



HEAD OFFICE, PREMISES AND ESTATE SECTION	
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EMPANELMENT DOCUMENT

This document consists of the following:

- a. Notice inviting applications for empanelment of Civil, Interior furnishing and Waterproofing contractors.
- b. General rules and instructions to the intending applicants
- c. Application format for empanelment

Note: Existing panel of Contractors (Civil, Interior Furnishing and Waterproofing) need not apply afresh. However those who wish to upgrade their category may submit fresh applications.

NOTICE FOR EMPANELMENT OF CIVIL, INTERIOR FURNISHING AND WATERPROOFING CONTRACTORS

The General Administration Wing of Canara Bank Head office is managing Bank's corporate office buildings at various locations of Bangalore measuring about 3 lakhs sft. The Wing also manages various residential apartment complex, individual houses/ bungalows all numbering about 600 flats/houses and landed properties.

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

Contractors for;

- Civil
- Water proofing
- Interior furnishing.

The eligible and interested consultants, contractors and suppliers may collect the "Document for empanelment" from the above office at free of cost.

All contractors in the existing panel need not to apply afresh. However those who wish to upgrade their category may submit fresh applications.

Alternatively, the document can also be downloaded from the website of Bank namely www.canarabank.com. 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) - 2018' and shall be submitted to the above mentioned office of **CANARA BANK ON or BEFORE 15.08.2018 by 5.00 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.

Date: 24.07.2018

Sd/-
DIVISIONAL 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 Contractors, 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. The empanelled contractors will only be informed by post.

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 rejections.
11. **The Applicants having their office in the geographical jurisdiction of the Bangalore City will be preferred. The empanelment shall be valid for a period of one year from the date of intimation letter to the shortlisted contractors.**
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

CONTRACTORS:

Empanelment of Contractors is sought for the following categories of works 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 consultant can participate (amount in lakhs)			
		CLASS- D	CLASS- C	CLASS- B	CLASS- A
1	CIVIL ENGG WORKS	1	10	30	50
2	WATER PROOFING WORKS	5	10	25	-
3	INTERIOR FURNISHING	1	10	30	50

Eligibility:

The applicant should have the following minimum eligibility criteria:

- i) The applicant should have undertaken works in **Government departments/ public sector undertaking/ central autonomous bodies/ state autonomous bodies/ financial institutions and other reputed private firms during last 7 years prior to 31.06.2018:**
 - 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
- ii) The applicant should be an assessee of Income Tax and should submit copy of the income tax PAN number. **All contractors registered with Goods and Service Tax shall submit proof of the same. Appropriate declaration shall be submitted by unregistered vendors.**
- iii) The applicant shall have the average annual financial turnover of atleast 30% the value of the class limit in the respective category during last 3 years ending with 31.03.2018.
- iv) The Suppliers should be original manufacturers/ Suppliers of the items having wide dealer and service network in the geographical Jurisdiction of Bangalore City. They should be established in this field for minimum of 5 years.
- v) 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. Civil Engineering works: The scope of work of Civil Contractors broadly is to undertake new constructions, redevelopment of existing properties, periodical repairs & renovations, painting, plumbing & sanitary, demolition works, structural steel fabrication, wood work (doors and windows only) waterproofing works of terrace, lift well, toilets etc. and other allied works for residences and offices of the Bank .

Except for Class-D, the contractors for other classes should have well-established office with adequate engineering staff.

2. Water proofing: 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, retaining walls, etc. of Bank’s offices and residential buildings.

3. Interiors: The scope of work of Contractors for Interior works mainly original works, alterations and renovations involving erection of partitions work both wood & aluminium, counters, paneling, false ceiling, vinyl flooring, storage units, furniture and fabricated workstations and other allied works for furnishing of our head office.

The Class A, B contractors shall have full fledged work shop for preparing the furnishing/ furniture items

1. If other things being Equal, the professionally qualified contractors and the contractors who have undertaken the works for Government 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 registered with Goods and Service Tax shall submit proof of the same. Appropriate declaration shall be submitted by unregistered vendors.

APPLICATION FORMAT

APPLIED FOR EMPANELMENT OF CONTRACTORS:

CATEGORY (type of work) :: _____

Contractors(Civil /Water proofing/ Interior furnishing)

Applicable Class : _____

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) GSTIN : _____

(furnish copies of Income-tax
 returns,GST registration)

c) Registration Number (Enclose the copies)

PWD Registration No. (if available) : _____

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	2017-18	
2	2016-17	
3	2015-16	
	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	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 _____
WITH 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 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"/> |