

**NOTICE FOR PRE-QUALIFICATION OF AGENCIES FOR HOUSE KEEPING  
WORKS OF HEAD OFFICE AT J.C.ROAD, BANGALORE**

**1. CANARA BANK** invites applications from well established, resourceful and experienced Bangalore based agencies involved in house keeping works of building for undertaking complete upkeep of its Head Office building and its estate (3 building blocks) which includes day-to-day maintenance, garden maintenance, housekeeping on 24 x 7 days basis.

**2. ELIGIBILITY CRITERIA:**

- a) Minimum 3 years of experience as on 31.12.2010 in offering complete building upkeep and house keeping to reputed organizations/MNCs, banks, Institutions, Commercial establishments on annual contract basis.
- b) The Agency should have atleast one valid contract for similar work (refer scope of works) at Bangalore for a multi-storied building with a built-up area of minimum of 1.00 lac sqft.
- c) The average annual turnover of the Agency should be atleast Rs. 15 lacs in the last three accounting years ending 31.03.2010. Proof of which shall be submitted by way of IT returns, Audited Balance Sheet or Auditor's Certificate.
- d) Applicant shall have professional approach (ie., like having Provident Fund, ESI, Group Insurance facility, etc., to their staff), manpower for various traits/skilled-semiskilled/unskilled, to undertake cleaning of multistoried building interiors and exteriors, garbage management, and having in-house resources for attending to plumbing & sanitary works, handling domestic pumps/water tank cleaning, etc.,
- e) Furnish the documents for labour regulations in the on-going contracts.
- f) The Agency should have valid service tax registration number, PAN number, PF registration Number, ESI registration Number.
- g) The Agency should have the required equipments, tools and machineries that are needed in multi-storied building maintenance and should deploy their own resources.
- h) Applicant should be Bangalore based firm with an established office at Bangalore.

**3. THE SCOPE OF WORKS:**

**For limited purpose of understanding the intent/the general purpose scope of work, the following details are furnished. The tender document will be more specific with full details, terms and conditions with possible additions or deletions.**

- 1) Cleaning of all the building blocks internal floor area, cabins, common areas. Disposal of waste materials at periodical intervals in a day.
- 2) Posting of floor level supervisor for continuous monitoring.
- 3) Cleaning of the external area, pathways and pavement areas at periodical intervals everyday.
- 4) Watering & maintaining the existing gardens.
- 5) Pumping of water to the overhead tank, its periodical cleaning including that of sumps.
- 6) Cleaning of the external glass/windows façade at regular intervals.
- 7) Cleaning of sewerage/sanitary blockages.

In short, the finalized agency will be totally responsible for the entire complex's day-to-day upkeep and periodical maintenance and other support system in upkeep of the total building complex. However, the HT electrical installation, DG set installations, Security services are separately maintained and are not part of house keeping works.

4. a) Interested Agencies are requested to submit their applications in the format enclosed. All the details which are essential to enable the Bank to evaluate and short-list such agencies shall be submitted at the first instance itself along with the application.
- b) 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. The authorised person of the firm/ company shall sign in all the pages of the application with seal of the company/ firm.

**5. METHOD & LAST DATE OF SUBMISSION:**

- a) The eligible and interested contractors may collect the “**PREQUALIFICATION DOCUMENT**” from the above office by paying non-refundable fee of **Rs. 500/-** (Five Hundred only) by way of Demand Draft favouring “**Canara Bank, Head Office**” Payable at Bangalore. Alternatively, the document can also be down loaded from the website of Bank namely [www.canarabank.com](http://www.canarabank.com) and the document fee of Rs.500.00 as detailed above (in the form of DD) may be submitted along with the duly filled in document. The document submitted without the **prescribed fee** will be liable for rejection. Applicants who pay Rs 500/-, while purchasing the application directly from our office, need not enclose DD while submitting the filled in application form.
- b) The application shall be submitted by way of hard copy with all details in a sealed envelope superscribing on top of the envelope “**Pre-qualification of Agencies for house keeping works of Head Office at J.C.Road, Bangalore**”, addressed to **The Divisional Manager, Maintenance Cell, GA Wing, No. 29, K.R.Road, Bangalore – 560004** so as to reach on or before **07.03.2011 by 5.00pm.**

**6. METHOD OF EVALUATION & SELECTION:**

- a) The applications of the Agencies that satisfy the above criteria will be taken up for detailed evaluation. Due weightage will be given to those who have additional experience/qualification and other attributes substantially in excess of the minimum prescribed. The evaluation and assessment will be done by the Bank on scoring method as detailed below for 100 marks with a maximum of 75 marks for meeting eligibility and remaining 25 marks for meeting additional experience/qualification. Based on such evaluation, agencies will be shortlisted. The shortlisted agencies will be issued a competitive Bid document.

| <i>SR.NO</i> | <i>CRITERIA</i>   | <i>MAXIMUM MARKS</i> |
|--------------|---|----------------------|
| A            | Experience in similar nature of work  | 15                   |
| B            | Satisfactory report from the organizations where earlier works are carried out. | 15                   |
| C            | Registration with statutory authorities   | 20                   |
| D            | Financial strength – turnover   | 15                   |
| E            | Establishment & Base in Bangalore   | 10                   |
|              | <b>TOTAL</b>  | <b>75</b>            |

- b) Decision of the Bank regarding selection/rejection for Pre-qualification will be final and binding and no further correspondence will be entertained. The Pre-qualified contractors will only be informed by post. If, any information or details furnished by applicants is found to be false at any time in future or any information is withheld, which comes to the notice of the Bank at a later date, the pre-qualification of such applicant will be cancelled immediately.

7. The evaluation will also involve inspection of works, buildings/projects under their maintenance upkeep, discussion with the Agency and feedbacks from the clients. The Agency may also be required to furnish additional information, if any, to ensure clarity on deliverables.
8. Applicants are advised to furnish complete details/information about their qualifications, past experience and expertise. Complete documentary proof with respect to the details furnished in the application form regarding eligibility criteria shall be furnished alongwith 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 may be rejected and no correspondence will be entertained in this regard.
9. No costs incurred by the applicant in applying, providing necessary clarifications or attending to discussions or for site visits, etc., will be reimbursed by the Bank.
10. The application shall be signed by authorized representative and wherever applicable relevant documents shall be enclosed like Power of Attorney or authorized signatory, partnership deed/Memorandum and Articles of Association in case of firm/company. The details and mobile numbers of contact persons in connection with the subject shall be furnished alongwith.
11. The decision of the Bank in all the matters regarding the short-listings of the applicants shall be final and binding and no correspondence will be entertained.
12. The Bank may, at its discretion, relax the qualifying criteria or restrict the number of applicants, if considered necessary.
13. The Bank also reserves the right to suspend or abandon the process of selection/the project or reduce its contents at any stage and Bank will not be liable for any cost or expenditure incurred by the applicant.
14. **The Courts in Bangalore, India shall have exclusive jurisdiction to entertain any litigation.**
15. Application received after the due date and time shall be rejected.
16. **CONFIDENTIALITY:**  
The applicant, by submitting the application accepts the relationship of trust and confidence established between them and Bank. The applicant by submission of his application shall agree to maintain all the information and communication in strict confidence and shall not divulge such information to any unauthorized persons or utilize for any activity whatsoever beyond the professional needs for carrying out the desired objectives.
17. Canara Bank reserves its right to reject any/or all the applications without assigning any reasons whatsoever.
18. This pre-qualification process is only for the above said work. However, Bank reserves its right to utilize the pre-qualified applicants for inviting tenders for similar works.
19. The applicant shall furnish the list of retired Government/PSU/Banks employees, employed by him with full details of their previous employment.

20. The applicant shall furnish the list of his relatives working in Canara Bank with their present place of posting.

**DIVISIONAL MANAGER**

Enclosed: Application format



5. 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       | 2007-08 |          |
| 2       | 2008-09 |          |
| 3       | 2009-10 |          |
|         | Average |          |

6. Registration with Government / Public Sector / Banks

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

What are your fields of core competence? Mention the fields on preference Basis

- 1)
- 2)
- 3)

7. Details of the qualifying works executed (please mention only such works which qualifies for the category/class for which you have applied)

| Sl. No. | Nature of work (in brief) | Work executed for (name of the organization with address, concerned office & telephone no) | Area of building sqft | 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) |
|---------|---------------------------|--|-----------------------|----------------------|---------------------------|--------------------------------|----------------------------|---|
| 1       |                           |  |                       |                      |                           |                                |                            |   |
| 2       |                           |  |                       |                      |                           |                                |                            |   |
| 3       |                           |  |                       |                      |                           |                                |                            |   |

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

8. Key personnel permanently employed in your organization:

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

9. 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 |
|----------------------|------------------------|-----------------|
|                      |                        |                 |
|                      |                        |                 |
|                      |                        |                 |

10. Details List of relatives working in Canara bank;

| NAME OF THE OFFICIAL | DESIGNATION | ADDRESS OF THE OFFICE / BRANCH |
|----------------------|-------------|--------------------------------|
|                      |             |                                |
|                      |             |                                |
|                      |             |                                |

11. Details List of retired Government / PSU/ Bank employees, employed by the applicant :

| NAME OF THE RETIRED OFFICIAL | DESIGNATION | NAME & ADDRESS OF THE PREVIOUS EMPLOYER |
|------------------------------|-------------|---|
|                              |             |   |
|                              |             |   |
|                              |             |   |

**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 pre-qualification shall be cancelled at the discretion of the bank.

Place :  
Date :

SIGNATURE OF THE APPLICANT  
NAME & DESIGNATION  
SEAL OF ORGANISATION

TOTAL NO. OF PAGES ENCLOSED :  
( PLEASE NUMBER ALL THE PAGES ) :

**Checklist** (To be filled by Applicants)

|    |   |        |
|----|---|--------|
| 1. | Have you signed in all the sheets?  | Yes/No |
| 2. | Whether copy of PAN/VAT/Service tax/PF/ESI Registration copy is enclosed?         | Yes/No |
| 3. | Whether requisite application fee by DD is paid?                                  | Yes/No |
| 4. | Whether enclosed proof for year of establishment?                                 | Yes/No |
| 5. | Whether proof for average annual financial turnover enclosed?                     | Yes/No |
| 6. | Whether documentary proof for having undertaken the qualifying works is enclosed? | Yes/No |
|    | If yes, No. of certificates enclosed  |        |