



CANARA BANK

Premises & Estate Section

Circle Office

7 th Floor , Ansal Tower

38-Nehru Place,

Nehru Place-110019

PH. 011-26465292, 26281531

E-Mail ID pecodel@canarabank.com

www.canarabank.com

**DOCUMENT
FOR
EMPANELMENT
OF
CONSULTANTS/CONTRACTORS/SUPPLIERS/
DEALERS/ DISTRIBUTORS**



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**NOTICE INVITING APPLICATIONS FOR EMPANELMENT OF
CONSULTANTS, CONTRACTORS, SUPPLIERS, DISTRIBUTORS AND DEALERS**

Applications are invited in the prescribed format for empanelment of consultants, contractors, suppliers, dealers and distributors for executing the works of the Bank's branches/offices coming under our Delhi Circle (areas under Delhi Circle are: Delhi Region, Noida , Meerut, Dehradun and Haldwani) , It is proposed to maintain separate panels of consultants, contractors and suppliers for the following specialization of works:

1. Consultants:

- a>Electrical Consultant
- b>Structural Engineer Consultant

2. Contractors for Supply / Installation / Maintenance of:

- a> Fire Alarm and Burglar alarm systems
- b> CCTV Systems
- c> Fire Extinguishers

3. Suppliers, Dealers and Distributors

- a>Inverter systems
- b>UPS Systems
- c>Air Conditioners
- d>Batteries

4. Contractors for Structural repairs and restoration

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

The eligible and interested consultants, contractors and suppliers/dealers/distributors may collect the “**Document for empanelment**” from the following office by paying non-refundable fee of **Rs. 250/-** (Two Hundred and fifty only) by way of Demand Draft favoring “**Canara Bank, Circle Office**” **Payable at Delhi / or by way of CASH.**
Applicants who have down loaded the application from the website, should enclose the application fee by way of DD.

CANARA BANK CO DELHI

DOCUMENT FOR EMPANELMENT – 2017-18

a> **Canara Bank, Premises & Estate Section**

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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 03.01.2018 upto 3.00 pm**

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

Date: 22.12.2017

DEPUTY GENERAL MANAGER

GENERAL RULES AND INSTRUCTIONS TO THE INTENDING APPLICANTS:

- 1.0. The empanelment of Consultants, contractors and suppliers and Dealers/Distributors are proposed for 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 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
 - b>General rules and instructions to the intending applicants
 - c>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/Contractors/suppliers/Dealers/Distributors, who intend to apply for more than one category, have to apply for each category using separate application forms. **Consultants applying under the category Contractors are not entertained.**
- 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 authorized 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 evaluation will be based on the experience of the consultants/ contractors / suppliers /Dealers/ Distributors 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/ contractors/ suppliers /Dealers/ Distributors 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.
- 10.0. 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.
- 11.0. Applications received after the due date and time are liable for rejections.
- 12.0. **The consultants/contractors/ suppliers, dealers and distributor having their office in the geographical jurisdiction of our offices will only be considered. The empanelment shall be valid for three years to be reviewed every year.**
- 13.0. Canara Bank reserves its right to reject any / or all the applications without assigning any reasons whatsoever.
- 14.0. **Those who have applied previously are also requested to re-submit the application along with the latest details for processing further.**

**SCOPE, COST WISE SUB-CLASSIFICATION AND ELIGIBILITY
CRITERIA FOR CONSULTANTS / CONTRACTORS / DEALERS /
SUPPLIERS / DISTRIBUTORS**

CONSULTANT

SCOPE OF WORK –

a) Electrical consultant:-

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

b) Structural Consultant:-

The services of **Structural consultants** will be used for planning and execution of the civil works, structural Consultancy Works etc. for the Bank branches/offices.

Generally, the routine Civil and electrical 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.

ELIGIBILITY CRITERIA-

a>Consultant- Structural Engineer:

1. Graduate in Civil Engineering with minimum 5 years of experience in the respective field as on 30-11-2017.
2. Should have experience in planning, designing and supervising of Civil works/ like Office design and construction of multi- storied buildings, and other civil engineering projects preferably related to Financial Institutions/PSUs or such other related works.
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

b> Consultant- Electrical Engineer:

1. Graduate in Electrical Engineering with minimum 5 years of experience in the respective field as on 30-11-2017.
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.

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

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.

**CONTRACTORS FOR
SUPPLY/INSTALLATION/MAINTENANCE**

- a) Fire Alarm and Burglar alarm systems
- b) CCTV Systems
- c) Fire Extinguishers

Mainly involves supply, installation, testing and commissioning of fire detection and alarm system for various branches / Offices of the bank.

ELIGIBILITY CRITERIA-

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 30.11.2017
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>submit solvency certificate from Nationalized/ scheduled bank issued within one year for an amount equal to the cost limit of work awarded.
 - d>Should submit necessary certification / license issued by statutory authorities.

**FOR SUPPLIERS/DISTRIBUTORS/ AUTHORISED DEALERS
OF INVERTOR SYSTEMS, UPS SYSTEMS, AIR
CONDITIONERS & BATTERIES**

The scope of work of the **Inverter systems along with batteries upto 10 kVA ratings and UPS Systems along with batteries, Air Conditioners of the reputed authorized make** mainly involves supply, installation, testing and commissioning of Inverter system and UPS System for various branches / Offices of the bank. Providing technical support during breakdowns, warranty period and Comprehensive Annual Maintenance contract. (For Inverter, UPS and ACs). **Batteries should be of reputed authorized make for the Inverter and UPS systems**

ELIGIBILITY CRITERIA:

-
- (i) Only Original Equipment Manufacturers(OEM) will be considered. The applicant should have sufficient number of technical and administrative employees. The applicant should submit their credentials along with a list of employees, contact details etc.
 - (ii) The firm must be registered with PSU/Govt Organizations and must have ISO certification.
 - (iii) The firm must be at least five years old.
 - (iv) The applicant requires to furnish their PAN No,Registration details of firm with TIN No, GST Registration for State of Andhra Pradesh. etc.
 - (v) The OEM should have supplied similar rated capacity(in all ratings upto10 KVA) in PSU Banks/State and Central Govt Organizations/reputed IT companies, Insurance companies. The work order must be in the name of the OEM and not through the dealers. (Work orders and work completion certificates to be enclosed.)
 - (vi) The firm must have full fledged offices in Delhi NCR, UP and Uttarakhand. The list of service center with Contact details and staff details must be attached. Preference will be given to those who have service centers in all regions coming under our Delhi Circle.
 - (vii) The firm must enclose company's certificate of Registration.
 - (viii) Average annual financial turnover during the last 3 years ended 31.03.2017 should not be less than Rs.5.00 crores per year in similar activities (in case companies with multiple business interests).
 - (ix) The Firm must enclose the solvency certificate not less than Rs 50 Lakhs.
 - (x) The firm must have a valid digital certificate.
 - (xi) Satisfactory Certificates /Order copies from clients or LOI copies etc. from PSU/banks, insurance /IT/State/central govt for similar Inverter capacities.
 - (xii) The firm must have valid ISO certification.
 - (xiii) The applicant must comply to Bank's terms for Payment, delivery, rate contract and penalty as per the Annexure -A
 - (xiv) The applicant must comply to Bank's Technical terms and CAMC conditions
 - (xv) Firm must have GST registration of state and central govt's.

CONTRACTORS FOR STRUCTURAL REPAIRS AND RESTORATION

The services for **Structural repairs & restoration** will be used for planning and execution of the civil repair works, structural Consultancy Works for restoration etc. for the Bank branches/offices.

Generally, the routine Civil repair and restoration 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.

The panel of **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.

ELIGIBILITY CRITERIA-

a>Contractors - Structural Repairs & Restoration:

The contractor intends to apply 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 30.11.2017

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

Note: 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 contractors must be Income Tax Assessee.

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	2015-16	
2	2014-15	
3	2013-14	

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 (please mention only such works which qualifies for eligibility criteria)

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 :

SIGNATURE OF CONTRACTOR /
CONSULTANT/SUPPLIERS/DEALERS/SUPPLIERS
NAME & DESIGNATION
SEAL OF ORGANISATION

Date :

FOR OFFICE USE ONLY

1. NAME OF THE AGENCY :

**2. CATEGORY 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

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 contractors? 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 work is enclosed?	Yes / No
	If yes, No. Of Certificates enclosed	Yes/No