



PREMISES AND ESTATE SECTION	
CIRCLE OFFICE, GUWAHATI, 1 ST FLOOR, DWARKAPURI, SONI RAM BORA ROAD, BORA SERVICE, GUWAHATI-781007	Tel Ph: Direct: 0361-2466820 Fax : 0361-2466816 Email Id: pecoguw@canarabank.com

EMPANELMENT DOCUMENT

This document consists of the following:

- a. Notice inviting applications for empanelment of suppliers and service providers.
- b. General rules and instructions to the intending applicants.
- c. Scope, cost wise sub-classification and eligibility criteria for each category.
- d. Application format for empanelment

Note: Existing panel of Contractors and Suppliers should apply afresh.

NOTICE FOR EMPANELMENT OF SUPPLIERS AND SERVICE PROVIDERS.

Applications are invited in the prescribed format for empanelment of Suppliers and Service providers for executing the works of the Bank's branches/ offices coming under the North-eastern states of India.

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

1. Suppliers and Service Providers for :

- Supply and maintenance of Air Conditioners
- Glow Sign Boards
- Fire Alarm, Burglar Alarm, Auto Dialer System
- CCTV
- Fire Extinguisher
- UPS systems
- Batteries for UPS
- Note Counting Machine
- Office ready furniture supply
- Pest Control
- Scrap vendor

The eligible and interested consultants, 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/DD favouring “Canara Bank Circle Office” payable at Guwahati.

All contractors & suppliers in the existing panel need to apply afresh.

Alternatively, the document can also be downloaded from the website of Bank namely www.canarabank.com and document fee can be submitted (in the form of DD) along with filled in document. 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 23.09.2018 by 4.00 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.

Sd/-

Date: 24.08.2018

ASST. 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 Annexure 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 super scribing 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. 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.
7. 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.
8. The authorized person of the firm/ company shall sign in all the pages of the application with seal of the company/ firm.

9. 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.
10. 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.
11. 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.
12. Applications received after the due date and time is liable for rejections.
13. The empanelment shall be valid for a period of **ONE YEAR** from the date of intimation letter to the shortlisted contractors. The validity period may be extended by bank for further period of ONE year only depending on the exigencies of the work.
14. 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.
15. **Canara Bank reserves its right to reject any / or all the applications without assigning any reasons whatsoever.**
16. **The Suppliers and Service Providers who are in present panel should also submit the application afresh.**
17. Those who have applied previously are also requested to re-submit the application along with the latest details for processing further.

SCOPE, ELIGIBILITY CRITERIA AND RELATED DETAILS

The Premises and Estate Section of Canara Bank, Guwahati Circle Office is managing Branch Premises at various locations of Guwahati and other Northeastern states. The intention of this notice of empanelment is to maintain separate panel of Services Providers for various traits.

GENERAL ELIGIBILITY TERMS AND CONDITIONS, COMMON TO ALL CATEGORIES

The Suppliers & Service Providers should have the following minimum eligibility criteria:

1. All class of Suppliers & Service Providers must be Income Tax Assessee. They should submit copy of the income tax PAN, VAT, Goods & Services tax certificate with valid registration number. The contractors, otherwise eligible but not an Income tax assesses, will not be considered for empanelment.
2. They 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 5 years prior to 31.03.2018 for
 - One project costing 80% of the class limit
 - OR**
 - Two projects costing 50% of the class limit
 - OR**
 - Three projects costing 40% of the class limit during the last Five years prior to 31.03.2018.
3. The applicant shall have the average annual financial turnover of at least 40% of the value of the class limit in the respective category during last 3 years ending with 31.03.2018.
4. The Supplier should be original manufacturer (OEM) / Direct Dealer / Supplier of the items having wide dealer and service network in the geographical Jurisdiction of Guwahati City and good network in Northeastern states of India. They should be established in this field for minimum of 5 years. They should have an Authorisation Letter of dealership which should be valid for a further period of minimum THREE years from 31.3.2018.
5. The Contractors, Suppliers and Service Providers should provide details of the personnel, equipment and manufacturing facilities.
6. The Contractors, Suppliers and Service Providers 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 should be ensured by them. Qualified Engineers / Technicians should be an employee of the company.
7. They should supply and install the required items at uniform rates in all

our branches in the North Eastern States without additional / differential freight charges.

Based on the assessment of details furnished like works undertaken, technical & financial capabilities, selection will be made. If other things being equal, the professionally qualified contractors & consultants who have undertaken the works for Govt. organizations and which are having the good experience in contacting administration for government, PSUs and Public Sector banks and Financial Institutions will be preferred.

Bank Officials may visit the Office Premises/ Work Sites / Official sites of Contractors/ Consultants/ Suppliers/ Service Providers for verification purpose. From such panel, competitive offers/tenders will be called for specific works.

SCOPE, COST WISE SUB-CLASSIFICATION AND ELIGIBILITY CRITERIA FOR SUPPLIERS AND SERVICE PROVIDERS

SUPPLIERS AND SERVICE PROVIDERS:

Empanelment of Contractors and Service Providers 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	AIR CONDITIONING EQUIPMENTS (Supply and Maintenance)	1	5	20	50
2	UPS SYSTEMS	2	5	15	25
3	BATTERIES FOR UPS	2	5	10	20
4	FIRE ALARM, BURGLAR ALARM & AUTO DIALER SYSTEM	-	5	10	20
5	FIRE EXTINGUISHER	-	5	10	20
6	CCTV	-	2	5	10
7	GLOW SIGN BOARD	0.50	2	5	10
8	NOTE COUNTING MACHINE	-	5	10	20
9	MODULAR FURNISHING	-	10	25	50
10	OFFICE READY FURNITURE SUPPLIERS	5	10	20	30
11	PEST CONTROL	1	2	5	10
12	SCRAP VENDOR				

Eligibility: (Common pre-requisites for all categories of Contractors/vendors)

The applicant should have the following minimum eligibility criteria:

- The applicant should have undertaken below indicated amount of works in Government departments/public sector undertaking/central autonomous bodies/state autonomous bodies/financial institutions and other reputed private firms during last 5 years prior to 31.03.2018:
 - 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
- The applicant should be an assessee of Income Tax and must possess VAT Registration. Should submit copy of the income tax PAN, VAT, Goods & Services tax certificate with valid registration number.

- The applicant shall have the average annual financial turnover of atleast 40% the value of the class limit in the respective category during last 3 years ending with 31.03.2018.
- The Suppliers should be original manufacturers/ Suppliers of the items having wide dealer and service network in the geographical jurisdiction of Guwahati. They should be established in this field for minimum of 5 years. If the Bidder is not an Original Equipment Manufacturer (OEM) and only an authorized dealer, they should have valid authorization letter from their OEMs to deal/market their product in India and such authorization letter should be valid for a further period of minimum 3 years. If not 3 years, there should be scope for further renewal of the authorized dealership after expiry.
- The supplier shall provide details of the personnel, equipment, and manufacturing facilities.
- Submit solvency certificate from nationalized / scheduled Bank issued within one year for an amount equal to 50% of the respective category.

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. The following are specific to each discipline of works.

1. Modular furnishing & ready supply items:

The Companies/ Agencies/ authorised franchisees, having well established manufacturing & marketing facilities in the area of modular work stations, low height & full height partitions with MS/Aluminium frame works, post forming & edge banding facilities etc., in modular furnishing works and who have executed such works are eligible to apply. Considering the products profiles, manufacturing facilities, business turn over, the eligible agencies will be empanelled. The applicants are requested to furnish the full details of the company's product profile, client list details of major projects executed with documentary proof.

2. Air conditioner equipments suppliers/Maintenance of ACs (AMC):

The Air-conditioner units suppliers shall be the manufacturers/ suppliers/service providers of window units, split units, ductable split, package air-conditioners, cassette and centralized units and should be direct dealer and have good service network in the North-eastern Region. The service providers for ACs should be ready and well equipped for maintenance/servicing of all the ACs supplied to the branches and offices of the bank.

3. Supply of UPS / Battery :

The OEM/Supplier must have necessary and valid permits / license of Branded UPS and must be ready to supply and install the item in all our branches in the North-Eastern States without additional / differential freight charges. The Suppliers/Dealers of Exide and Amara Raja (Quanta) make Batteries shall be preferred. The supplier/dealer should be able to provide qualified service

engineers for attending the problems if any during the Warranty/AMC period.

4. Supply of Security Gadgets such as Fire Alarm System, Burglar Alarm System, Auto Dialer, Fire Extinguisher, CCTV etc :-

The scope of work for Contractors of the Fire detection and alarm System, Burglar Alarm System, Auto Dialer System, Fire Extinguishers and CCTV etc (as applicable) mainly involves all original works, alterations and modifications involving supply, installation, testing and commissioning for branches / offices of a Bank / Government Departments / Public Sector Undertaking / Central Autonomous Bodies / State Autonomous Bodies / Financial Institutions or other reputed firms.

The suppliers should have minimum of 5 years experience in supplying various type of Fire detection and alarm System / Burglar Alarm System / Auto Dialer System / Fire Extinguishers / CCTV system / equipments with different Capacity to large Offices. Also the suppliers should have sufficient staff and satisfactory experience in maintenance of all type of such Security equipment systems as applicable.

If Banks requires imported Security items then the vendor should have the direct dealership of the products which needs to be supplied.

5. Supply and fixing of Glow Sign Board :

The scope of works includes fabrication, supply, erection and fixing of various sized branch name boards like box type glow sign (back Lit) boards, non lit Boards, Front lit boards using Bank approved make Flex material and vinyl material, One way visibility vinyl stickers, carrying out repair works etc. The agencies who have experienced in these type of works may apply. The agencies who have owned computerized vinyl cutting machines, flex tightening machines, fabrication facilities will be preferred.

- The suppliers should have at least 5 years of experience in the field of signage solutions and should have a wide dealer and service network in the geographical jurisdiction of northeastern states.
- The signage solution providers must ensure that their products are warranted under 3M Solution India Pvt. Limited.

6. Office Furniture Suppliers: The Companies/ Agencies/ authorised franchisees, having well established manufacturing & marketing facilities in the field of readymade office furniture items like computer operators chairs, executive chairs, conference chairs, almirahs, side racks, revolving chairs of various varieties, storage units, file racks, compactors, fire resistant cabinets etc. and who have supplied/executed such ready items are eligible to apply. Considering the products profiles, manufacturing facilities, business turn over, the eligible agencies will be empanelled. The applicants are requested to furnish the full details of the company's product profile, client list details of major projects executed with documentary proof.

7. Pest Control:

It is proposed to empanel pest control work agencies for day to day servicing of commercial Building complex/ corporate offices, residential complex. They shall be resourceful with manpower for various traits/ skilled- semiskilled/

unskilled, to undertake works of multistoried building. The service providers should be ready and well equipped for servicing to the branches and offices of the bank across the north eastern region.

8. Scrap Vendors:

It is proposed to empanel scrap vendors for disposal of old records like old documents, unused furniture items, stationery items, disposal of civil & building scrap materials. They shall be resourceful with manpower for various traits/ skilled- semiskilled/ unskilled, to undertake the disposal works. The service providers should be ready and well equipped for servicing to the branches and offices of the bank across the north eastern region.

NOTES:

- 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, consultants should have registered for service tax authorities. If they are otherwise eligible but not registered for service tax, they will not be considered for empanelment.**