

CANARA BANK

DOCUMENT FOR EMPANELMENT 2011-12



CANARA BANK

Premises & Estate Section

Circle Office, Trivandrum

TC No: 26/173(1), PB N: 159

M G Road, Trivandrum- 695 039.

Phone : 0471-2331340,

Fax : 0471-2331355

Email : pecotvm@canarabank.com; **Web** : <http://www.canarabank.com>

**DOCUMENT
FOR
EMPANELMENT
OF
CONSULTANTS/ARCHITECTS/CONTRACTORS/
SUPPLIERS**

MAY 2011

**CANARA BANK****Premises & Estate Section**

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NOTICE INVITING APPLICATIONS FOR EMPANELMENT
OF
CONSULTANTS, ARCHITECTS, CONTRACTORS AND SUPPLIERS

Applications are invited in the prescribed format for empanelment of consultants, architects, contractors and suppliers for executing the works of the Bank's branches/offices coming under Canara Bank, Circle Office, Trivandrum. It is proposed to maintain separate panels of consultants, architects, contractors and suppliers for the following specialisation of works:

1. Consultants:

- a> Architects
- b> Civil Consultants
- c> Electrical Consultants
- d> Air-conditioning consultants

2. Contractors:

- a> Interior furnishing contractors
- b> Civil Engineering contractors
- c> Electrical contractors
- d> Water proofing contractors
- e> Fire detection and alarm system contractors

3. Suppliers

- a> Modular furniture suppliers
- b> Fire detection and alarm system suppliers

It is also proposed to further classify the above categories by fixing the financial limits. The eligibility criteria and other requirements for each of the above categories are detailed under "*Scope, cost-wise sub-classification and Eligibility criteria*".

All consultants, architects, contractors and supplier/vendors in the existing panel shall also apply afresh for this empanelment.

CANARA BANK

DOCUMENT FOR EMPANELMENT 2011-12

The eligible and interested consultants, architects, contractors and suppliers may download the “**Document for empanelment**” from Banks website www.canarabank.com. **The applications completed in all respects should reach our office in the following address on or before 20.05.2011 along with non-refundable fee of Rs. 200/- (Two Hundred only) by way of Demand Draft favoring “Canara Bank, Circle Office” Payable at Trivandrum.**

**Canara Bank, Premises & Estate Section,
Circle Office, Trivandrum
TC No: 26/173(1), PB N: 159
M G Road, Trivandrum- 695 039.**

The duly completed document in the prescribed format with all supporting documents shall be sealed in a cover and super scribed as ‘Application for EMPANELMENT of (Category name)’ and **shall be submitted to the above mentioned office of CANARA BANK on or before 20.05.2011 upto 5.00 PM**

The Bank reserves the right to accept or reject any or all the applications without assigning any reasons thereof.

Date:

ASSISTANT GENERAL MANAGER

GENERAL RULES AND INSTRUCTIONS TO THE INTENDING APPLICANTS:

- 1.0. The empanelment of Consultants, Architects, contractors and suppliers are proposed for the Civil, electrical, interior, Fire & Safety Systems and other allied works of routine nature in the Branches and offices of the Bank coming under the Circle office. Generally, the routine works of the Bank are awarded/procurements are made on calling competitive tenders/quotations from the empanelled contractors/suppliers. However, the Bank has the right to award the work/procure supply from any of the empanelled agencies, depending on the exigencies of the work and also opt for open tendering process for any particular work, depending on the nature & magnitude of the work.
- 2.0. This document consists of the following:
 - a>Notice inviting applications for empanelment of consultants, Architects, contractors and suppliers
 - b>General rules and instructions to the intending applicants
 - c>Scope, cost wise sub-classification and eligibility criteria for each category.
 - d>Application format for empanelment
- 3.0. **The complete document as detailed above, complete in all respects, should be submitted** by the intending applicants within the stipulated date and as per the instructions given in the Notice inviting applications. The details of the applicants and their experience shall be furnished in the prescribed “Application Format” only. Wherever required and if the space provided is not sufficient, particulars can be furnished in Annexures but such details shall be clearly mentioned in the respective columns of the Application Format. Applicant shall enclose latest copies of brochures and technical documentation giving additional information about the applicant. Each page of the document shall be duly signed by the Applicant or their authorized representative.
- 4.0. The Consultants/Architects/Contractors/suppliers, who intend to apply for more than one category, have to apply for each category using separate application forms.
- 5.0. No costs incurred by the applicant in applying, in providing necessary clarifications or attending discussions, conferences or site visits will be reimbursed by the Bank.
- 6.0. Documentary proof with respect to the details furnished in the application form regarding eligibility criteria shall be furnished along with the application form. In this regard, copies of the work order and completion certificate and/or such documents shall be submitted. Incomplete applications or applications without proper proofs for establishing their credentials will be summarily rejected and no correspondence will be entertained in this regard.
- 7.0. If the application is made by a partnership firm, a certified copy of the partnership deed, current address of the firm and the full names and current addresses of all the partners of the firm shall also accompany the application.

- 8.0. If the application is made by a limited company, it shall be signed by a duly authorised person holding the power of attorney for signing the application in which case certified copies of the power of attorney and the certification of incorporation, Memorandum of Articles of Association shall accompany the application.
- 9.0. The empanelment shall be made for a specific category. However, contractor empanelled in higher category shall be eligible for works in the lower category.
- 10.0. The evaluation will be based on the experience of the consultants/ architects/ contractors / suppliers and their financial capabilities and may also include inspecting the works furnished by them for which, necessary co-ordination shall be made by them. Based on the details furnished and inspection of works, eligibility criteria, the consultants/ architects/ contractors/ suppliers will be empanelled. Decision of the Bank regarding selection / rejection for empanelment will be final and binding and no further correspondence will be entertained. The empanelled contractors will only be informed by post.
- 11.0. If, information and details furnished by applicants are found to be false at any time in future or any information withheld, which comes to the notice of the Bank at a later date, the empanelment of such applicant will be cancelled immediately.
- 12.0. Applications received after the due date and time is liable for rejections.
- 13.0. **The consultants/architects/contractors/suppliers having their office in the geographical jurisdiction of the Circle office will only be considered. The empanelment shall be valid for a minimum period of one year.**
- 14.0. Canara Bank reserves its right to reject any / or all the applications without assigning any reasons whatsoever.
- 15.0. **Those who are in the existing panel are also requested to submit the application for empanelment for the year 2011-12 along with the latest details.**

SCOPE, COST WISE SUB-CLASSIFICATION AND ELIGIBILITY CRITERIA FOR CONSULTANTS**A. SCOPE OF WORK**

The scope of work for the **Architectural consultants** include designing interior layout plans for the branch/offices of the Bank, providing the specifications of the materials, assisting the Bank in finalizing the contractor and supervision of the interior works , supervision of strong room construction and certification of bills and area measurements if sought by the Bank. Some time the panel architects services will also be availed for planning, designing and execution of extension of Banks own buildings involving the approval for the same from the local Authorities.

The services of **Civil Engineering consultants** will be used for planning, estimation and execution, maintenance of Civil works of Bank's own buildings, measurement of carpet area of the Branch/office premises.

The services of **Electrical consultants** will be used for planning and execution of the electrical works for the Bank branches/offices including procurement of electrical equipments like Generators, UPS, Transformers and other allied items.

The services of **Air-conditioning consultants** will be used by the Bank for planning, designing and supervision of the Air-conditioning works of the Bank branches/offices.

Generally, the routine interior works, Civil, electrical and air-conditioning works as detailed above are being carried out by the Bank's Engineers. The services of the consultants will be availed as and when it is required depending on the magnitude and specialization required for the project.

It is proposed to avail services of consultants from the approved panel for the interior works costing up to Rs.70.00 lakhs, Civil works costing up to Rs.100.00 lakhs, Electrical works & Air-conditioning works up to Rs.30.00 lakhs. However, the Bank has right to avail the services of any consultant from out side the panel depending on the circumstances.

B.ELIGIBILITY CRITERIA:**a> Architects:**

1. Graduate/ Post graduate diploma in Architecture with minimum 5 years of experience in the respective field as on 01.04.2011. The Architects with specialization in Interior designing will be preferred.

2. The Architect must have registered with the council of Architecture and have experience in designing and supervising interior works for the Banks/ Financial Institutions/software companies with lighting details, electrical, data-cabling and Air-conditioning layouts of at least:

Five projects each costing Rs. 10.00 lakhs

Or Three projects each costing Rs. 15.00 lakhs

Or Two projects each costing Rs. 20.00 lakhs

during the last three years.

3. The average annual turnover (from professional fee) for the last 3 financial years shall not be less than Rs. 05.00 lakhs

4. Should be an assessee of Income Tax

Note:: The Architect who meet the other requirements but not exactly meeting any of the criteria in 2 & 3 will also be considered for empanelment but they will be allowed to quote for the works up to Rs.10.00 lakhs only.

b>. Consultant - Civil Engineering:

1. Graduate in Civil Engineering with minimum 5 years of experience in planning, designing and supervision of buildings, sanitary and plumbing services and other allied works as on 01.04.2011. The consultant with post graduation in structural Engineering with experience in repairs and rehabilitation of the structures will be preferred.

2. Should have experience in planning, designing and supervision of major repair works including water proofing works of buildings of at least:

Five projects each costing Rs. 10.00 lakhs

Or Three projects each costing Rs. 15.00 lakhs

Or two projects each costing Rs. 20.00 lakhs

during the last three years.

3. The average annual turnover (professional fee) for the last 3 financial years shall not be less than Rs.05.00 lakhs.

4. Should be an assessee of Income Tax

5. Architectural firms having engineering department with personnel having required qualification and meeting the other eligibility criteria can also apply.

Note: The consultants who meet the other requirements but not exactly meeting any of the criteria in 2 & 3 will also be considered for empanelment but they will be allowed to quote for the works up to Rs.10.00 lakhs only.

c> Consultant- Electrical Engineering::

1. Graduate in Electrical Engineering with minimum 5 years of experience in the respective field as on 01.04.2011.
2. Should have experience in planning, designing and supervising of electrical works like Office automation related electrification works / LT/HT substation installation works generators/ motors/ UPS/ lifts or such other related works of at least:
 - Five projects each costing Rs. 05.00 lakhs
 - Or Three projects each costing Rs. 07.50 lakhs
 - Or two projects each costing Rs. 12.00 lakhsduring the last three years
3. The average annual turnover (professional fee) for the last 3 financial years shall not be less than Rs.02.00 lakhs
4. Should be an assessee of Income Tax

d> Consultant - Air-conditioning:

1. Graduate in Electrical/Mechanical/refrigeration engineering with minimum 5 years of experience in the air-conditioning field as on 01.04.2011.
2. Should have experience in planning, designing and supervising of air-conditioning works using split/ductable splits/package units of atleast
 - Five projects each costing Rs. 05.00 lakhs
 - Or Three projects each costing Rs. 07.50 lakhs
 - Or two projects each costing Rs. 12.00 lakhsduring the last three years.
3. The average annual turnover for the last 3 financial years shall not be less than Rs.02.00 lakhs
4. Should be an assessee of Income Tax

Note:: 1. In all the above categories of consultants, other things being equal, the consultants having the experience in the contract administration for government, PSUs and Public Sector banks and Financial Institutions will be preferred.

2. The firms /companies meeting the eligibility criteria and having the qualified personnel as detailed above can also apply.

SCOPE, COST WISE SUB-CLASSIFICATION AND ELIGIBILITY CRITERIA FOR CONTRACTORS**A. SCOPE OF WORK:**

The scope of work of **Contractors for Interior works** mainly involves erection of partitions, counters, paneling, false ceiling, cavity flooring, furniture and fabricated workstations and other allied works for furnishing of branches and offices of the Bank.

The panel of **Civil Engineering Contractors** will be mainly used for civil engineering works like earthwork, masonry, plastering, RCC, concrete works, painting, flooring, plumbing & sanitary, water proofing, demolition works, structural steel fabrication, woodwork (doors and windows only) and other allied works for branches, residences and offices of the Bank

The panel of **Electrical Contractors** will be mainly used for internal and external electrification, associated cabling, earthing, wiring for air-conditioners, UPS, liaisoning with KPTCL for abstention of additional power, breakdown repairs and other allied works for various branches / Offices of the bank.

The scope of work of the **Fire detection and alarm contractors** mainly involves supply, installation, testing and commissioning of fire detection and alarm system for various branches / Offices of the bank.

The panel of **Water proofing contractors** will be used for executing specialized waterproofing works such as water proofing to terraces, basements, and sunken slabs of toilets, etc. of Bank's Branches/offices and residential buildings.

B. COST WISE SUB-CLASSIFICATION:

It is proposed to classify each category of contractors depending on their past performance, technical and financial capabilities of the contractor. The contractors empanelled under lower class/category will not be eligible to participate for the works of higher class/category. However, the contractors classified under higher class can participate for works under lower class.

The contractors empanelled under Class-D are allowed to quote only in the geographical jurisdiction of our Regional Offices where the contractor is stationed. The other class of contractors can quote for the works coming under the geographical jurisdiction of the Circle Office.

CATEGORY	UPTO WHICH THE CONTRACTORS CAN PARTICIPATE (AMOUNT IN LAKHS)			
	CLASS- D	CLASS- C	CLASS- B	CLASS- A
1. INTERIOR FURNISHING WORK	0.25	2.00	10.00	30.00
2. CIVIL ENGG. WORKS	0.25	2.00	10.00	30.00
3. ELECTRICAL WORKS	0.25	2.00	10.00	20.00
4. FIRE DETECTION AND ALARM	NIL	2.00	5.00	10.00
5. WATER PROOFING WORKS	0.25	2.00	10.00	20.00

ELIGIBILITY CRITERIA:**a> Interior Furnishing Contractor:**

1. The contractor who intends to apply for Class-D (petty works) should have minimum two years experience prior to 01.04.2011 in furnishing works including repairs/renovation/remodeling of partitions, panelling, false ceiling, Furnitures, counters for branches / offices of a Bank or financial Institution. He should have executed at least one single similar work costing not less Rs.10000.00 during the last one year.

2. The contractor who intends to apply for Class- A,B & C should have the experience of successfully completing following quantum of similar works such as original works, alterations and renovations involving partitions, panelling, false ceiling, cavity flooring, furnitures, work stations, counters for branches / offices **of a Bank/ Government departments/public sector undertaking/central autonomous bodies/state autonomous bodies/financial institutions or other reputed firms during last 5 years prior to 01.04.2011:**

- a) Three similar completed works costing not less than the amount equal to **40%** of the cost limit in the respective Class **OR**
- b) Two similar completed works costing not less than the amount equal to **50%** of the cost limit in the respective Class **OR**
- c) One similar completed work costing not less than the amount equal to **80%** of the cost limit in the respective Class.

3. Except for Class-D, the contractors for other classes should

- a> be an assessee of Income Tax and should have registered with sales Tax department. submit income tax clearance certificate or copy of the income tax returns and sales tax registration certificate with valid registration number.
- b> **have well established work shop for preparing the furnishing/ furniture items**
- c> have the average annual financial turnover of **atleast two times** the cost limit in the respective class during last 3 years ending with 31.03.11.
- d> submit Solvency certificate from Nationalized/ scheduled bank issued within one year for an amount equal to the cost limit in the respective category.

b > Contractors for Civil Works.

1. The contractor intends to be empanelled under Class-D should have minimum two years experience prior to **01.04.2011** in Civil Engineering works including all repairs in the building involving civil engineering works like earthwork, masonry, plastering, RCC, concrete works, painting, flooring, plumbing & sanitary, water proofing, demolition works, structural steel fabrication, woodwork (doors and windows only) for branches, residences and offices of any Banks and financial Institutions. He should have executed at least one single similar work costing not less Rs.10000.00 during the last one year.

2. The contractor intends to apply for Category- A,B &C should have the experience of successfully completing the following quantum of works such as original works, alterations, repairs and renovations involving civil engineering works like earthwork, masonry, plastering, RCC, concrete works, painting, flooring, plumbing & sanitary, water proofing, demolition works, structural steel fabrication, woodwork (doors and windows only) for branches, residences and offices of the Bank / Government departments/public sector undertaking/central autonomous bodies/state autonomous bodies/financial institutions during last 5 years prior to 01.04.2011.

a) Three similar completed works costing not less than the amount equal to **40%** of the cost limit in the respective Class

OR

b) Two similar completed works costing not less than the amount equal to **50%** of the cost limit in the respective class.

OR

c> One similar completed work costing not less than the amount equal to **80%** of the cost limit in the respective class..

3. Except for Class-D, the contractors for other classes should

a> have well-established office in the respective centre with adequate engineering staff.

b> be an assessee of Income Tax and should have registered with sales Tax department. submit income tax clearance certificate/copy of the income tax returns and sales tax registration certificate with valid registration number.

c>have the average annual financial turnover of atleast two times the cost limit in the respective class during last 3 years ending with 31.03.11.

d> submit solvency certificate from Nationalized/ scheduled bank issued within one year for an amount equal to the cost limit in the respective class.

c> Electrical Contractors:

1. Contractors who intends to apply for Class-D (petty works) should have wireman license issued by the Electrical Inspectorate and have the experience of successfully completing repairs in the building involving internal and external electrification associated cabling, earthing, wiring for air-conditioners, UPS, breakdown repairs for branches / offices of a bank during the last two years prior to 01.04.2011. He should have completed at least one similar single work costing Rs.10000.00 during the last one year.

2. The electrical contractors who apply for Class- A,B & C Should have valid A-class electrical contractors license issued by the Electrical Inspectorate and have the experience of

successfully completed following quantum of works including original works, alterations and renovations involving internal and external LT electrification, panel boards, associated cabling, earthing, wiring for air-conditioners, UPS, liaisoning with local Electricity Board for obtaining of additional power, breakdown repairs for branches / offices of a Bank / Government departments/public sector undertaking/central autonomous bodies/state autonomous bodies/financial institutions during last 5 years ending with 31.03.11 as under:

Three similar completed works costing not less than the amount equal to **40%** of the cost limit in the respective class **OR**

Two similar completed works costing not less than the amount equal to **50%** of the cost limit in the respective class **OR**

One similar completed work costing not less than the amount equal to **80%** of the cost limit in the respective category.

3. Except for Class-D, the contractors for other classes should

a> have well-established office in the respective centre with adequate engineering staff.

b> be an assessee of Income Tax and should have registered with sales Tax department.

submit income tax clearance certificate/copy of the income tax returns and sales tax registration certificate with valid registration number.

c> have the average annual financial turnover of atleast two times the cost limit in the respective class during last 3 years ending with 31.03.11.

d> submit solvency certificate from Nationalized/ scheduled bank issued within one year for an amount equal to cost limit in the respective class.

d> Fire Detection and Burglar Alarm System & Extinguisher Contractors

1. The contractor should have the experience of successfully completed following quantum of similar works for Government departments/public sector undertaking/central autonomous bodies/state autonomous bodies/financial institutions during last 5 years ending with 01.04.2011:

Three similar completed works costing not less than the amount equal to **40%** of the cost limit in the respective class **OR**

Two similar completed works costing not less than the amount equal to **50%** of the cost limit in the respective class **OR**

One similar completed work costing not less than the amount equal to 80% of the cost limit in the respective class.

2. Similar works means all original works, alterations and modifications involving supply, installation, testing and commissioning of fire alarm system and maintaining and servicing of the installations for branches / offices of a bank.

3. The contractors should

a> have well-established office in the respective centre with adequate engineering staff.

b> be an assessee of Income Tax and should have registered with sales Tax department.

submit income tax clearance certificate/copy of the income tax returns and sales tax registration certificate with valid registration number

c> have the average annual financial turnover of atleast two times the cost limit in the respective class during last 3 years ending with 31.03.11.

- d> submit solvency certificate from Nationalized/ scheduled bank issued within one year for an amount equal to the cost limit in the respective class.
- e> Should submit necessary certification / license issued by statutory authorities.

e> Contractors For Water Proofing Works

1. The Water Proofing contractor who intends to apply for Class-D(petty works) should have the experience of successfully completed Water Proofing works for basement, terrace, toilets, retaining walls for branches, residences and offices of Banks/financial Institutions/Central/State Govt Offices/PSU's during the last two years prior to 01.04.2011. They should have executed at least one single similar work costing not less Rs.10,000/- during the last one year.

2. The contractor who intends to apply for Class- B, C should be authorized applicators of reputed Water proofing chemicals/products manufacturers and shall have the experience of successfully completing following quantum of Water Proofing works for basement, terrace, toilets, retaining walls for branches, residences and offices of the Banks/financial Institutions/ Government departments/public sector undertaking/central autonomous bodies/state autonomous bodies/ and other reputed firms during last 5 years prior to 01.04.2011:

Three similar completed works costing not less than the amount equal to **40%** of the cost limit in the respective Class **OR**

Two similar completed works costing not less than the amount equal to **50%** of the cost limit in the respective Class **OR**

One similar completed work costing not less than the amount equal to **80%** of the cost limit in the respective Class.

3. Except for Class-D, the contractors for other classes should

- a> have well-established office in the respective centre with adequate engineering staff.
- b> be an assessee of Income Tax and should have registered with sales Tax department. submit income tax clearance certificate/copy of the income tax returns and sales tax registration certificate with valid registration number.
- c>have the average annual financial turnover of atleast **two times** the value of the work in the respective category during last 3 years ending with 31.03.11.
- d> submit solvency certificate from Nationalized/ scheduled bank issued within one year for an amount equal to the cost limit in the respective class.
- e> be prepared to extend performance guarantee for a period of not less than 5 years for any water proofing work executed by them for the Bank.

2. Similar works means all original works, alterations and modifications involving landscaping related works and maintaining and servicing of the lawns for branches / offices of a bank.

3. The contractors should

- a> have well-established office in the respective centre with adequate engineering staff.
- b> be an assessee of Income Tax and should have registered with sales Tax department. submit income tax clearance certificate/copy of the income tax returns and sales tax registration certificate with valid registration number

- c> have the average annual financial turnover of atleast two times the cost limit in the respective class during last 3 years ending with 31.03.11.
 - d> submit solvency certificate from Nationalized/ scheduled bank issued within one year for an amount equal to the cost limit in the respective class.
4. Except for Class-D, the contractors for other classes should
- a> have well-established office in the respective centre with adequate supporting staff.
 - b> be an assessee of Income Tax and should have registered with sales Tax department. submit income tax clearance certificate/copy of the income tax returns and sales tax registration certificate with valid registration number.
 - c> have the average annual financial turnover of atleast two times the cost limit in the respective class during last 3 years ending with 31.03.11.
 - d> submit solvency certificate from Nationalized/ scheduled bank issued within one year for an amount equal to cost limit in the respective class.

ote: 1. Other things being Equal, the professionally qualified contractors and the contractors who have undertaken the works for Govt organizations will be preferred.

2. All class of contractors must be Income Tax Assessee. The contractors, otherwise eligible but not Income tax asseesees, will be considered only under Class-D, irrespective of their experience and financial capabilities. The contractors empanelled under Class-D also should get the PAN number from Income Tax Authorities and TNGST/CST number from Sales Tax Department within 6 months from the date of empanelment failing which, they will not be allowed to quote for any further works.

SCOPE AND ELIGIBILITY CRITERIA FOR EMPANELMENT OF SUPPLIERS

SCOPE: It is proposed to empanel the suppliers of Modular furnishing Items, Specialised False ceilings, Light fixture, Chairs and EPABX/FAX for the anticipated procurements for the branches/offices of the Bank. The enquiries for the procurement will be made only with the Manufacturers. However, they can submit the quotation through their authorized dealers.

ELIGIBILITY CRITERIA:

1. The Suppliers should be original manufacturers/Suppliers of the above items having wide dealer and service network in the geographical Jurisdiction of Kerala. They should be established in this field for minimum 5 years.

2. **MODULAR FURNISHING & READY SUPPLY ITEMS:** It is proposed to make two Classes in the category of modular furniture suppliers. The Contractors/Agencies/SSI's, established in this area for more than 3 years and having average annual turn over of Rs.20.00 lakhs during the last 3 financial years will be classified under **class-B** and they will be allowed to quote for the works costing up to **Rs.10.00 lakhs**.

The modular furnishing suppliers under **Class-A** should be the reputed manufacturer of modular work stations, counters and partitions established over the past 5 years. They should have annual turn over of 100 Lakhs during the last 3 years period ending with 31.3.2011. They should have executed at least one single work of modular furnishing, costing Rs 25 lakhs or two works costing 15 lakhs each during last 5 years ending with 031.03.2011. They will be allowed to quote for the works costing up to **Rs.30.00 lakhs**,

3. **CHAIR SUPPLIERS:** The suppliers of chairs should be the reputed manufacturers of such products OR authorized principles of reputed brands and established in the field for more than 5 years. They should have dealer and service network in the major centres under the jurisdiction of Head Office/ Circle Office.

6. The vendor/suppliers should submit sales tax registration certificate showing registrations with sales tax and commercial tax department and valid registration number.

7. The vendors/suppliers shall have the average annual financial turnover of Rs.25.00 lakhs for the last three years prior to 31.03.11 (for categories wherever not explicitly mentioned).

8. Solvency certificate from Nationalized/ scheduled bank issued within one year for an amount of Rs. 25.00 lakhs should be submitted.

5. a> Names of the Bankers with address:

I)

II)

b> Enclose solvency certificate from the bankers:

6. Turnover of the Company/firm (Please attach copy of audited balance sheet and profit and loss account for three years).

Sl. No.	Year	Turnover
1	2010-11	
2	2009-10	
3	2008-09	

7. Registration with Government / Public Sector / Banks

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

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

1)

2)

3)

9. Details of the works executed during the last 2 years (for Class-D contractors) / 5 years (for class- AB,C contractors and Consultants) (please mention only such works which qualifies for eligibility criteria)

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Sl .No.	Name of Work	Work executed for (name of the organization with address, concerned office and telephone number)	Nature of work (in brief)	Location of the work	Actual Value of the works	Stipulated time for completion	Actual time for completion	If work left incomplete or terminated (furnish reasons)

Note: Copies of satisfactory completion certificate obtained from the client shall be enclosed.

10. Details of present works under execution (enclose copies of work orders issued by clients)

11. Key personnel permanently employed in your organization:

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

12. Furnish the names of three responsible clients/ persons to whom the major works carried out by the applicant with address and telephone number who will be in a position to certify about the quality as well as past performance of your organization.

NAME OF THE OFFICIAL	ORGANISATION & ADDRESS	CONTACT NUMBERS

13. In Case of Electrical contractor copy of valid license issued by the Electrical Inspectorate to be enclosed.

14. Furnish the details of litigation/ Arbitration cases resulting from the contracts executed in the last seven years or currently under execution in the following format.

YEAR	Award far or Against Applicant	Name of clients, cause of litigation and matter of dispute	Disputed Amount	Actual Awarded Amount

DECLARATION

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

Place :
Date :

SIGNATURE OF CONTRACTOR
NAME & DESIGNATION
SEAL OF ORGANISATION

Checklist (To be filled by Applicants)

- | | |
|---|--------------------------------|
| 1. Have you mentioned the category for which you have applied in the application form? | Yes/No |
| 2. Have you signed in all the sheets? | Yes/No |
| 3. Whether copy of PAN/VAT/Service tax Registration copy is enclosed? | Yes/No |
| 4. Whether requisite application fee by cash/DD is paid? | Yes/No |
| 5. Whether enclosed valid Electrical License in case of electrical contractor/ Council of Architecture in case of Architects? | Yes/No |
| 6. Whether enclosed proof for year of establishment? | Yes/No |
| 7. Whether proof for average annual financial turnover enclosed? | Yes/No |
| 8. Whether documentary proof for having undertaken the works is enclosed?
If yes, No. of certificates enclosed | Yes/No
<input type="text"/> |

FOR OFFICE USE ONLY

1. NAME OF THE AGENCY :

**2. CATEGORY & CLASS OF WORK
FOR WHICH EMPANELEMENT
IS SOUGHT :**

**3. VIEWS OF EMPANELEMENT
COMMITTEE :**

4. RESONS FOR REJECTION IF ANY :

5. RECOMMENDED STATUS :
(Recommended for Empanelment/
Not recommended)

SIGNATURE OF COMMITTEE MEMBERS