

TECHNICAL CELL, EPC SECTION, G A WING, CANARA BANK,  
HEAD OFFICE, 3rd Floor, Dwarakanath Bhavan, NO.29 K R Road,  
Basavanagudi, BANGALORE 560 004  
Tel Ph: Direct: 080-26621873 / 74

**NOTICE FOR EMPANELMENT OF VENDORS FOR SUPPLY AND  
COMMISSIONING OF DIGITAL FLOOR MODEL / DESKTOP MODEL  
BUNDLE NOTE COUNTING MACHINE.**

This document consists of the following:

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| <ol style="list-style-type: none"><li>1. Notice Inviting Applications.</li><li>2. General Rules and Instructions to the intending applicants.</li><li>3. Application formats for empanelment.</li></ol> |
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**1. Notice Inviting Applications :**

- Applications are invited for empanelment of vendors who meet the eligibility Criteria mentioned in this document for Supply, Installation, Testing, Commissioning and Maintenance of Digital Floor / Desktop Model Note Counting Machines and also to extend Annual Maintenance Services/Contract (AMC) for a period of minimum 5 years after warranty.
- The eligible and interested vendors/ suppliers are requested to refer to the documents, general rules and instructions and submit sealed applications as per the format for empanelment furnished in the document, along with necessary supportive documents and details of the applicants, within the specified date and time detailed below. The documents can be downloaded from bank's web-site [www.canarabank.com](http://www.canarabank.com).
- **Last Date & time for Submission of the Application: 15-02-2012 before 5 PM.**
- **The Bank will not be responsible for any postal delays and shall not accept application by way of e-mail. Bank's decision in the empanelment will be final and Bank reserves the right to cancel, extend or modify the process. All future communication related to this application / procurement will be posted in the Bank's web-site and advised to keep referring the same.**

**DIVISIONAL MANAGER**

## **General Rules and Instructions to the intending Applicants**

### **1.0 INTRODUCTION**

Applications are invited from reputed Suppliers / Vendors / OEMs with proven experience for Empanelment of Vendors for Supply, Installation, Testing, Commissioning and Maintenance of Digital Floor / Desktop Model Note Counting Machines to our various Branches India. The successful empanelled vendors will be called for furnishing their quotes by the respective circle offices at a later stage.

### **2.0 SALIENT INFORMATION**

**2.1 Bank** :: Technical Cell, EPC Section, G A WING, Canara Bank, Head Office, 3rd Floor, Dwarakanath Bhavan, NO.29 , K R Road, Basavanagudi, BANGALORE 560 004.

### **2.2 Application formats Contains the following:-**

(a)	Empanelment application	As per format and check list
(b)	Schedule 'A'	Details of organization
(c)	Schedule 'B'	Financial Statement
(d)	Schedule 'C'	Key Personnel of the Organization
(e)	Schedule 'D'	Experience Record
(f)	Schedule 'E'	Affidavit
(g)	ANNEXURE	A

### **3. Eligibility Criteria :**

a. The applicant should have their own manufactured brand and plant in any part of the world for the coin vending machine and should have a permanent office or a subsidiary company in India. OR If the applicant is an authorized dealer, they should have valid authorization letter from their OEMs to deal/market their product in India.

b. The Bidder should have minimum of 3 years experience in Bundle Note Counting Machines in Indian Banking Industry. Order copy older than 3 years from date of this document must be enclosed

- c) The Bidder desirous to apply for the empanelment should apply for the particular model and the model quoted should comply the technical requirements mentioned in Annexure – A of this document.
- d) The applicant shall be financially sound with an average annual turnover of not less than Rs.100 lakhs during the last three years for 2008-09, 2009-10, 2010-11. In support of the same, vendor shall furnish Annual report (Balance sheet and P&L Account) for the last 3 accounting years.
- e) They should also be registered with Tax Authorities for Sales tax, VAT, IT, Excise Duty etc. They shall have valid PAN, TIN, tax registration numbers and documents related to the same shall be submitted.
- f) The applicant shall have reasonable presence of his branch office/service network facilities across India and centers particularly in Metro and Large Cities.

The full details and particulars to establish the same shall be submitted along with required documents. In sufficient information or vague details are liable for rejection.

#### 4. **Method of Submission:**

4.1. The Empanelment document with Schedules and supportive documents shall be sealed in an envelope and submitted to the BANK at the address given in 2.1 above so as to reach on or before the time and date specified in this Notice.

4.2. The envelope shall be superscripted as "Application for Empanelment of Supply, Installation, Testing, Commissioning and Maintenance of Digital Floor / Desktop Model Note Counting Machines " and shall **show** name and address of the Applicant.

4.3. The enclosed schedules and Annexures should be filled-in completely and all questions should be answered. Separate Annexures shall be filled for different models. If any particular query is not relevant, it should be replied as 'not applicable'. The list of enclosures shall be duly filled.

4.4. While submitting the schedules, applicant shall enclose latest copies of relevant brochures and technical documents furnishing full additional information about the applicant & machine .

4.5 Each page of empanelment document shall be duly signed by the Applicant or his authorized representative.

4.6 The language for submission of empanelment bid shall be English.

4.7. Where copies are required to be furnished, these should be certified copies.

4.8 All the required supporting documents shall be submitted along the Empanelment document.

4.9 Bank shall evaluate based on the documents submitted with the Empanelment document hence applicants are advised to furnish all the requisite information and supportive documents .

## **5. Other rules :**

5.1. The intending suppliers/ vendors/ OEMs shall submit their applications in the prescribed format within the time stipulated in the Notice inviting the empanelment

5.2. The Bank reserves the right to modify any of the eligibility criteria and/or to restrict the number of empanelled applications from Suppliers / Vendors / OEMs, if considered necessary.

5.3 Canara Bank reserves the right to independently verify the particulars furnished by the applicant.

5.4. Canara Bank reserves the right to accept or reject any application without assigning any reason. Decision of the Canara Bank regarding selection of vendors/suppliers will be final and binding and no further correspondence will be entertained.

5.5. No costs incurred by applicant in making this offer, in providing clarification or attending discussions, making the Demo or site visits will be reimbursed by the BANK.

5.6. Incomplete applications are liable to be rejected.

5.7. Information / details furnished by selected party, if found to be false at any time in future or any information affecting empanelment is willingly / unwillingly withheld, if come to the notice of the Bank at any point of time, the party's cancelled the contract immediately.

5.8 The law governing the contract will be the Indian Law. The language in which the contract will be executed and operated will be English.

5.9 Applications received after the last date will be rejected and bank shall not consider any delay by post / courier.

5.10 Vendors/Suppliers are required to submit the technical informations about the offered models as per ANNEXURE -A. Separate annexures can be submitted for different models offered.

**6. Indicative cost :** The vendors shall furnish the indicative price against respective models in the Annexure which shall be treated as an indicative price only and no orders shall be placed the basis of it.

**7. Process of procurement ;** The vendors will be empanelled on all India basis / regional basis based on the suitability of the product and service support. Few of the models will be standardised based on indicative cost. Subsequently the competitive quotes / tenders will be called from the empanelled vendors by our respective circle offices at different centres spread all over India considering the **on the service facility** available at the respective centre.

**8. Demo & presentation of the product :** the applicants shall provide demo of their products at the designated currency chest for establishing the performance of the machine . Being an equipment manufacturer own design, the technical aspects shall be established by the applicant for each model proposed by them.

### **Evaluation process :**

**Bank will evaluate the Empanelment application based on the eligibility criteria set forth by the Bank and the performance of the machine, technical aspects of the product, safety features in protecting the currency & operator , ease of operation.**

**Date: 18.01.2012.**

**Divisional Manager,  
Technical Cell, EPC section  
G A Wing,  
Canara Bank, HO**

**Annexure – A**

**Part – I**

**(EMPANELMENT documents for the Desk Top Note Counting Machines –  
Minimum Technical Requirement)**

<b>Sl. No</b>	<b>Description</b>	<b>Particulars</b>	<b>Bidders Confirmations</b>
1	Processing Speed	Not less than 100 Notes Per 4 Seconds. Should be able to count both loose Note and Bundle Notes	
2	Dual Display	Dual Display – One display system to be installed outside the counter.	
3	Counter	Electronic	
4	Batch Mode	From 1 to 100	
5	Batch Display	3 Digit Batch Display	
6	Hopper Capacity	Minimum 150 Notes	
7	Feeding / Counting Systems	Vacuum / Suction	

**Part – II**

**(EMPANELMENT documents for the Floor Model Note Counting Machines –  
Minimum Technical Requirement)**

<b>Sl. No</b>	<b>Description</b>	<b>Particulars</b>	<b>Bidders Confirmations</b>
1	Processing Speed	Not less than 100 Notes Per 4 Seconds. Should be able to count both loose Note and Bundle Notes	
2	Dual Display	Dual Display – One display system to be installed outside the counter.	
3	Counter	Electronic	
4	Batch Mode	From 1 to 100	

5	Batch Display	3 Digit Batch Display	
6	Hopper Capacity	Minimum 150 Notes	
7	Feeding / Counting Systems	Vacuum / Suction	

### **EMPANELMENT APPLICATION**

**Description of Works:** Application for Empanelment of Supply, Installation, Testing, Commissioning and Maintenance of Digital Floor / Desktop Model Note Counting Machines.

To

The Divisional Manager,  
Canara Bank, Technical Cell, EPC Section,  
G A WING, Head Office,  
3rd Floor, NO.26 K R Road,  
Basavanagudi, BANGALORE 560 004.

Dear Sir,

Having examined the Empanelment document we hereby submit our application in the prescribed form along-with all the necessary information and relevant supportive documents for empanelling us .

It is certified that the information furnished in this document is authentic.

We hereby authorize Canara Bank to make independent enquiries to verify the information furnished by us.

I / We understand that if any false information is detected at a later date, any future contract made between ourselves and Canara Bank on the basis of the information given by me / us can be treated as invalid by the Bank and I / We will be solely responsible for the consequences.

I / We agree that the decision of Canara Bank in selection of contractors will be final and binding to me / us.

I / We agree that I / We have not applied in the name of sister concern for the subject empanelment process.

We understand that Canara Bank reserves the right to reject any or all applications without assigning any reason thereof.

Date :

Signature of Applicant with  
name and address

- Encl.: 1) Schedules A to E duly filled in the prescribed form.  
2) Evidence of authority to sign.  
3) Latest Brochures.  
4) Annexures  
5) Demand draft for Rs.500/- (if document was downloaded from website)  
6) Check list

: **CHECK LIST** :

**LIST OF ENCLOSURES TO THE EMPANELMENT DOCUMENT :**

ANNEXURE NO	PARTICULARS	TICK IF ENCLOSED
I	Certificate of Registration of Company / Partnership deed.	
II	Certificates of Registration with Income Tax, Service Tax, EPF, ESI and VAT / TIN authorities.	
III	Audited Balance Sheet & Profit & Loss A/c. Statement for last three years showing profit /loss.	
IV	Certificates of Registration with Govt. / Public Sector /Banks.	
V	Copies of work orders mentioning value of work	
VI	Copies of performance & completion certificate, purchase orders issued by valued clients, preferably Nationalized Banks, Govt., Semi-Govt. Bodies	
VII	Copies of Income-Tax returns / Assessment orders for previous 3 years	

**Note:** In absence of any of the above enclosures, your application is likely to be rejected.

Date  
APPLICANT

SIGNATURE OF THE

## Schedule "A"

### DETAILS OF ORGANISATION

#### I. General Information:

1. Name and address of the Firm	
2. Contact Person :	
3. (a) Telephone :	(b) Mobile :
(c) Fax :	(d) E-mail:
4. Place of incorporation/registration	
5. Year of Incorporation/Registration.	
6. Main Lines of business :	

#### II. Name and address of Owners/Partners/Directors:

NAME	ADDRESS
1.	

2.	
3.	
4.	

### III. Structure and Organization

- A. The applicant is
- a) an individual
  - b) a proprietary firm
  - c) a firm in partnership
  - d) a Limited Company or Corporation
- B. Number of years of experience in similar works
- C. What were your fields of activities when your organization was established? Whether any new fields were added in your organization? And if so, when?
- D. Give particulars of your registration/ empanelment with Nationalized banks , state banks , Government undertakings.
- E. Give particulars of your participation in the tenders / enquiries with Nationalized banks , state banks , Government undertakings.

F. List of the locations of service centers : ( name the locations with address and name of contact persons, telephone numbers )

Use separate sheet for the furnishing the details

## Schedule “B”

### FINANCIAL STATEMENT:

Name of Applicant
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#### 1. General

Banker	Name of Banker		
	Address of Banker		
	Telephone	Contact person and Title	
	Fax	Telex	
Financial information	Previous three financial years (Rs. In lacs)		
	<b>2008-2009</b>	<b>2009-2010</b>	<b>2010-2011</b>
1. Total Assets			
2. Current Assets			
3. Total liabilities			
4. Current liabilities			
5. Profits before taxes			
6. Profits after taxes			
7. Net Worth			
8. Working Capital			

Note:

1.Applicants should provide financial information to demonstrate that they access to adequate financial resources to meet the cash flow requirements of the proposed works and other existing commitments. Each applicant must fill in the form. If necessary, use separate sheets to provide complete information.

2. Copies of the audited balance sheets with profit and loss accounts for the last 3 years to be attached.

**2. Turn-over**

<b>ANNUAL TURN OVER DATA FOR LAST THREE YEARS</b>	
<b>YEAR</b>	<b>TURNOVER IN RS. LAKHS.</b>
2008 – 2009	
2009 – 2010	
2010 – 2011	
<b>AVERAGE ANNUAL TURNOVER</b>	

Note:

1. All individual firms must complete the information in this form. The information supplied should be the annual supply turnover in terms of the amount billed to clients for each year in progress or completed during the last three years.
2. Attested Copy of the audited balance sheets and profit & loss account for the last 3 years shall be enclosed.

**3. Source of Financing**

<b>SOURCE OF FINANCING</b>	<b>AMOUNT (RS.)</b>
1.	
2.	
3.	
4.	

**4 . Certificates**

<b>CERTIFICATES</b>	<b>YES</b>	<b>NO</b>
Income Tax Registration showing PAN no.		
Sales Tax registration Certificate		
Provident Fund registration Certificate		

Note: Attach attested copies of Items Answered Yes above

## Schedule "C"

### KEY PERSONNEL OF THE ORGANISATION

Name of Applicant
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SL.NO.	NAME	DESIGNATION	QUALIFICATION	PROFESSIONAL EXPERIENCE*

## Schedule "D"

### EXPERIENCE RECORD

Name of Applicant
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#### Details of "Note Counting Machines " supplied during last two years

SL NO	NAME OF THE CLIENT/ CUSTOMER	TOTAL COST (RS. LAKHS)	DATE OF COMPLE- TION	NO. OF MACHINE S	Place of Installation

- ★ Provide copies of PURCHASE Orders and Completion Certificates for each project.
- ★ Work orders and Completion Certificates will be verified if required.

Note: Provide Completion Certificates or Certificates of Satisfactory Progress for each work claimed.

**Schedule "E"**

**AFFIDAVIT**

I/We, the undersigned, do hereby certify that all the statements made in the empanelment application and in the required attachments are true and correct.

The undersigned hereby authorize (s) and request (s) any bank, person, firm or corporation to furnish pertinent information deemed necessary and requested by the CANARA BANK to verify this Statement or regarding my (our) competence and general reputation.

The undersigned understands and agrees that further qualifying information, may be requested and I/ We agree to furnish any such information at the request of the Canara bank.

\_\_\_\_\_  
(Signed by an Authorized Officer of the Firm)

\_\_\_\_\_  
(Title of Officer)

\_\_\_\_\_  
(Name of Firm)

\_\_\_\_\_  
(Date)