to be paid to any such individual, firm or company in respect of any such intercession, facilitation or recommendation.
- 4.4. The BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER, either while presenting the bid or during pre-contract negotiations or before signing the contract, shall disclose any payment he has made, is committed to or intends to make to officials of the BUYER or their family members, agents, brokers or any other intermediaries in connection with the contract and the details of services agreed upon for such payments.
- 4.5. The BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER will not collude with other parties interested in the contract to impair the transparency, fairness and progress of the bidding process, bid evaluation, contracting and implementation of the contract.
- 4.6. The BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER will not accept any advantage in exchange for any corrupt practice, unfair means and illegal activities emanating from other competitors or from anyone else.
- 4.7. The BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER shall not use improperly, for purpose of competition or personal gain, or

pass on to others, any information provided by the BUYER as part of the business relationship, regarding plans, technical proposal and business details, including information contained in any electronic data carrier. The BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER also undertakes to exercise due and adequate care lest any such information is divulged.

- 4.8. The BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER commits to refrain from giving any complaint directly or through any other manner without supporting it with full and verifiable facts.
- 4.9. The BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER shall not instigate or cause to instigate any third person to commit any of the acts mentioned above.

## **5. PREVIOUS TRANSGRESSION**

- 5.1. The BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER declares that no Previous transgression occurred in the last three years immediately before signing of this Integrity Pact with any other company in any country in respect of any corrupt practices envisaged hereunder or with any Public Sector Bank, Public Sector Enterprise/Undertaking in India or any Government Department in India that could justify BIDDER's exclusion from the tender process.
- 5.2. If the BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER makes incorrect Statement on this subject, BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER can be disqualified from the tender/bid process or the contract, if already awarded, can be terminated for such reason.

## **6. EARNEST MONEY (SECURITY DEPOSIT)**

- 6.1. Every BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER while submitting Commercial bid, shall deposit an amount as specified in RFP/Tender Documents as Earnest Money/Security, Deposit, with the BUYER through any of the instruments as detailed in the tender documents.
- 6.2. The Earnest Money/Security Deposit shall be valid for a specific period till the complete conclusion of the contractual obligations or for such period as mentioned in RFP/Contract, including warranty period, whichever is later to the complete satisfaction of BUYER.
- 6.3. In the case of successful BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER, a clause would also be incorporated in the Article pertaining to Performance Bond in the Purchase Contract that the provisions of Sanctions for violation shall be applicable for forfeiture of Performance Bond in case of a decision by the BUYER to



forfeit the same without assigning any reason for imposing sanction for violation of this pact.

- 6.4. No interest shall be payable by the BUYER to the BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER on Earnest Money/ Security Deposit for the period of its currency.

## **7. SANCTIONS FOR VIOLATIONS**

- 7.1. Any breach of the provisions herein contained by the BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER/ SELLER / CONTRACTOR/ SERVICE PROVIDER shall entitle the BUYER to take all or any one of the following actions, wherever required.
- (i) To immediately call off the pre contract negotiations without assigning any reason or giving any compensation to the BIDDER/ SELLER / CONTRACTOR/ SERVICE PROVIDER shall entitle the BUYER to take all or any one of the following actions, wherever required:-
  - (ii) To forfeit fully or partially the Earnest Money Deposit (in pre-contract stage) and/or Security Deposit/Performance Bond (after the contract is signed), as decided by the BUYER and the BUYER shall not be required to assign any reason therefor.
  - (iii) To immediately cancel the contract, if already signed, without giving any compensation to the BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER.
  - (iv) To recover all sums already paid by the BUYER, and in case of the Indian BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER with interest thereon at 2% higher than the prevailing Prime Lending Rate of \_\_\_\_ (Name of the Bank/Financial Institution) while in case of a BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER from a country other than India with Interest thereon at 2% higher than the LIBOR. If any outstanding payment is due to the BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER from the BUYER in connection with any other contract such outstanding payment could also be utilised to recover the aforesaid sum and interest. The BUYER shall also be entitled to recover the replacement costs from BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER.
  - (v) To encash the advance bank guarantee and performance bond/warranty Bond, if furnished by the BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER, in order to recover the payments, already made by the BUYER, along with interest.
  - (vi) To cancel all or any other contracts with the BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER and the BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER shall be liable to pay

- compensation/rescission and the BUYER shall be entitled to deduct the amount so payable from the money(s) due to the BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER.
- (vii) To debar the BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER from participating in future bidding processes of the BUYER for a minimum period of five years, which may be further extended at the discretion of the BUYER.
  - (viii) To recover all sums paid in violation of this Pact by BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER(s) to any middlemen or agent or broker with a view to securing the contract.
  - (ix) In cases where irrecoverable Letters of Credit have been received in respect of any contract signed by the BUYER with the BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER, the same shall not be opened.
  - (x) Forfeiture of the Performance Bond in case of a decision by the BUYER to forfeit the same without assigning any reason for imposing sanction for violation of this Pact.
  - (xi) The BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER shall not lend to or borrow any money from or enter into any monetary dealings or transactions, directly or indirectly, with any employee of the BUYER, and if he does so, the BUYER shall be entitled forthwith to rescind the contract and all other contracts with the BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER. The BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER shall be liable to pay compensation for any loss or damage to the amount so payable from the money(s) due to the BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER.
- 7.2. The BUYER will be entitled to take all or any of the actions mentioned at para 7.1(i) to (xi) of this Pact, also in the event of commission by the BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER or anyone employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER), of an offence as defined in chapter IX of the Indian Penal Code, 1860 or Prevention of Corruption Act, 1988 or any other statute enacted for prevention of corruption.
- 7.3. The decision of the BUYER to the effect that a breach of the provisions of this Pact has been committed by the BIDDER/ SELLER/ CONTRACTOR shall be final and conclusive on the BIDDER/ SELLER/ CONTRACTOR. However, the BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER can approach the Independent External Monitor(s) appointed for the purposes of this Pact.

## **8. FALL CLAUSE**

The BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER undertakes that it has not supplied/is not supplying similar product/systems or subsystems/services at a price lower than that offered in the present bid to any other Bank or PSU or Government Department or to any other organisation/entity whether or not constituted under any law and if it is found at any stage that similar product/systems or sub systems/services was supplied by the BIDDER/ SELLER/CONTRACTOR /SERVICE PROVIDER to any other Bank or PSU or Government Department or to any other organisation/entity whether or not constituted under any law, at a lower price, then that very price, with due allowance for elapsed time, will be applicable to the present case and the difference in the cost would be refunded by the BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER to the BUYER, if the contract has already been concluded.

## **9. INDEPENDENT EXTERNAL MONITORS:**

- 9.1. The BUYER has appointed two independent External Monitors (hereinafter referred to as Monitors) for this Pact in accordance with the recommendations and guidelines issued by Central Vigilance Commission.
- 9.2. The task of the Monitors shall be to review independently and objectively, whether and to what extent the parties comply with the obligations under this Pact.
- 9.3. The Monitors shall not be subject to instructions by the representatives of the parties and perform their functions neutrally and independently.
- 9.4. Both the parties accept that the Monitors have the right to access all the documents relating to the project/procurement, including minutes of meetings. The Monitors shall on receipt of any complaint arising out of tendering process jointly examine such complaint, look into the records while conducting the investigation and submit their joint recommendations and views to the Management and Chief Executive of the BUYER. The MONITORS may also send their report directly to the CVO and the Commission, in case of suspicion of serious irregularities.
- 9.5. As soon as any event or incident of violation of this Pact is noticed by Monitors, or Monitors have reason to believe, a violation of this Pact, they will so inform the Management of the BUYER.
- 9.6. The BIDDER(s) accepts that the Monitors have the right to access without restriction to all Project/Procurement documentation of the BUYER including that provided by the BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER. The BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER will also grant the Monitors, upon their request and demonstration of a valid interest, unrestricted

and unconditional access to his documentation pertaining to the project for which the RFP/Tender is being/has been submitted by BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER. The Monitors shall be under contractual obligation to treat the information and documents of the BIDDER/ CONTRACTOR with confidentiality.

- 9.7. The BUYER will provide to the Monitors sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the parties. The parties may offer to the Monitors the option to participate in such meetings.
- 9.8. The Monitors will submit a written report to the BUYER at the earliest from the date of reference or intimation to him by the BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER and submit proposals for correcting problematic situations.

#### **10. FACILITATION OF INVESTIGATION**

In case of any allegation of violation of any provisions of this Pact or payment of commission, the BUYER or its agencies shall be entitled to examine all the documents including the Books of Accounts of the BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER and the BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER shall provide necessary information of the relevant documents and shall extend all possible help for the purpose of such examination.

#### **11. LAW AND PLACE OF JURISDICTION**

This Pact is subject to Indian Law and the place of jurisdiction is Bengaluru.

#### **12. OTHER LEGAL ACTIONS**

The actions stipulated in this Integrity Pact are without prejudice to any other legal action that may follow in accordance with the provisions of the any other law in force relating to any civil or criminal proceedings.

#### **13. VALIDITY**

- 13.1. The validity of this Integrity Pact shall be from the date of its signing and extend up to 5 years or such longer period as mentioned in RFP/Contract or the complete execution of the contract to the satisfaction of the BUYER whichever is later. In case BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER is unsuccessful, this Integrity Pact shall expire after six months from the date of the signing of the contract.
- 13.2. If one or several provisions of this Pact turn out to be invalid; the remainder of this Pact shall remain valid. In such case, the parties will strive to come to an agreement to their original intentions.

**14.** The parties hereby sign this Integrity Pact at.....on .....

In order to achieve these goals, the BUYER will appoint Independent External Monitors (IEMs) who will monitor the tender process and the execution of the contract for compliance with the principles mentioned above. Name & details Independent External Monitor (IEM) identified for this Tender/RFP are as under:

- a. Sri. D R S Chaudhary, Rtd. IAS - [dilip.chaudhary@gmail.com](mailto:dilip.chaudhary@gmail.com)  
b. Sri. Rakesh Jain, IA&AS - [rakeshjain18@hotmail.com](mailto:rakeshjain18@hotmail.com)

**BUYER (CANARA BANK)**

**(Authorised Signatory  
HO:Canara Bank)**

Name:

Designation:

Email ID:

Mobile No:

**Witness: 1**

Name, Designation

Email ID: Mobile No

**Witness: 2**

Name, Designation

Email ID: Mobile No

**BIDDER (TENDERER)**

**(Authorised Signatory  
Tenderer)**

Name:

Designation:

Email ID:

Mobile No:

**Witness: 1**

Name, Designation

Email ID: Mobile No

**Witness: 2**

Name, Designation

Email ID: Mobile No

**ANNEXURE-6: INDEMNITY FORMAT**

THIS DEED OF INDEMNITY executed at ..... (Place) on this  
..... day of .....month of year two thousand and twenty  
two(**2022**) By.....(herein after called  
the Contractor) duly represented by proprietor/one of its partners/director  
Sri ....., aged.....years, son of  
Sri.....residing at  
.....  
.....

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, Bangalore – 560002.

Whereas the contractor had applied for the tender  
.....  
.....

Whereas the tender submitted by the contractor for the above mentioned  
work was accepted by Canara Bank and the work of  
..... has been awarded in favor of the  
contractor vide Ref No.....

And whereas for undertaking the work awarded as per the above noted  
reference, the contractor has entered into contract with Canara Bank on  
.....

Now this Deed Witnesseth that in pursuance of the aforesaid contract  
**dated** .....and in consideration of Canara Bank having  
agreed to make payment on the bills claimed by the contractor herein based  
on the works completed in respect of the above referred contract, the  
contractor hereby indemnifies and keep harmless Canara Bank and its  
officials/staff from time to time and at all times against all actions,  
prosecutions proceedings, claims, suits, liabilities (including statutory  
liability), penalties, demands, charges, costs (including legal costs) and  
expenses, damages, losses and any other expenses which may be caused  
to or suffered by or made or taken against the Bank arising out of:

- i) The breach, default or non-performance of undertakings, warranties,  
covenants or obligations by the contractor, non-compliance of safety rules,  
regulations, instructions by the contractor and mishaps occurring at the  
site due to faulty work executed by the contractor.

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- ii) Any contravention or Noncompliance with any applicable laws, regulations, rules, statutory or legal requirements by the contractor.

Further, the Contractor indemnifies to protect and save Canara Bank and its officials / staff from against all claims, losses, costs, damages, expenses, action suits and other proceedings, resulting from infringement of any law in respect of the services offered by the contractor.

All Indemnities shall survive notwithstanding expiry or termination of the contract and contractor shall continue to be liable under the indemnities.

There is no limit to claims made by the Bank/third parties in case of infringement of Intellectual property rights or for claims relating to the loss of damage to real property and tangible personal property and for bodily injury or death and in these cases the liability will be unlimited ”.

*Seal of the Firm/Company &  
Date*

*Signature  
Name, Designation, Mobile and Email ID of  
Authorised Signatory*

*Seal of the Company/Firm & Date*

*Signature of Authorised Signatory*

## **ANNEXURE-7: NON-DISCLOSURE AGREEMENT**

This agreement (the "**Agreement**") is entered into on this \_\_\_\_ day of \_\_\_\_ 2022 at \_\_\_\_\_ between; CANARA Bank, a body corporate constituted and functioning under Banking Companies (Acquisition and Transfer of Undertakings) Act, 1970 having its Head Office at Bangalore represented by \_\_\_\_\_ herein (hereinafter called **Disclosing Party or the "Bank"**),

And

Shri/M/s \_\_\_\_\_ S/D/o \_\_\_\_\_ resident of \_\_\_\_\_

the sole proprietor of **M/s** \_\_\_\_\_ having office at \_\_\_\_\_

\_\_\_\_\_/the partnership firm represented by its Managing / duly authorised partner, having an administrative / principal office at \_\_\_\_\_

/ a company / body corporate having its registered office at \_\_\_\_\_

duly represented by its constituted and authorized Managing Director, Shri \_\_\_\_\_ (hereinafter called the "**Recipient**" or the "**Receiving Party**" or the "**Company**").

The Bank is in possession of certain information defined hereunder as Confidential Information and has agreed to disclose to the Company the Confidential Information on a strictly confidential basis for the purpose of **(mention the purpose for which the information is required to be shared/allowed to be accessed)**. During the said process, the Bank may share certain confidential or proprietary information with the Recipient. Therefore, in consideration of the mutual promises and covenants contained in this Agreement, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

### **1. Definition of Confidential Information.**

(a) For purposes of this Agreement, "**Confidential Information**" means any data or information that is confidential or proprietary to the Bank and not generally known to the public, whether in tangible or intangible form, whenever and however disclosed, including, but not limited to:

- (i) Customer name and other information related to customers
- (ii) any marketing strategies, Security strategies / policies, business plans, financial information, or projections, operations, sales estimates, business plans and performance results relating to the past, present or future business activities of such party, its affiliates, subsidiaries and affiliated companies.
- (iii) Plans for products or services, and customer or supplier lists;



- (iv) Any scientific or technical information, invention, design, process, procedure, formula, improvement, technology or method;
  - (v) Any footage Video Image / still image, voice or any other form of data related to CCTV & Sensors installed as part of CMS
  - (vi) any concepts, reports, data, know-how, works-in-progress, designs, development tools, specifications, computer software, source code, object code, flow charts, databases, inventions, information and trade secrets; and Any other information that should reasonably be recognized as confidential information of the Bank. Confidential Information need not be novel, unique, patentable, copyrightable or constitute a trade secret in order to be designated Confidential Information.
- (b) The Company acknowledges that the Confidential Information is proprietary to the Bank, has been developed and obtained through great efforts by the Bank and that Bank regards all of its Confidential Information as trade secrets.
- (c) Notwithstanding anything in the foregoing to the contrary, Confidential Information shall not include information which:
- (i) Was known to the Company prior to receiving the Confidential Information from the Bank;
  - (ii) Becomes rightfully known to the Company from a third-party source not known (after diligent inquiry) by the Company to be under an obligation to Bank to maintain confidentiality;
  - (iii) Is or becomes publicly available through no fault of the Company;
  - (iv) is required to be disclosed in a judicial or proceeding, or is otherwise requested or required to be disclosed by law or regulation, although the requirements of paragraph 4 hereof shall apply prior to any disclosure being made; and
  - (v) Is or has been independently developed by employees, consultants or agents of the Company without violation of the terms of this Agreement or reference or access to any Confidential Information.

## **2. Disclosure of Confidential Information.**

From time to time, the Bank may disclose Confidential Information to the Company. The Company will:

- (i) Along with its representatives, make use of the Confidential Information solely for the purpose of the Agreement or such other purposes from time to time agreed or consented to by the Bank as evidenced in writing
- (ii) Limit disclosure of any Confidential Information to its directors, officers, employees, agents or representatives (collectively **“Representatives”**) who have a need to know such Confidential Information in connection

- with the current or contemplated business relationship between the parties to which this Agreement relates, and only for that purpose;
- (iii) Prior to making any disclosure of such Confidential Information as permitted under this Agreement, will ensure that the Representatives are under a prior written obligation to maintain such information confidential and to use such information only for the contemplated purpose;
  - (iv) Along with its Representatives use such measures and/or procedures as it uses in relation to its own confidential information and trade secrets to hold and keep in confidence any and all such Confidential information and comply with the terms of this agreement.
  - (v) Not disclose any Confidential Information received by it to any third parties.
  - (vi) Be solely responsible for any breach of the terms of this Agreement by any of its Representatives and any act or omission by any of its Representatives which would constitute breach of the terms of this Agreement and shall take all reasonable measures to restrain such Representatives from unauthorized disclosure or use of the Confidential Information and that Company acknowledges and agree that Bank shall have right to all its legal remedies directly against Company as if such breach is made by the Company itself without proceeding at the first instance against Representatives.

### **3. Use of Confidential Information.**

The Company agrees to use the Confidential Information solely in connection with the current or contemplated business relationship between the parties as mentioned in this agreement and not for any purpose other than as authorized by this Agreement without the prior written consent of an authorized representative of the Bank. No other right or license, whether expressed or implied, in the Confidential Information is granted to the Company hereunder. Title to the Confidential Information will remain solely with the Bank. All use of Confidential Information by the Company shall be for the benefit of the Bank and any modifications and improvements thereof by the Company shall be the sole property of the Bank.

### **4. Compelled Disclosure of Confidential Information.**

Notwithstanding anything in the foregoing to the contrary, the Company may disclose Confidential Information pursuant to any governmental, judicial, or administrative order, subpoena, discovery request, regulatory request or similar method, provided that the Company promptly notifies, to the extent practicable, the Bank in writing of such demand for disclosure so that the Bank

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, at its sole expense, may seek to make such disclosure subject to a protective order or other appropriate remedy to preserve the confidentiality of the Confidential Information. The Company agrees that it shall not oppose and shall cooperate with efforts by, to the extent practicable, the Bank with respect to any such request for a protective order or other relief. Notwithstanding the foregoing, if the Bank is unable to obtain or does not seek a protective order and the Company is legally requested or required to disclose such Confidential Information, disclosure of such Confidential Information may be made without liability.

1. **Term:-**This Agreement shall remain in effect for a duration of the Original Agreement plus 10 years. Notwithstanding the foregoing, the parties' duty to hold in confidence Confidential Information that was disclosed during term shall remain in effect indefinitely.

2. **Remedies:-**Both parties acknowledge that the Confidential Information to be disclosed hereunder is of a unique and valuable character, and that the unauthorized dissemination of the Confidential Information would destroy or diminish the value of such information. Therefore, both parties hereby agree that the Bank shall be entitled to injunctive relief preventing the dissemination of any Confidential Information in violation of the terms hereof. Such injunctive relief shall be in addition to any other remedies available hereunder, whether at law or in equity. Bank shall be entitled to recover Damages consisting a sum equal to the loss suffered by the Bank including loss of business opportunity, costs of business interruption its costs and fees, including reasonable attorneys' fees, incurred in obtaining any such relief. Further, in the event of litigation relating to this Agreement, the prevailing party shall be entitled to recover its reasonable attorney's fees and expenses.

3. **Return of Confidential Information:** -Company shall immediately return and redeliver to the other all tangible material embodying the Confidential Information provided hereunder and all notes, summaries, memoranda, drawings, manuals, records, excerpts or derivative information deriving there from and all other documents or materials ("Notes") (and all copies of any of the foregoing, including "copies" that have been converted to computerized media in the form of image, data or word processing files either manually or by image capture) based on or including any Confidential Information, in whatever form of storage or retrieval, upon the earlier of (i) the completion or termination of the dealings between the parties contemplated hereunder; (ii) the termination of this Agreement; or (iii) at such time as the Bank may so request. Alternatively, the Company, with the written consent of the Bank may (or in the case of Notes, at the Company's option) immediately destroy any of the foregoing embodying Confidential Information (or the

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reasonably non-recoverable data erasure of computerized data) and, upon request, certify in writing such destruction by an authorized officer of the Company supervising the destruction.

4. **Notice of Breach:-**The Company shall notify the Bank immediately upon discovery of any unauthorized use or disclosure of Confidential Information by the Company or its Representatives, or any other breach of this Agreement by the Company or its Representatives, and will cooperate with efforts by the Bank to help the Bank regain possession of Confidential Information and prevent its further unauthorized use.

#### 5. **No Binding Agreement for Transaction.**

The parties agree that neither party will be under any legal obligation of any kind whatsoever with respect to a Transaction by virtue of this Agreement, except for the matters specifically agreed to herein. The parties further acknowledge and agree that they each reserve the right, in their sole and absolute discretion, to reject any and all proposals and to terminate discussions and negotiations with respect to a Transaction at any time as per the respective agreement. This Agreement does not create a joint venture or partnership between the parties. If a transaction goes forward, the non-disclosure provisions of any applicable transaction documents entered into between the parties (or their respective affiliates) for the Transaction shall be deemed to be complementary/supplementary to the provisions of this Agreement and not contrary/derogatory to the provisions of this Agreement to the extent possible.

#### 6. **Warranty.**

Each party warrants that it has the right to make the disclosures under this Agreement. **NO WARRANTIES ARE MADE BY EITHER PARTY UNDER THIS AGREEMENT WHATSOEVER.** The parties acknowledge that although they shall each endeavour to include in the Confidential Information all information that they each believe relevant for the purpose of the evaluation of a Transaction, the parties understand that no representation or warranty as to the accuracy or completeness of the Confidential Information is being made by either party. Further, neither party is under any obligation under this Agreement to disclose any Confidential Information it chooses not to disclose. Neither Party hereto shall have any liability to the other party nor to the other party's Representatives resulting from any use of the Confidential Information except with respect to disclosure of such Confidential Information in violation of this agreement.

*Seal of the Company/Firm & Date*

*Signature of Authorised Signatory*

RFP NO. HO-MAINTENANCE/HKP-RFP: 01/2022

7. **Effective Date of the Agreement:** This Agreement shall be effective upon its execution by both the parties.

**8. Miscellaneous.**

- (i) This Agreement can only be modified by a written amendment signed by the party against whom enforcement of such modification is sought.
- (ii) The validity, construction and performance of this Agreement shall be governed and construed in accordance with the laws of India applicable to contracts made and to be wholly performed within such state, without giving effect to any conflict of laws provisions thereof.
- (iii) Any failure by either party to enforce the other party's strict performance of any provision of this Agreement will not constitute a waiver of its right to subsequently enforce such provision or any other provision of this Agreement.
- (iv) Although the restrictions contained in this Agreement are considered by the parties to be reasonable for the purpose of protecting the Confidential Information, if any such restriction is found by a court of competent jurisdiction to be unenforceable, such provision will be modified, rewritten or interpreted to include as much of its nature and scope as will render it enforceable. If it cannot be so modified, rewritten or interpreted to be enforceable in any respect, it will not be given effect, and the remainder of the Agreement will be enforced as if such provision was not included.
- (v) Any notices or communications required or permitted to be given hereunder may be delivered by hand against acknowledgement, deposited with a nationally recognized overnight carrier against acknowledgement, electronic-mail, or registered post with acknowledgement, in each case, to the address of the other party first indicated above, or as amended time to time as per provisions in the SLA.
- (vi) This Agreement is personal in nature, and neither party may directly or indirectly assign or transfer it by operation of law or otherwise without the prior written consent of the other party And any such assignment without consent will be held void ab initio. All obligations contained in this Agreement shall extend to and be binding upon the parties to this Agreement and their respective successors, assigns and designees.
- (vii) The parties and/or their affiliates of whatsoever nature shall not, in any manner, solicit and/or accept any business from sources that have been made available by and through the parties hereto, nor in any manner shall access, solicit and/or conduct any business with the said sources, without specific permission of the Party who made said sources

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available. For avoidance of doubt, this restriction shall apply only to business related to the Assignment which is the subject matter of this Agreement and not any other Assignment or business.

(viii) Paragraph headings used in this Agreement are for reference only and shall not be used or relied upon in the interpretation of this Agreement.

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement as of the date first above written.

SIGNED for and on behalf of:- (Bank) Signature: Name:  Title: (Authorized Signatory)  <u>Witness1</u> : Signature: Name:  Address:  <u>Witness2</u> : Signature: Name:  Address	SIGNED for and on behalf of :- (Company/Firm ) Signature: Name:  Title: (Authorized Signatory)  <u>Witness1</u> : Signature: Name:  <u>Address</u>  <u>Witness2</u> : Signature: Name:  Address
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*Seal of the Company/Firm & Date*

*Signature of Authorised Signatory*

RFP NO. HO-MAINTENANCE/HKP-RFP: 01/2022

**ANNEXURE-8: FORMAT FOR BG - EMD**

**To**

**The Asst. General Manager  
P& E Section, G A Wing  
Canara Bank Head Office  
112, J C Road, Bangalore**

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.

Notwithstanding anything contained herein

- i) Our liability under this Bank Guarantee shall not exceed Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only)

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- 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 \_\_\_\_\_ 2022  
SIGNATURE & SEAL OF THE BANK



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**ANNEXURE-9: CERTIFICATE**

**(TO BE SUBMITTED ON COMPANY/FIRM LETTER HEAD OF THE BIDDERS WITH SIGNATURE & SEAL OF THE AUTHORISED SIGNATORY OF THE COMPANY/FIRM)**

To  
The Assistant General Manager,  
Canara Bank  
Maintenance cell,  
Premises and Estate Section,  
G A Wing, Head Office,  
112 J C Road  
Bengaluru – 560 002

Dear Sir,

REF: YOUR RFP/NIT NO: - \_\_\_\_\_ Dt \_\_\_\_\_.

This is to certify that we have read the clause regarding restrictions on procurement/services from bidders of countries sharing land border with India as per Ministry of Finance Order (Public Procurement No. 1) dated 23rd July, 2020. Further, it is certified that our company is neither from a country sharing land border with India nor our company is an entity as under:

- a) An entity incorporated, established or registered in such a country
- b) A subsidiary of an entity incorporated, established or registered in such a country
- c) An entity substantially controlled through entities incorporated, established or registered in such a country
- d) An entity whose beneficial owner (as per definition attached) is situated in such a country
- e) An Indian (or other) agent of such an entity
- f) A natural person who is a citizen of such a country
- g) A consortium or joint venture where any member of the consortium or joint venture falls under any of the above.

2. Further, it is certified that provisions of paragraph 10 of the above order are not applicable to us in respect of captioned RFP.

Place:

Signature:

Date:

Name & Designation

Company Seal

*Seal of the Company/Firm & Date*

*Signature of Authorised Signatory*

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**ANNEXURE-10: DECLARATION**

**(TO BE SUBMITTED ON COMPANY/FIRM LETTER HEAD OF THE BIDDERS  
WITH SIGNATURE & SEAL OF THE AUTHORISED SIGNATORY OF THE  
COMPANY/FIRM)**

**DECLARATION**

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

Should it be observed anytime during the bidding process or during execution of the service/work that I / We have been blacklisted, banned, delisted 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

*Seal of the Company/Firm & Date*

*Signature of Authorised Signatory*

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**ANNEXURE-11: SATISFACTORY PERFORMANCE CERTIFICATE**

**(TO BE SUBMITTED ON RESPECTIVE CLIENTS LETTER HEAD WITH SIGNATURE & SEAL OF THE AUTHORISED SIGNATORY OF THE COMPANY)**

**SATISFACTORY PERFORMANCE CERTIFICATE**

**With reference to Canara Bank RFP No. \_\_\_\_\_ dated \_\_\_\_\_**  
**for “Housekeeping & General cleaning services at Canara Bank Head Office Annex. Premises, Bengaluru”,** it is certified that M/s. \_\_\_\_\_ is undertaking General Cleaning and House Keeping Works at \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ with an agreement/completion value of Rs. \_\_\_\_\_ and the overall services rendered by the company/firm are \_\_\_\_\_ (Satisfactory/Good/Excellent).

Date:

Place:

Signature of the Authorised Person with seal

*Seal of the Company/Firm & Date*

*Signature of Authorised Signatory*

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**ANNEXURE-12: AUTHORIZATION LETTER FORMAT**

**(TO BE SUBMITTED IN COMPANY/FIRM LETTER HEAD OF THE BIDDERS  
WITH SIGNATURE & SEAL OF THE AUTHORISED SIGNATORY OF THE  
COMPANY/FIRM)**

To  
The Asst. General Manager,  
Maintenance Cell, Premises & Estate Section,  
G A Wing, Canara Bank, Head Office  
112 J C Road,  
Bengaluru – 560002

Dear Sir,

SUB: Authorization Letter for attending the Bid Opening

REF: YOUR RFP/NIT 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

Name & Designation of Authorizing Authority

*Seal of the Company/Firm & Date*

*Signature of Authorised Signatory*

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### **ANNEXURE-13: FINANCIAL BID**

**Wages of workers as per Central Minimum Wages ACT as applicable in Bengaluru, Karnataka State.** (In Rupees)

<b>Sl. No</b>	<b>Payment Details</b>	<b>SUPERVISOR &amp; PLUMBER</b>	<b>HOUSEKEEPING STAFF</b>
1.	Basic +Variable Dearness Allowances (VDA) (8 hrs X 26 Days)		
2.	Employees Provident Fund (EPF) & Employees Deposit Linked Insurance (EDLI) & Admin Charges to PF & EDLI Authority - 13 % of Sl. No.1 (up to ceiling of Rs.15,000)		
3.	Employees State Insurance (ESI) - 3.25 % of Sl. No.1		
4.	Bonus - 8.33% of Sl. No.1		
5.	<b>TOTAL A</b> (Sl. Nos. 1+2+3+4)		
6.	<b>Service Charge at ____% of Sr.No.5</b> <i>(Minimum 4.20% and should be same for all 45 personnels)</i>		
7.	<b>TOTAL COST (For 08 Hours duty per worker per Month) i.e., Sl.No. 5+6</b>		
8.	No. of Personnel's to be deployed	<b>4</b>	<b>41</b>
9.	<b>Total Category Wise Wages Per Month (Sl. No 7 X 8)</b>		
10.	<b>Total Monthly Cost to the Bank for providing 45 personnel on 8 hours duty</b>		
11.	<b>Total Yearly Cost (i.e., Sl.No. 10*12)</b>		
12.	<b>Total Contract cost for three year (i.e., Sl.No. 11*3)</b> <i>(Rates shall be mentioned in figures as well as words &amp; excluding GST)</i>		

**THE RATES MENTIONED ARE EXCLUDING APPLICABLE GST**

**(PRICE BID TO BE SUBMITTED IN COMPANY/FIRM LETTER HEAD OF THE BIDDERS WITH SIGNATURE & SEAL OF THE AUTHORISED SIGNATORY OF THE COMPANY/FIRM)**

Seal of the Company/Firm & Date

Signature of Authorised Signatory

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**Note:**

1. Basic Pay, VDA, EPF, ESI & Bonus are mandatory charges and should conform to the relevant legal/statutory provisions of Central Minimum Wages directives in vogue.(Proof i.e copy of notification issued by Govt. to be enclosed).
2. **Tender of bidders who do not comply minimum wages as above are rejected.**
3. Basic & VDA gets revised from time to time, by the Government. Any changes in minimum wages / statutory payments like EPF, ESI notified by the Govt. from time to time shall be paid by Bank. However, the service charge quoted in above Price bid will remain the same during the currency of the contract period.
4. Pro-rata bonus payment as per norms and eligibility to be paid every month by Contractor and shown in wage slip. Contractor is free to give higher amount of bonus, however for the purpose of evaluation of tender the bank will consider only as per Government of India notification.
5. TDS at the rate and GST TDS will be deducted from the total amount payable to the Contractor. However, the Contractor should not reduce the tax portion while paying the wages to their deployed personnels i.e. even after deduction of TDS/GST TDS, the amount paid to the deployed personnels should not fall below Minimum Wages fixed as per the Central Minimum Wages Act, 1948.
6. **In accordance to the above, service charge below 4.20% quoted by any vendor in the Financial Bid will not be entertained and it is liable for rejection.**
7. **It may be noted that all items specified in Sl No.1 to Sl No.4 in the table above are mandatory payments based on Govt. directives. Hence for calculation of L1 only the percentage specified in the Sl No. 6 (Service charge) will be taken into consideration. However, all other amounts (as applicable) shall be filled in the financial bid, failing which such bids shall be rejected. In case, any amount is shown zero, copy of related Govt. directives in this regard shall be submitted.**
8. **Service charge should be same for all 45 personnels.**
9. **Each figure in Financial Bid shall be rounded upto 2 decimal.**

**IMPORTANT NOTICE: - The Financial Bid envelope as specified in RFP shall contain only this annexure in Tenderer's Letter head, duly filled and signed by the Authorized Signatory. Any violation in this direction shall result in disqualification.**

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# **ANNEXURE-14: TECHNICAL BID SCORING CHART**

**MARKS FOR TECHNICAL EVALUATION WILL BE GIVEN BASED ON THE FOLLOWING CRITERIA.**

Sl. No	Evaluation being done for	Maximum Points	Points Awarded	Attach relevant documents (Supporting documents for verification)
1.	Experience in the field	20		Any supporting document to prove the same.
2.	Annual Turnover exclusively on Housekeeping & General cleaning services ( <b>Average of last three FY</b> )	20		A Certificate from the Chartered Accountant with CA's registration number with seal & sign, clearly specifying the stake of Housekeeping & General cleaning services along with Copy of the Audited Financial Statement for FY 2021-22(provisional), 2020-21, 2019-20.
3.	Number of to Government Establishments (GEs) / Public Sector Banks (PSBs) / Public Sector Undertakings (PSUs) served (for Housekeeping and General Cleaning services) <b>in last 3 year as on 30.06.2022.</b>	20		Work Order copies and satisfactory completion certificates from clients clearly indicating the cost & nature of work and year of completion.
4.	Total Numbers of Housekeeping personnels in their payroll during last one year as on <b>30.06.2022.</b>	20		Copy of running work orders not older than one year, of their employees with any Principal Employer proving the same along with Any document supporting (Like EPF & ESI sheet) the strength of the

Seal of the Company/Firm & Date

Signature of Authorised Signatory

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				workers in the company's payroll during last one year to be attached.
5	Net worth <b>(Average of last three FY)</b>	10		A Certificate from the Chartered Accountant with CA's registration number with seal & sign along with Copy of the Audited Financial Statement for FY 2021-22(provisional), 2020-21, 2019-20.
6	Feedback from Client/Customer base by Canara Bank	5		Details as per RFP Para <b>IV.1.d</b> (Eligibility Criteria)
7	Timely payment of Salary to the deployed personnels and Statutory payments like EPF, ESI etc.	3		Salary transfer details with date of all the deployed personnels for last six month.
8	ISO Certification	2		Attach Relevant Certificates.
<b>Total</b>		<b>100</b>		

Seal of the Company/Firm & Date

Signature of Authorised Signatory

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# **ANNEXURE-15: GUIDELINES IN DETAILS FOR ALLOTING MARKS:**

Sl. No	Evaluation being done for	Maximum Points	Remarks please write details	
			Description	Points
1.	Experience in the field	20	5 to 10 years	15
			More than 10 years	16
			More than 15 years	17
			More than 20 years	18
			More than 25 years	19
			More than 30 years	20
2.	Annual Turnover exclusively on Housekeeping & General cleaning services ( <b>Average of last three FY</b> ) deployed by their company in other units)	20	125 Lakh to 250 Lakh	15
			More than 250 Lakh	16
			More than 375 Lakh	17
			More than 500 Lakh	18
			More than 625 Lakh	19
			More than 750 Lakh	20
3.	Number of to Government Establishments (GEs) / Public Sector Banks (PSBs) / Public Sector Undertakings (PSUs) served (for Housekeeping and General Cleaning services) <b>in last 3 year.</b>	20	2 to 4 GEs/PSBs/PSUs	15
			More than 4 GEs/PSBs/PSUs.	16
			More than 6 GEs/PSBs/PSUs.	17
			More than 8 GEs/PSBs/PSUs.	18
			More than 10 GEs/PSBs/PSUs.	19
			More than 12 GEs/PSBs/PSUs.	20
4.	Total Numbers of Housekeeping personnels in their payroll during last one year as on 30.06.2022.	20	100 to 200 personnels	15
			More than 200 personnels	16
			More than 300 personnels	17
			More than 400 personnels	18
			More than 500 personnels	19
			More than 600 personnels	20

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5.	Net worth  (Average of last three FY)	10	50 Lakh to 100 Lakh	5
			More than 100 Lakh	6
			More than 150 Lakh	7
			More than 200 Lakh	8
			More than 250 Lakh	9
			More than 300 Lakh	10
6.	Feedback from Client/Customer base by Canara Bank	5	“Excellent / Good” in one Feedback	3
			“Excellent / Good” in all Two Feedback	5
7.	Timely payment of Salary to the deployed personnels and statutory payment of EPF, ESI etc.	3	Payment done before 7th of every subsequent month.	2
			Payment done before 5th of every subsequent month.	3
8.	ISO certification	2	Obtained	2
			Nil	0
Total		100		

Seal of the Company/Firm & Date

Signature of Authorised Signatory

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**ANNEXURE- 16: SCORING METRIC SHEET FOR ARRIVAL ON L1**

Method of selection of L1 bidder will be based on under mentioned scoring Metric (worked on Technical bid: Financial bid i.e. 50:50) basis.

Applicant	Marks for Technical Evaluation out of 100	Marks Allotted for Technical Bid (weightage of 50%)	Rate quoted - services charges	Marks Allotted for Financial Bid (Weightage 50%)	Total Marks	Status
A	87.00	47.28	4.50	46.67	93.95	L4
B	84.00	45.65	4.30	48.84	94.49	L3
C	88.00	47.83	4.20	50.00	97.83	L1
D	92.00	50.00	5.50	38.18	88.18	L5
E	85.00	46.20	4.20	50.00	96.20	L2

**Above scoring is done on PERCENTILE basis as under:**

Technical Evaluation: Highest marks i.e.92 will have full weightage of 50 marks. Remaining will be arrived at as under:

for “A” :  $87/92 \times 50 = 47.28$

Price Evaluation: Lowest price quoted i.e. Service charge @ 4.20 % will have full weightage of 50 marks. Remaining will be arrived at as under:

For “A”:  $4.20 / 4.50 \times 50 = 46.67$

Total score:

A: 93.95 percentile

B: 94.49 percentile

C: 97.83 percentile

D: 88.18 percentile

E: 96.20 percentile

Offer of C will be considered as L1

**ANNEXURE- 17: TECHNICAL QUESTIONNAIRE**

NOTE: This questionnaire has to be submitted after surveying the entire building blocks and site area of Canara Bank Premises under Head Office, Bengaluru.

1	No. of labour force your company proposes to employ if the work is awarded, with complete breakup details.	
2	Type and number of machineries and equipments your company proposes to use for the work. Whether machines will be used for cleaning the floors or manual mopping will be done.	
3	Total No. of persons will be employed for the above works and age profile of the labour force you would propose to employ for the works	1) MALE : 2) FEMALE : 3) AGE :
4	What are the safety precautions/ protective measures you would ensure to the labour force you employ for the works	
6	Does the scope of works defined by the Bank covers all the aspects, if not, mention the other works which would come under the definition of housekeeping and general cleaning works	
8	Any other relevant details you wish to mention	

Note: Use additional sheets if the space provided is less.

**SIGNATURE OF THE TENDERER WITH SEAL**

*Seal of the Company/Firm & Date*

*Signature of Authorised Signatory*

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# **ANNEXURE-18: TECHNICAL BID – DOCUMENT REQUIREMENTS**

- It is clarified that each Tenderer shall submit only one offer document (in two bid system) as specified in the RFP.**
- All bidders are required to submit their offers as under:- (Documents specified here are compulsorily required to be submitted along with the Bid / Application. All documents shall be flagged as specified in the table below).***

	<b>Parameters / References of Clause in RFP</b>	<b>Yes or No</b>	<b>Bid Ref.</b>
a.	Tenderer should have necessary registrations with Labour Department. <b>(Refer Para IV.1.a) - (Mandatory)</b>		<b>Flag - 'A'</b>
b.	<b>The Tenderer should have a minimum annual Turnover of Rs. 125 Lakh exclusively on Housekeeping &amp; General cleaning services only, during last three financial years each- CA Certificate along with Audited Balance Sheet of last 2 years and Provisional Balance Sheet as on 31.03.2022:- (Refer Para IV.1.b) - (Mandatory)</b>		<b>Flag - 'B'</b>
c.	<b>The Tenderer should have successfully completed similar works/services during the last three (3) year as on 30.06.2022:-</b> Work Order copies and satisfactory completion certificates from clients clearly indicating the cost & nature of work and year of completion. <b>(Refer Para IV.1.c) - (Mandatory)</b>		<b>Flag - 'C'</b>
d.	<b>Tenderer should have provided the similar services to at least 2 Govt. Estb./PSBs/PSUs in last 3 years:-</b> Work Order copies and satisfactory completion certificates from clients clearly indicating the cost & nature of work and year of completion. .. <b>(Refer Para IV.1.d) - (Mandatory)</b>		<b>Flag - 'D'</b>
e.	The Tenderer should have Minimum 5 years of experience as on 30.06.2022 :- Work Order copies and satisfactory completion certificates. <b>(Refer Para IV.1.e) - (Mandatory)</b>		<b>Flag - 'E'</b>
f.	Tenderer should have Registration under Shops & Establishments Act with regard to their office in Bengaluru. <b>(Refer Para IV.1.f) - (Mandatory)</b>		<b>Flag - 'F'</b>
g.	Certificate of Registration with Registrar of companies (or) Registrar of Firms (or) letter of Proprietorship (or) Partnership deed. In case of Ltd. Company, copy of MoA / Article of Association shall also be submitted. <b>(Refer Para IV.1.g) - (Mandatory)</b>		<b>Flag - 'G'</b>

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h.	Certificate /Registration from/With ESI Corporation <b>(Refer Para IV.1.h) - (Mandatory)</b>		<b>Flag - 'H'</b>
i.	Certificate from EPF organization under EPF & Misc. Provision Act-1952 <b>(Refer Para IV.1.i) - (Mandatory)</b>		<b>Flag - 'I'</b>
j.	Tenderer must have valid PAN number and GST registration. <b>(Refer Para IV.1.j) - (Mandatory)</b>		<b>Flag - 'J'</b>
k.	Tenderer should have Documents proving compliance of Minimum Wages Act 1948 and other Labour laws and rules. <b>(Refer Para IV.1.k) - (Mandatory)</b>		<b>Flag - 'K'</b>
l.	Tenderer are required to furnish copies Running Work orders & past Wage Slips, not older than three months, of their employees any Principle Employer. <b>(Refer Para IV.1.l) - (Mandatory)</b>		<b>Flag - 'L'</b>
m.	<b>The Tenderer Should have a minimum Net worth of at least Rs. 50 lakhs in each of the last three FY-</b> CA Certificate along with Audited Balance Sheet of last 2 years and Provisional Balance Sheet as on 31.03.2022:- <b>(Refer Para IV.1.m) - (Mandatory)</b>		<b>Flag - 'M'</b>
n.	Income Tax Return & proof of having filed the IT return for the last three financial year <b>(Refer Para IV.1.n) - (Mandatory)</b>		<b>Flag - 'N'</b>
o.	Tenderer shall not be owned or controlled by any director or office/employee of the Bank or their relative having the same meaning as assigned under section 2(77) & 6 of the Companies Act 2013 – Declaration <b>(Refer Para IV.1.o) - (Mandatory)</b>		<b>Flag - 'O'</b>
p.	Tenderer should submit Pre- Bid Contract Integrity Pact Agreement duly filled and signed on non-judicial stamp paper of appropriate value as per Bank prescribed format Annexure-5. <b>(Refer Para IV.1.p) - (Mandatory)</b>		<b>Flag - 'P'</b>
q.	Tenderer shall submit declaration as per Bank prescribed format Annexure-10. <b>(Refer Para IV.1.q) - (Mandatory)</b>		<b>Flag - 'Q'</b>
r.	<b>Separate Undertaking shall be given in a separate sheets (Refer Para IV.1.r) - (Mandatory)</b>		<b>Flag - 'R'</b>
s.	All Documents as asked for vide <b>Annexure 1 to Annexure 18. (Mandatory)</b> (All Annexures mentioned in RFP which is required to be filled and submitted - should be submitted in		<b>Flag - 'S'</b>

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	Company's letter Head in the same respective numerical order)		
t.	i. EMD as specified in RFP <b>(Mandatory for non-MSME).</b> ii. MSME registered companies, shall place copy of MSME iii. Registration certificate / other related documents. <b>(Mandatory for MSME).</b>		<b>Flag - 'T'</b>
u.	The copy of RFP, Addendum & Corrigendum (if any) with sign of authorized signatory in all pages. This is an undertaking that the Tenderer accepts all terms and conditions specified in the RFP/Addendum & Corrigendum. No conditional / partial acceptance shall be entertained. <b>(Mandatory)</b>		<b>Flag - 'U'</b>

***This list is not exhaustive. The Bidder may go through each and every clause specified in the RFP/NIT document and should submit all required as well as supporting documents, failing which the application may be rejected during screening of Bid Documents.***

Seal of the Company/Firm & Date

Signature of Authorised Signatory

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