



CIRCLE OFFICE, PREMISES AND ESTATE SECTION	
CIRCLE OFFICE: No. 1 : Orbit Mall, Civil Lines, Ajmer road, Jaipur -302006 Email id :premisescjpr@canarabank.com	Tel Ph: Direct: 0141-2222909 Fax: 2222883
Empanelment of Vendors / Contractors / Consultant for Online UPS, External signage glow sign board, Civil Engineer & Electrical Engineer - AUGUST 2019	

EMPANELMENT DOCUMENT

This document consists of the following:

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| <ul style="list-style-type: none"> a. Notice inviting applications for Empanelment of vendor for Online UPS, External signage glow sign board, Civil Engineer, Electrical Engineer from fresh applicants and from existing panel seeking for up gradation of their category. b. General rules and instructions to the intending applicants c. Application format for empanelment |
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NOTICE FOR EMPANELMENT OF CONSULTANTS / ARCHITECTS, CIVIL ENGINEERS, CONTRACTORS AND SUPPLIERS

The Premises & Estate Section of Canara Bank Circle office is managing Bank's branches/ office buildings at various locations of Rajasthan. The Wing also manages its own Flats at Jaipur.

The intention of this notice of empanelment is to maintain separate panel of consultants / contractors / suppliers for various traits, the details of which are as under.

1. Consultants (Civil)
2. Consultants (Electrical)
3. Contractors for External signage glow sign board
4. Suppliers of ONLINE UPS.

The eligible and interested consultants, Civil Engineers, contractors and suppliers may collect the "Document for empanelment" from the above office by paying non-refundable fee of Rs.500/- (Five hundred only) by way of Cash/ Demand draft favouring "Canara Bank, Circle Office" Payable at Jaipur.

All consultants, contractors & suppliers in the existing panel are required to apply afresh for empanelment.

Alternatively, the document can also be downloaded from the website of Bank namely www.canarabank.com and the document fee of Rs.500/- as detailed above (in the form of **DD favouring Canara Bank, payable at Jaipur**) may be submitted along with the duly filled in document. The document submitted without the prescribed fee will be liable for rejection unless exempted as per guidelines. Applicants who have already paid Rs.500/-, while purchasing the application directly from our office, need not enclose DD while submitting the filled in application form.

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) - 2019' and shall be submitted to the above mentioned office of **CANARA BANK ON or BEFORE 26.08.2019 by 12.30 PM.** Tenders shall be opened at the same office on **26.08.2019 at 2.30 PM.**

The Bank reserves the right to accept or reject any or all the applications without assigning any reasons thereof and their decision of selection will be final.

Sd/-

Date: 10.08.2019

ASSISTANT GENERAL MANAGER

GENERAL RULES AND INSTRUCTIONS TO THE INTENDING APPLICANTS

1. Generally, the routine works of the Bank are awarded/procurements are made on calling competitive tenders/quotations from the empanelled contractors/suppliers and in case of emergent works/ works of small magnitude, the Bank may opt to award the work/procure supply from any of the empanelled agencies, depending on the exigencies of the work on nomination basis and also has the right for open tendering process for any particular work, depending on the nature & magnitude of the work.
2. 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.
3. **The Consultants/Contractors/suppliers, who intend to apply for more than one category, have to apply for each category using separate application forms and submit in independent covers superscribing in the envelope the category of work applied for.**
4. 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.
5. **Documentary proof with respect to the prequalification criteria shall be furnished along with the application form. In this regard, copies of the work orders and completion certificates and or such other documents shall be submitted. Incomplete applications or applications without proper proofs for establishing their credentials will be liable for rejection and no correspondence will be entertained in this regard.**
6. The authorised person of the firm/ company shall sign in all the pages of the application with seal of the company/ firm.
7. The empanelment will be made for a specific category depending on the credentials submitted. However, the applicant empanelled in higher category shall be eligible for works in the lower category.
8. The evaluation will be based on the experience, reputation, empanelment with other Banks, PSUs, Govt institutions, manpower & logistical support of the applicant, their financial capabilities, quality consciousness, etc and if found necessary may also include inspecting the works undertaken by them for which, necessary co-ordination shall be made by them. Based on the details furnished and inspection of works, eligibility criteria, the applicants will be empanelled. Decision of the Bank regarding selection / rejection for empanelment will be final and binding and no further correspondence will be entertained.

9. If the 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.
10. Applications received after the due date and time are liable for rejection.
11. **The Applicants having their office in the geographical jurisdiction of the Rajasthan will be preferred. The empanelment shall be valid for a period of TWO years from the date of intimation letter to the shortlisted Consultants/ Contractors/ Suppliers**
12. **The present empanelment is mainly for works for value upto the limits mentioned in respective categories. In case of any high value works, Bank may undertake the works by project specific pre-qualification exercise.**
13. Canara Bank reserves its right to reject any / or all the applications without assigning any reasons whatsoever.

SCOPE, ELIGIBILITY CRITERIA AND RELATED DETAILS**CONSULTANTS (Civil/Electrical)**

The professionals experienced in planning, designing, preparation of tender documents, supervision of works wherever required, assisting the Bank in techno-commercial aspect with exposure to Government & Central Vigilance Guidelines will be preferred.

Eligibility:

The consultant should have the following minimum eligibility criteria:

S.N	Criteria	Documents Required
1.	<p>The applicant should have undertaken similar works in Government departments/ public sector undertaking/ central autonomous bodies/ state autonomous bodies/ financial institutions and other reputed private firms during last 5 years as on 01.07.2019:</p> <ul style="list-style-type: none"> • One work/project having budget of 80% of the class limit or • Two works/projects having budget of 50% of the class limit or • Three works/projects having budget of 40% of the class limit <p>Similar Works shall mean consultancy services (civil/electrical) in the field of building construction, repair, maintenance and renovation.</p>	Certificate of completion from competent authority clearly mentioning value of project.
2.	The applicant should be an Assessee of Income Tax and must be registered for GST. Should submit copy of the income tax PAN, GST details with valid registration number etc.	Copy of PAN CARD and GST Registration Certificate
3.	The applicant shall have the average annual financial turnover of at least 30% the value of the class limit in the respective category during last 3 years ending as on 31.03.2019.	<p>1) Audited Balance Sheet and P & L Account for the three years mentioned.</p> <p>2) Certificate from Chartered Accountant certifying the turnover of last three financial years i.e. 2018-2019, 2017-18, 2016-17.</p>

Sl. No.	CATEGORY	VALUE OF THE WORKS UPTO WHICH THE CONTRACTOR CAN PARTICIPATE (Rs. IN LAKHS)				
		CLASS- E	CLASS- D	CLASS- C	CLASS- B	CLASS- A
1	Civil engineering Consultant	10	30	50	100	>100
2.	Electrical engineering Consultant	10	30	50	-	-

a. Civil Engineering Consultant:

Scope: Civil Engineering consultants' services shall be used for planning, designing, estimation, tendering and supervision of execution of Buildings construction & repairs/ renovations/ maintenance and other Civil works of Bank's own buildings.

The scope of Civil Engineering Consultants also include assessment of repairs, renovation (in some cases involving structural evaluation) and recommending correct rectification works, periodical evaluation of buildings for structural conditions, if necessary by undertaking necessary structural studies and submitting technical assessment reports suggesting remedial measures, preparation of tender papers and assisting the Bank in undertaking repair works with or without their site supervision.

Eligibility:

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 31.03.2019. 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 Civil Engineering Constructions repair/ renovation works including water proofing works of buildings.

b. Electrical Engineering Consultants:

Scope: The services of Electrical consultants will be used for planning and execution of the electrical works for the Bank offices including procurement of electrical equipment like Generators, UPS, Transformers and other allied items, electrical auditing, energy audit and coordinating/ liasoning with RSEB & such other local authorities.

Bank is looking for consultants who have specialized in the field of electrical engineering with the knowledge on HT sub-station, internal electrical system for a computerized office environment, specialized electro-mechanical works like DG sets, lifts, Building Management System, air-conditioning etc.

Eligibility:

1. Graduate in Electrical Engineering with minimum 5 years of experience in the respective field as on 31.12.2014.

2. Should have experience in planning, designing and supervising of electrical works for computerized environment including experience in LT/HT works, generator and motors, UPS, lifts.

External Signage Glow Sign Board:

Scope: Shall include recce of sites, preparation of art works, preparation of estimate, manufacturing of signage as per specification of the Bank, installation at site, repair and maintenance of existing boards.

Applicant must be authorized convertor of any of the following:

1. 3M
2. Arlon Graphics
3. Avery Dennison
4. Creative Images

Applicant shall submit authorized convertor certificate along with application. Non submission of convertor certificate shall make the application liable for rejection.

S.N	Criteria	Documents Required
1.	The applicant should have undertaken similar works in Government departments/ public sector undertaking/ central autonomous bodies/ state autonomous bodies/ financial institutions and other reputed private firms during last 5 years as on 01.07.2019. Similar works shall mean fabrication	Certificate of completion from competent authority.
2.	The applicant should be an Assessee of Income Tax and must be registered for GST. Should submit copy of the income tax PAN, GST details with valid registration number etc.	Copy of PAN CARD and GST Registration Certificate
3.	The applicant shall have the average annual financial turnover of at least 10.00 lacs in the respective category during last 3 years ending as on 31.03.2019.	1) Audited Balance Sheet and P & L Account for the three years mentioned. 2) Certificate from Chartered Accountant certifying the turnover of last three financial years i.e. 2018-2019, 2017-18, 2016-17.

CONTRACTORS:

Empanelment of Contractors is sought for the online UPS system work under various cost limits. The contractors empanelled under lower cost limit will not be eligible to quote for the works costing more than the limit. However, the contractors empanelled under higher class can participate even for works in lower cost limits.

The various Categories & Cost limits are furnished below:

Sl No	CATEGORY	VALUE OF THE WORKS UPTO WHICH THE CONTRACTOR CAN PARTICIPATE (AMOUNT IN LAKHS)			
		CLASS- D	CLASS- C	CLASS- B	CLASS- A
1	ONLINE UPS SYSTEM	-	5	25	-

Eligibility:

The applicant should have the following minimum eligibility criteria:

S.N	Criteria	Documents Required
	The applicant Should have minimum 7 years' experience in relevant field of empanelment applied for	At least one Order copy/completion Certificate issued by clients for similar works during FY - 2011 - 12 and one each for every subsequent financial year
1.	The applicant should have undertaken similar works in Government departments/ public sector undertaking/ central autonomous bodies/ state autonomous bodies/ financial institutions and other reputed private firms during last 7 years as on 01.07.2019: <ul style="list-style-type: none"> • One work/project costing 80% of the class limit or • Two works/projects costing 50% of the class limit or • Three works/projects costing 40% of the class limit 	Certificate of completion from competent authority clearly mentioning value of order
2.	The applicant should be an Assessee of Income Tax and must be registered for GST. Should submit copy of the income tax PAN, GST details with valid registration number etc.	Copy of PAN CARD and GST Registration Certificate
3.	The applicant shall have the average annual financial turnover of at least 30% the value of the class limit in the	1) Audited Balance Sheet and P & L Account for the three years mentioned.

	respective category during last 3 years ending as on 31.03.2019.	2) Certificate from Chartered Accountant certifying the turnover of last three financial years i.e. 2018-19, 2017-18, 2016-17,
4.	The Online UPS Suppliers should be original manufacturer/Authorized dealers of the UPS having wide service network in the geographical spread of Rajasthan State. They should be established in this field for minimum of 5 years.	Authorization letter from OEM in case of authorized dealers.
5.	The Bidder should be able to provide qualified service engineers for attending the problems if any during the Warranty/AMC period. The availability of services of the engineers for entire state of Rajasthan.	Details of Office/Service Centres in Rajasthan to be submitted.
6.	The supplier shall provide details of the personnel, equipment and manufacturing facilities.	

Based on the assessment of details furnished like works undertaken, technical & financial capabilities, selection will be made. From such panel, competitive offers/tenders will be called for specific works.

1. Online UPS System: The supplier shall be Original Equipment Manufacturer. Scope of work involves undertaking the design based upon the parameters furnished and manufacture, testing at shop, supply, Installation, testing at site and commissioning the specified UPS Systems of specified configuration along with battery bank and its allied works like battery inter connections, associated electrical work and co-ordination with electrical contractors as directed by the engineer-in-charge etc. , which are fully described in the technical specification. This also involves providing maintenance and management of the UPS system supplied so as to ensure uninterrupted power supply on 24 X 7 basis.

The Manufacturer should have minimum 5 years of experience in Designing & supplying Online UPS systems (5KVA and above) to Government institutions / Public Sector Banks. The Manufacturer shall have wide service network in Rajasthan and has to submit satisfactory service & Maintenances Certificate from Government institution / Pubic Sector Banks.

1. If 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 assesses, will not be considered for empanelment.
3. All contractors, consultants should have registered for tax authorities. If they are otherwise eligible but not registered for tax, they will not be considered for empanelment.

CRITERIA FOR EXEMPTION OF APPLICATION FEE/TURNOVER

Purchase Preference to Micro and Small Enterprises (MSEs) and Startups and Purchase Preference linked with Local Content (PP-LC) shall be applicable subject to full compliance of other terms and conditions of the RFP and Contract. Following are the conditions applicable as per the Government of India Guidelines on Purchase Preference.

1. Micro & Small Enterprises [MSEs]:

Procurement through MSEs (Micro & Small Enterprises) will be done as per the Policy guidelines issued by the Ministry of Micro, Small & Medium Enterprises vide Gazette notification no. D.L.-33004/99 dated 23.03.2012 and as amended from time to time. Following are the conditions applicable as per the Government of India Guidelines

- 1.1. MSEs should provide proof of their being registered as MSE (indicating the Terminal Validity Date of their Registration) for the item under Tender/ RFP along with their offer, with any agency mentioned in the Notification, including:
 - 1.1.1. District Industries Centres or
 - 1.1.2. Khadi Village Industries Commission or
 - 1.1.3. Khadi & Village Industries Board or
 - 1.1.4. Coir Board or National Small Industries Corporation or
 - 1.1.5. Directorate of Handicrafts & Handloom or
 - 1.1.6. Any other body specified by the Ministry of Micro, Small & Medium Enterprises.
 - 1.1.7. For ease of registration of Micro and Small Enterprises (MSMEs), Ministry of MSE has started Udyog Aadhaar Memorandum which is an online registration system (free of cost) w.e.f. 18th September, 2015 and all Micro & Small Enterprises (MSEs) who are having Udyog Aadhaar Memorandum should also be provided all the benefits available for MSEs under the Public Procurement Policy for Micro and Small Enterprises (MSEs), Order 2012.
- 1.2. MSEs participating in tenders, quoting price within price band of L1+15% shall also be allowed to supply a portion of requirement by bringing down their price to L1 in a situation where L1 price is from someone other than MSE & such MSE shall be allowed to supply at least 20% of total tendered value. In case there are more than one MSEs within such price band and agree to bring down their price to L1, the 20% quantity is to be distributed proportionately among these Bidders.
- 1.3. MSEs are exempted from paying Application fee/cost & EMD, subject to furnishing of Valid certificate for claiming Exemption.

2. Startup:

- 2.1. Applicable for Indian Bidders only as defined in gazette notification no. D.L.-33004/99 dated 11.04.2018 of Ministry of Commerce and Industry and as amended from time to time.

- 2.2. As mentioned in Section-II of O.M. No.F.20/2/2014-PPD(Pt.) dated 20.09.2016 of Procurement Policy Division, Department of Expenditure, Ministry of Finance on Prior turnover and prior experience, relaxations may be applicable for all Startups [whether Micro & Small Enterprises (MSEs) or otherwise] subject to meeting of the quality and technical specifications specified in tender document.
- 2.3. Further, the Startups are also exempted from submission of Tender Fee and EMDs.
- 2.4. For availing the relaxations, bidder is required to submit requisite certificate towards Startup enterprise registration issued by Department of Industrial Policy and Promotion, Ministry of Commerce and the certificate should be certified by the Chartered Accountant (not being an employee or a Director or not having any interest in the bidder's company/firm) and notary public with legible stamp.
- 2.5. Bidder has to submit as self-declaration accepting that if they are awarded the contract and they fail to sign the contract, or to submit a performance security before the deadline defined in the RFP, they will be suspended for the period of three years from being eligible to submit Bids for contracts with Canara Bank

APPLICATION FORMAT**APPLIED FOR EMPANELMENT OF: CONSULTANTS/ CONTRACTORS /SUPPLIERS****CATEGORY (type of work) ::****Consultant :**

1. Civil Engineer
2. Electrical Engineer

Vendor:

External Glow Sign Board

Suppliers:

Online UPS

Class (if any) :

1. Name of the Applicant :
Address :
Telephone No. Office :
Residence :
Mobile :
Fax :
E-Mail :
2.
 - a) Status of the Firm(Whether company/
Partnership / proprietary) :
 - b) Name of the Proprietor/ Partners/ Directors
(with professional qualifications, if any) :
I)
II)
III)
 - c) Year of establishment :
3. Whether registered with Registrar of
Companies/ firm. If so, No. & Date :
4. Registration with Tax Authorities :
 - a) Income-tax No. PAN/GIR NO :
 - b) Goods & Service Tax No :

(Furnish copies of Income-tax
returns, registration)

 - c) Registration Number (Enclose the copies)

in case of consultants :

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	2018-19	
2	2017-18	
3	2016-17	
	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)

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	Name of Work	Work executed for (name of the organization with address, concerned office & telephone no)	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)
1								
2								
3								

Note: Copies of 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

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 THE APPLICANT

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/GST Registration copy is enclosed? | Yes/No |
| 4. Whether enclosed valid Electrical License in case of electrical contractor/ Council of Architecture in case of Architects? | Yes/No |
| 5. Whether enclosed proof for year of establishment? | Yes/No |
| 6. Whether proof for average annual financial turnover enclosed? | Yes/No |
| 7. Whether documentary proof for having undertaken the works is enclosed? | Yes/No |
| If yes, No. of certificates enclosed | <input type="text"/> |