



PREMISES AND ESTATE SECTION	
CIRCLE OFFICE, VIPIN KHAND, GOMTI NAGAR, LUCKNOW-226010	Tel Ph: Direct: 0522-2307611, Email id : pecoluck@canarabank.com

## EMPANELMENT DOCUMENT

This document consists of the following:

- a) Notice inviting applications for empanelment.
- b) General rules and instructions to the applicants.
- c) Scope & eligibility criteria
- d) Application format for empanelment.

### NOTICE FOR EMPANELMENT OF CONTRACTORS / SUPPLIERS / VENDORS

The Premises & Estate Section of Canara Bank Lucknow Circle Office is managing Bank's branches/offices/other business and non business units spanning across various locations in 66 districts in the state of Uttar Pradesh. The branches/offices are further controlled down the line by 8 Regional Offices located in Agra, Aligarh, Bareilly, Etah, Gorakhpur, Kanpur, Lucknow & Varanasi.

The intention of this notice of empanelment is to maintain a unanimous panel of contractors for the following trait:

- a) Air Conditioning Equipments.

**All contractors / suppliers / vendors in the existing panel should also apply afresh for empanelment.**

The eligible and interested architects & contractors and suppliers may download "**Document for empanelment**" from the Bank's website [www.canarabank.com](http://www.canarabank.com).

Alternatively, the document can also be collected from the above office on payment of non-refundable fee of Rs.500/- in the form of cash.

The duly filled in application addressed to the Assistant General Manager, along with all the necessary supporting documents & a non-refundable application fee of Rs.500/- in the form of DD favouring "Canara Bank, Circle Office" payable at Lucknow shall be submitted to the mentioned correspondence address before the stipulated date & time. The applications without the application fee would be rejected.

The application fee is waived for those applicants who opt to collect "**Document for empanelment**" from the address mentioned above instead of downloading it from the website.

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 CANARA BANK, PREMISES AND ESTATE SECTION, CIRCLE OFFICE, LUCKNOW**'

**CONTRACTORS / SUPPLIERS OF AIR CONDITIONING EQUIPMENT - 2018'** and shall be submitted to the above mentioned office of CANARA BANK on or before 15/10/2018 up to 05.00 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: 16/09/2018**

**DEPUTY 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. In case of emergency works or works of small magnitude, the Bank may opt to award the work/ procure supply on nomination basis from any of the empanelled contractors, depending on the geographical suitability, exigencies of the work. Bank also has the right to adopt 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. All contractors in the existing panel should also apply afresh for empanelment.
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 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. Only the empanelled contractors will be informed by post.
8. 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.
9. Applications received after the due date and time is liable for rejections.
10. The present empanelment is mainly for works for value up to the limits mentioned in respective categories. In case of any high value works, Bank may undertake the works by project specific pre-qualification exercise.

11. The applicants having their registered offices within the specified limits of Canara Bank's Circle Office and Regional Offices will be preferred.
12. The applicant must ensure compliance with the labour laws and guidelines.
13. Canara Bank reserves its right to reject any/ or all the applications without assigning any reasons whatsoever.
14. Empanelment with the Bank is in no way whatsoever a guarantee that the empanelled consultant/ contractor would be awarded all or any works desired to be executed by the Bank after their empanelment. Nor does the empanelment with the Bank entail that the Bank, in any way whatsoever, is bound to involve the panel consultant / contractor in the process of tendering, calling for quotations or any other similar exercise undertaken before award of work.
15. The applicant must have a valid ESIC & RPFO registration number. The copy of the ESIC & RPFO registration certificate should be enclosed. In case an applicant is finalised by the Bank for empanelment but the applicant does not possess a valid ESIC & RPFO registration number, the applicant must immediately apply for obtaining the ESIC & RPFO registration number and furnish the same within 3 weeks from the date of receipt of conditional confirmation of empanelment from the Bank. Failure to do so will lead to cancellation of empanelment.

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**Note:**

1. If other things are found equal, the professionally qualified applicants and the applicants who have undertaken the works for Government organizations will be preferred.
2. All class & types of applicants must be Income Tax Assessee. The applicants, otherwise eligible but not Income tax assesses, will not be considered for empanelment.
3. All applicants should be registered with tax authorities. If they are otherwise eligible but not registered for GST, they will not be considered for empanelment.
4. 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.

**REGIONAL OFFICE WISE DISTRIBUTION OF DISTRICTS UNDER  
CANARA BANK'S LUCKNOW CIRCLE OFFICE**

SL NO	Regional Office	District	SL NO	Regional Office	District
1	Agra	Agra		Kanpur ....Contd.	Etawah
2	Aligarh	Aligarh			Fatehpur
		Hathras			Hamirpur
		Mathura			Hardoi
3	Bareilly	Bareilly			Jalaun
		Bhim Nagar			Jhansi
		Bijnor			Kanauj
		Budaun			Kanpur Dehat
		Jyotiba Phule Nagar			Kanpur Nagar
		Moradabad			Lalitpur
		Pilibhit			Mahoba
		Rampur			Unnao
		Shahjahanpur			
4	Etah	Etah	7	Lucknow	Bahraich
		Farrukhabad			Bara Banki
		Firozabad			Faizabad
		Kanshiram Nagar			Gonda
		Mainpuri			Kheri
5	Gorakhpur	Ambedkar Nagar			Lucknow
		Azamgarh			Rai Bareli
		Ballia			Shravasti
		Balrampur			Sitapur
		Basti			Allahabad
		Deoria			Amethi
		Gorakhpur			Chandauli
		Kushi Nagar			Ghazipur
		Maharajganj	Jaunpur		
Mau	Kaushambi				
6	Kanpur	Auraiya	8	Varanasi	Mirzapur
		Banda			Pratapgarh
		Chitrakoot			Sant Ravidas Nagar
					Sonbhadra
					Sultanpur
					Varanasi

## SCOPE, ELIGIBILITY CRITERIA AND RELATED DETAILS:

### CONTRACTORS / SUPPLIERS / VENDORS FOR AIR CONDITIONING EQUIPMENTS

#### Eligibility:

The applicant should have the following minimum eligibility criteria:

1. The applicant must be a firm / registered company which must either be the original equipment manufacturer or a subsidiary company of a manufacturer company or an authorized dealer/supplier/channel partner of a manufacturer of air conditioning equipment of reputed brands like Voltas, Carrier, Blue Star, Daikin or any other equivalent brand for sale and post sale service of window AC units, Hi-wall AC units, ductable AC units, package air-conditioners. and should be a direct authorized dealer and have good service network in the state of UP. They should have service centres at major locations within the state of UP.
2. The Applicant or its OEM must have necessary and valid BIS / BEE certification / license (as on the date of application). In case the applicant is an authorized dealer/supplier/channel partner of the OEM, then the applicant must furnish a valid authorisation certificate to that effect from the OEM. Applicant must also mention the name and contact details of an authorised representative of the OEM issuing the authorisation certificate.
3. The applicant should have an annual turnover of Rs. 25.00 Lacs for the past 3 Financial Years from sale / service of air conditioning equipment. An undertaking from a qualified Chartered Accountant must be furnished by the applicant dignifying that the turnover is from works specific to the category applying in.
4. The applicant should furnish a solvency certificate from its Banker authenticating credit worthiness of Rs. 25.00 Lacs issued after 30.06.2018. The applicant can also furnish an equivalent certificate confirming the financial health of the applicant in lieu of the aforementioned solvency certificate. The right to accept such "equivalent certificate" rests solely with the Bank.
5. The applicant should have undertaken works in Public Sector Banks (PSB)/ Government Departments/ Public Sector Undertaking (PSU)/ Central Autonomous Bodies/ State Autonomous Bodies/ Financial Institutions and other reputed private firms during last 5 Financial Years up till 31.03.2018.
6. In respect of Public Sector Banks (PSBs), the applicant must furnish certificates from the PSBs stating the approximate quantum of work in both, number of branches / offices / Admin. Units and the amount which the applicant has executed during the last financial year.
7. The applicant should submit a "Satisfactory Performance Certificate" from at least 2 prior / present customers out of which 1 must be PSBs/ RRBs on whose panel it is conducting business related to sale and service of Air

Conditioning Equipment. The certificate should be issued within a month prior to the date of application.

8. The applicant should not have been blacklisted by any PSU/PSB/Govt Organization in past 5 years or services terminated due to poor performance. A certificate be submitted stating that the company/firm or its owner or any sister concern have not been blacklisted. If the information provided by the applicant in this regard is found incorrect at a later date, then the candidature of the applicant shall be cancelled with immediate effect, notwithstanding successful empanelment of the applicant with the Bank.
9. The applicant should be an assessee of Income Tax and must possess a valid GST Registration. Applicant should submit copies of the income tax returns, PAN & other pertaining documents.
10. The applicant should have a wide dealership / service network in the geographical Jurisdiction of Uttar Pradesh. The Regional Office wise distribution of the districts under the aegis of Canara Bank's Lucknow Circle Office is mentioned earlier for the perusal of the applicant. The applicant, if added to the panel, shall have to undertake to supply equipment and provide post sale services to those equipment in branches / offices in these areas.
11. The applicant shall provide details of the key personnel, branches / offices, equipment and manufacturing facilities.
12. Bank reserves the right to visit/inspect Applicant / Manufacturer facilities to ascertain the above facts. The Bank's representatives may visit the applicant's factory site/offices and contact his past clients for verification of information given by the applicant. The applicant will be required to give them the necessary facilities for verification.
13. The applicant shall submit a catalogue on the product offered along with the application.

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**APPLICATION FORMAT**  
**AIR CONDITIONING EQUIPMENT**

1. **Name of the Applicant** : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Address** : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Telephone Nos. & E-mail**

Office : \_\_\_\_\_  
 Mobile : \_\_\_\_\_  
 Fax : \_\_\_\_\_  
 E-Mail id : \_\_\_\_\_

2. a) **Status of the Firm**  
 (Whether company/  
 Partnership / proprietary) : \_\_\_\_\_
- b) Name of the Proprietor/ : I) \_\_\_\_\_  
 Partners/ Directors : II) \_\_\_\_\_  
 (With professional : III) \_\_\_\_\_  
 Qualifications, if any):
- c) Year of establishment : \_\_\_\_\_
3. Whether registered with  
 Registrar of Companies/ firm : \_\_\_\_\_  
 If Yes, then Regn. No. & Date : \_\_\_\_\_
4. **Registration with various Authorities**
- a) Income-tax No PAN/ GIR NO : \_\_\_\_\_  
 (Furnish the latest copies  
 Of the returns filed)



- b) Goods & Services Tax (GST) No.: \_\_\_\_\_  
 c) Any other Tax/ Registration  
 Levied by Government : \_\_\_\_\_

Names of the Bankers (With address):

I) \_\_\_\_\_

II) \_\_\_\_\_

(Enclose solvency certificate from the bankers)

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 (In Lacs Rs.)
1	2015-16	
2	2016-17	
3	2017-18	
	<b>Average</b>	

6. Whether empanelled with \_\_\_\_\_ : \_\_\_\_\_  
 Canara Bank in any other Circle  
 (If yes, then furnish details of the Works executed along with Orders copies &  
 Letter of Empanelment)

7. Registration with Government Organisations/ Public Sector Banks:

NAME OF THE ORGANISATION	VALUE OF WORKS/ FINANCIAL LIMIT, IF ANY (In Lacs Rs.)	REGISTRATION NO. WITH DATE

8. Details of the works executed during the last 2 years (please mention only such works which qualifies for eligibility criteria)

SN	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)

1.								
2.								
3.								

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

9. Details of present works under execution: \_\_\_\_\_  
 (Enclose copies of work orders \_\_\_\_\_  
 Issued by clients) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

10. Key personnel permanently employed  
 In your organization :

S N	Name	Qualifications	Experience	Particulars of work done	Employed in your firm since	Any other information

11. Furnish the names of atleast three 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 DETAILS

12. 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 for or Against Applicant	Name of clients, cause of litigation and matter of dispute	Disputed Amount	Actual Awarded Amount

13. Any other Information:

### 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 & fully understood the 'General rules and 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 APPLICANT

Date :

NAME & DESIGNATION  
SEAL OF ORGANISATION

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

1.	Have you signed in all the sheets?	Yes/No
2.	Whether copy of PAN/GST Registration copy is enclosed?	Yes/No
3.	Whether enclosed proof for year of establishment?	Yes/No
4.	Whether proof for average annual financial turnover enclosed?	Yes/No
5.	Whether documentary proof for having undertaken the works is enclosed?	Yes/No
6.	Total No. of loose sheets enclosed	

**LIST OF DOCUMENTS/ CERTIFICATES/ ANNEXURES ATTACHED:  
(To be filled by Applicants)**

S. No.	Description	Page No.

**FOR OFFICE USE ONLY**

1. NAME OF THE AGENCY :

2. VIEWS OF EMPANELMENT  
COMMITTEE :

4. REASONS FOR REJECTION (IF ANY) :

5. RECOMMENDED STATUS :  
(Recommended for Empanelment/  
Not recommended)

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**SIGNATURE OF COMMITTEE MEMBERS**