

CANARA BANK
(A Government of India Undertaking)

**P & E SECTION, CANARA BANK, CIRCLE OFFICE,
PLOT NO-01, SECTOR 34 A, CHANDIGARH 160022.**
Tel Ph: Direct: 0172-2604258. Email : pecochd@canarabank.com
website: www.canarabank.com

OFFER DOCUMENT FOR

Engaging the services of Consultant for Installation of Solar Power plants (50 KWp Capacity) at Circle Office Building, Plot No-01, Sector 34 A, Chandigarh.

This document can be downloaded from Bank's website www.canarabank.com and enclose the same to first envelope (ie with Technical bid) of this offer document.

CANARA BANK

INDEX OF TENDER DOCUMENT

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CANARA BANK
(A Govt. of India Undertaking)
P & E SECTION, CANARA BANK, CIRCLE OFFICE,
PLOT NO-01, SECTOR 34 A, CHANDIGARH 160022.

NOTICE INVITING OFFERS (NIO)

SUB: Engaging the services of Consultants for Installation of Solar Power plants (50 KWP Capacity) at Circle Office building, Plot No-01, Sector 34 A, Chandigarh

Canara Bank committed to Green Initiative scheme intends to install Solar power plants at circle office sector 34 A of 50 KWP capacity. Immediately we propose to install a Solar power plant of 50 KWP at our Circle office building at Chandigarh and invites offers from eligible & competent Consultant/Consultant firms specialized in the Solar energy field for availing their services. Cost of this document is Rs.200.00 and may be payable by a Demand Draft of Rs. 200/- in favour of “Canara Bank” payable at Chandigarh should be kept in technical bid envelope.

The Consultants should be located in Chandigarh/Mohali/Panchkula/Zirakpur only.

In the present offer, the fee quoted shall be specific to project of installing 50 KWP Solar power plant at Circle office, Plot No-01, Sector 34 A only.

1. Nature of the document : **TWO BID CONCEPT**

2. The offer document comprises of the following:

A. TECHNICAL BID: (First envelope)

- a) Eligibility criteria's.
- b) General Rules & Instructions to the Consultant
- c) Method of selection of Consultant.
- d) Conditions of contract
- e) Application Format.
- f) Proforma - A , B, D ,E

B.FINANCIAL BID-(Second envelope) : Financial bid for the proposed consultancy services in Proforma-C and submitted in a separate envelope

3. Last date and time for submission offer : **02.00 PM on 28.01.2018.**

The offer should reach to.

**The Assistant General Manager,
Premises & Estate Section,
Canara Bank, Circle Office,
Chandigarh-160022**

4. Date of opening of Technical bid : 28.01.2016 at 03.30 PM.

5. Price bids of only the shortlisted applicants will be opened on a pre-notified time & date, under intimation to such shortlisted applicants.

Date : 14.01.2018
Place: Chandigarh.

Assistant General Manager

A- ELIGIBILITY CRITERIA

SUB: Engaging the services of Consultants for supply and installation of Solar Power plants (50 KWp Capacity) at Circle Office building, Plot No-01, Sector 34 A, Chandigarh.		
S.No	Criteria	Documents Required
1.	The individual should be a Engineering graduate and should have 3 years experience in the field of solar power plants prior to 31.12.2018. The firm should have a key personnel with above mentioned qualification and the firm should have minimum 3 years experience in the field of solar power plants prior to 31.12.2018.	Valid certificates and Consultancy Order copies and satisfactory completion certificates clearly indicating the number of years of experience.
2.	The Consultant should be registered/empanelled with MNRE or State statutory Bodies related to Renewable energy sources.	A valid registration/empanelment certificate from MNRE or State Government Bodies related to Renewable energy sources.
3.	The Consultant should have provided consultancy services to: 1) at least two (2) completed similar works each of Capacity more than 50 KWp during the last 3 (Three) years ending with 31.12.2018. OR 2) for at least one(1) completed similar works each of Capacity more than 100 KWp during the last 3 (Three) years ending with 31.12.2018. Similar work means supply and installation of solar power plants	Consultancy Order copies and satisfactory completion certificates clearly indicating the cost & nature of work handled.
4.	The Consultant must have GST registration number and PAN number.	Copies of the registration certificate and PAN card copy shall be enclosed.
5.	Firm should be located in Chandigarh/Mohali/Panchkula/Zirakpur only	A valid proof of location must be enclosed.

B. GENERAL RULES & INSTRUCTIONS TO CONSULTANT

SUB: Engaging the services of Consultants for installation of Solar Power plants (50KwP Capacity) at Circle Office building, Plot No 01, Sector 34 A Chandigarh.

1. The tender document should be downloaded from the banks web site or may be collected from above mentioned office and duly filled in bid shall be submitted as detailed below:
2. The tender is in "TWO ENVELOPE CONCEPT" and it has to be submitted as such.
3. The first envelope sealed and super scribed as "**Technical & Commercial Bid for selection of Consultants for installation of Solar Power plants (50 kWp Capacity) at Circle office building, Plot No-01, Sector 34 A, Chandigarh.**" should contain following documents duly signed on all the pages and all other related matters **other than the financial / fees aspects.**
 - A. **TECHNICAL BID: (first envelope)**
 - a. Eligibility criteria's.
 - b. General Rules & Instructions to the Consultant
 - c. Method of selection of Consultant.
 - d. Conditions of contract
 - e. Application Format.
 - f. Proforma - A , B, C , D & E.

Offerer should note that financial aspects of the offer should not be disclosed in any way, in the technical bid and such technical bids consisting financial aspects are liable for rejection.

4. The second envelope super scribed as "**Financial Bid for selection of Consultants for installation of Solar Power plants (50 KWp Capacity) at Circle office building, Plot No-01, Sector 34 A, Chandigarh ."** in proforma C should be sealed and submitted on the same given date and time simultaneously along with Eligibility & technical bid. Non submission of the same (ie proforma C) in separate sealed cover along with Eligibility & technical bid shall automatically render the entire offer being rejected. This envelope should contain duly filled in Fees details (enclosed in the offer document) with values written in words and figures.

Both the sealed covers shall be placed in bigger outer cover and sealed and super scribed as "**Offer for selection of Consultants for supply and installation of Solar Power plants (50 kWp Capacity) at Circle office building, Plot No-01, Sector 34 A, Chandigarh.**"

5. The sealed offers should be submitted to **Asst. General Manager, Canara Bank, Premises & Estate Section, Circle Office, Chandigarh** on or before the time and date stipulated in NIO. If last day of submission of bids is declared a holiday by the Government next working day will be deemed to be the last day for

submission of the offer. **No offer will be accepted by email or FAX . Bank is not responsible for any postal delay..**

6. The First envelope (Eligibility, Technical & Commercial bid) will be opened in the said office on as specified in NIO.
7. The date for opening the Second envelope (Financial bid) will be intimated subsequently only to such firms whose Eligibility, Technical bids are found qualified & suitable. The applicants are requested to participate during the opening of the tender.
8. The tender documents are not transferable.
9. All corrections such as cuttings, interpolations, omissions and over-writings shall be number as 'c', 'i', 'o' and 'ow' and initialed.
10. Offer shall be submitted on prescribed Form only. Only the original offer documents issued/downloaded from website have to be duly filled and submitted and no other format shall be used, except for Proformas which shall be submitted in the letter head. Wherever required, particulars can be submitted in annexure but such details shall be clearly mentioned in respective columns in the original document. All the documents, enclosures, and correspondence will form the part of contract. All fees shall be quoted on the proper form. Quoting of fees different from prescribed in this document will be liable for rejection.
11. **The fees quoted shall be inclusive of all fees / charges payable to the associate consultants, Income tax (TDS) but exclusive of GST and nothing extra shall be payable by the Bank.**
12. The Bank's decision in the selection process is final and Bank will neither entertain any correspondence in this regard nor will be bound to furnish any explanation. The acceptance of a offer will rest with the Bank which does not bind itself to accept the lowest offer and reserves to itself the authority to reject any or all of the offers received without assigning any reason.
13. Offers which are incomplete in any respect are liable to be rejected.
14. Canvassing in connection with tenders is strictly prohibited and the offers submitted by the Consultant who resort to canvassing will be liable for rejection.
15. The applicant shall furnish the list of his relatives working in the Canara Bank with their present place of posting in the **Proforma B**.
16. The offer shall remain open for acceptance for a **period of 90 days from the date of opening**. No offer can be modified or withdrawn by the Consultant after submission of the Bid.

17. The Consultant or their authorized representatives with an authorization letter as per **Proforma E**, are requested to be present during the opening of the bids. If any of the Consultant or all the Consultant who submitted are not present during the specified date and time of opening it will be deemed that such Consultant is not interested to participate in the opening of the Bid/s and the Bank will proceed further with opening of the technical bids / financial bids in their absence.
18. It will be obligatory on the part of the Consultant to tender and sign the offer documents for all the component parts and that, after the assignment is awarded, he / they will have to enter into an agreement for each component with the competent authority of the Bank.
19. The successful Consultant shall execute the agreement on a stamp paper of appropriate value and until a formal agreement on stamp paper is prepared and signed, this offer document along with the correspondence shall constitute a binding contract between the Consultant and the Bank/ Employer.
20. On acceptance of the offer , the name of the accredited representative(s) of the Consultant who would be responsible for taking instructions from the Bank / Employer shall be communicated to the Employer.
21. Conditional offers shall be summarily be rejected.
22. The Consultant shall inspect the site to ascertain the site conditions, constraints and any other information required for making the offer.
23. In case of other un-qualified Consultant, the sealed price bid shall be returned.
24. All the contents of this document and financial bid with quoted fees shall form a part of the contract document. The successful Consultant on acceptance of his tender by the Accepting Authority, shall sign an agreement on stamp paper contract consisting of the following within 14 days from the date of acceptance of the tender:-
 - (a) Standard form of Agreement on stamp paper.
 - (b) All the contents of this offer document and financial bid with quoted fees, any correspondence leading to acceptance of offer by the Bank, etc.
25. The Bank reserves the right to modify any or all of the Eligibility criteria. Any communications, corrigendum and amendments, if any, will be hosted in Bank's Website only

C. METHOD OF EVALUATION

SUB: Engaging the services of Consultants for supply and installation of Solar Power plants (50 KWp Capacity) at Circle office building, Plot No-01, Sector 34 A, Chandigarh.

1. In the first stage, offers will be evaluated against the stipulated eligibility criteria of the Bank. Offers not complying with the Bank's eligibility criteria will be rejected. The Consultant who comply with the eligibility criteria and evaluation criteria will be short-listed in technical evaluation. The evaluation of Consultants for short listing may include getting opinion from the previous clients, visiting their projects, if necessary. In the event of large number of responses, Bank may shortlist a minimum of 3 (three) Consultant by scoring method on the basis of details furnished by them.
2. The Financial/Price bids of the Consultant who are shortlisted/qualified only will be opened. The date of opening of the Financial/Price bids will be intimated separately to the Consultant who qualify.

E. CONDITIONS OF CONTRACT

SUB: Engaging the services of Consultants for installation of Solar Power plants (50 KWp Capacity) at Circle office building, Plot No-01, Sector 34 A, Chandigarh.

1. DEFINITIONS;

FOR the purpose of the agreement, the following words and expression shall have the meaning hereby assigned to them except where the context otherwise requires:-

- (i) `Approved' means approved by Bank's representative in writing including subsequent confirmation of previous approval and 'Approval' means approval by Bank's representative in writing as above said.
- (ii) `Bank' means the CANARA BANK which expression shall unless excluded by or repugnant to the context include its representative.
- (iii) `Bank's representative' means the Assistant General Manager, Canara Bank, C.O CHANDIGARH or any person authorised by him as in charge of the work and would sign the agreement on behalf of the CANARA BANK.
- (iv) "Consultant " means M/s. _____ or their assigns or successors in office and authorised representative engaged by the Bank for the supervising and managing the project .
- (v) "Agency/Firm/Contractor" means the person, firm and / or Company whose tender/tenders for Supply and installation of Solar power plant (50 KWp approx.) at our Circle office building, Plot No-01, Sector 34 A, Chandigarh is/ are accepted by the Bank and includes the contractor's personal representative, successors and assigns.
- (vi) "Project" shall mean the Supply and installation of Solar power plant (50 KWp approx.) at our **Circle office building, Plot No-01, Sector 34 A, Chandigarh.**
- (vii) `Site' means our **Circle office building, Plot No-01, Sector 34 A, Chandigarh.**

2. SCOPE OF SERVICES

The scope of consultancy work shall include the following:

- A) Surveying the building, identifying the location suitable for installation of Solar arrays/modules and suggesting suitable changes if required in pre decided BOQ by our bank, detailing necessary statutory approval required. Also to guide and cover the subsidies/concessions available from the Government and assisting Bank to applying and getting the Subsidies.

- B) On clearance of the preliminary schemes, detailed design and planning of the project as per statutory requirement of local bodies like BESCO / CEIG etc wherever is necessary.
- C) Studying the existing electrical system in the building, and suggesting the ways/methods to integrate the solar plant with the existing electrical distribution system and any modification work thereof.
- D) Preparing the project report inclusive of suggestion on estimate for budgetary sanction along with the proposed layout/ drawing whichever is necessary.
- E) On approval of design & financial sanction from the Bank, Consultant shall prepare detailed drawings and the same to be submitted to Statutory authorities, required drawings required for tendering purpose and all other technical details thereof. The detailed tender documents for various trades with specification and Bill of quantities shall be submitted. After tendering, the Consultant shall evaluate the tender documents and recommend to the Bank for finalizing the tender.
- F) On award of work, Consultant shall coordinate with the successful agencies/firms for preparation of Project schedules, approval of shop drawings, design adequacies from the point of safety, testing of equipments at factory /Site, assisting Bank in implementing the project in the Sites and Periodic visits/supervision to ensure that the work is executed as per drawings and specifications of the tender.
- G) Certification of running bills/final bill of agencies including cost adjustments for any deviations or short comings, assisting in finalizing the non tendered items, certifying the final bill for payment of bills.
- H) On completion of the project, to finalise the as built drawing and drawings necessary for submission to local Statutory authorities like Electricity Department Chandigarh authorities etc wherever necessary for approval and commissioning of the plant.
- I) To finalise the standard operating procedure for day to day basis, maintenance schedule and related work to be carried out to follow in such installations.
- J) During defect liability period (DLP), periodical visits to be made to ensure the proper working of the system and advising the Bank on action to be initiated on defect noticed if any.

The above scope is only indicative. The consultant should take complete responsibility of design, execution and commissioning of the solar power plant as per codes, laws and procedures prevalent in the country.

The scope of work of any of the above items may be deleted or added by the Bank at its sole discretion and the decision of the Bank will be final in this regard.

3. PAYMENT OF REMUNERATION:

The consultancy fees:

The fees shall be quoted on percentage of actual cost of work approved or actual project cost whichever is less plus service tax.

The fees shall be paid for the Consultancy services offered in stages as follows:

Stage 1	On completion of the work mentioned in stage 2A, 2B, 2C, 2D	20% of fees calculated on the basis of approved estimate
Stage 2	For the scope of the work up to award of work to Agency/firm, ie., 2E	20% of fees calculated on the basis of approved tendered cost
Stage 3	On certification of the final bill	50% of fees duly adjusting excess payment if any in earlier stages (i.e. stage 1+stage2+stage3=90% of final fees amount) . This payment will be made progressively based on the progress of the work in proportion to running bills paid to the agencies.
Stage 1	On successful completion of the defect liability period	10 % of fees based on final bill amount.

The fees quoted shall be inclusive of all fees / charges payable to the associate consultants, Income tax (TDS) but exclusive of GST and nothing extra shall be payable by the Bank.

4. ADDITIONS AND ALTERATIONS:

(i) The BANK shall have the right to request in writing changes, additions, modifications or deletions in the design and drawing of any part of the work and to request in writing additional work in connection there with and the Consultant shall comply with such request.

(ii) That if the BANK deviates substantially from the original scheme which involves for its proper execution extra services, expenses and extra labour on the part of the Consultant for making changes and additions to the drawings, specifications and other documents due to rendering major part of whole of his work in fructuous, the Consultant may then be compensated for such extra services and expenses on quantum merit basis at percentages applicable under this agreement and to be determined mutually unless such changes, alteration are due to consultants own commission and / or discrepancies including changes due to changes required by Consultant of all internal, external services. The decision of the BANK shall be final on whether the deviations and additions are substantial as requiring any compensation to be paid to the Consultant. However for the minor modification or

alteration which does not affect the entire design, planning etc., no such amount will be payable.

- (iii) If it is found after call of tenders that the tender is not within the sanctioned amount, the Consultant shall if so desired by the BANK take steps to carry out the necessary modifications in the design and specifications to see that the tendered cost does not exceed the amount of corresponding sanction by more than 10%. The Consultant shall not be paid anything extra for such modification. If the BANK is convinced that the trend of market rates is such that the work cannot be done within the amount of sanctioned estimate, the Consultant shall submit a revised estimate expeditiously for obtaining sanction of the competent authority.
- (iv) The Consultant shall also prepare the necessary draft letters for any major changes for BANK's approval and execution in accordance with the contract documents and shall have authority to order minor changes in the work not involving any adjustment of the contract sum or any adjustment in contract time and which is not inconsistent with the terms of contract documents.
- (v) The Consultant shall not make any material deviation, alteration, additions to or omission from the work shown and described in the contract documents except for structural safety and emergencies, without first obtaining the written consent of the BANK.
- (vi) All extra items, omissions deviations and substituted items and their proposed rates shall be brought by the Consultant to the notice of the BANK and supported by analysis of rates, statement of financial benefit, if any, to the contractor and BANK's approval shall be obtained before authorizing the contractor to execute them, except up to the total cost of Rs. 10,000/- where it is expedient to take such decisions and get them ratified by the BANK.
- (vii) The cost of individual works shall not exceed the sanctioned estimate as approved by the BANK. BANK's approval in advance shall be taken for any such increase anticipated giving full justification.

5. TIME SCHEDULE ::

Commencement of work:: The commencement of work will be considered from 7th day after the date of issue of award letter to the Consultant :

- a. Completion of services mention from 2A, 2B, 2C, 2D - Within one week from the date of acceptance of the work.
- b. Preparation of tender documents with detailed drawing and specification - Within one week from the date of approval of design basis report and estimate of the Bank.
- c. Evaluation of tender - Within 1 week from the date of opening of the tender.
- d. Running bill certification - Within 1 week from the date of submission of bills from the agencies/contractors.

e. Final bill Certification - Within 15 days from the date of submission of bills from the agency as per the format stipulated.

6. PENALTY: The time allowed for carrying out the work as specified in clause 5, shall be deemed to be the essence of the contract on the part of the Consultant. The work shall throughout the stipulated period of the contract be processed with all diligence and in the event of failure of the Consultant to complete the work within time schedule as specified above or subsequently notified to him, the Consultant shall pay as compensation amount equal to 0.5 (half) per cent or such smaller amount as the BANK may decide on the total fee payable for every week that the work remains unfinished after the specified date subject to a maximum of 10%.

7. RESTRICTION / SUSPENSION: The BANK reserves the right of restricting the Consultant's services to the preparation of Consultantural and structural detailed drawings specifications and estimates and make other arrangements for inviting tenders and supervision of work after with-drawing such work from him or suspend the work due to administrative reasons. The Consultant shall, in that case, will be entitled to payment of fees on prorata basis as per Clause 3 only for the services entrusted to him.

6. ABANDONMENT OF WORK:

That if the Consultant abandons the work for any reasons whatsoever or becomes incapacitated from acting as aforesaid, the BANK may make full use of all or any of the drawings prepared by the Consultant and that the Consultant shall be liable to refund all the fees paid to him up to that date plus such damages as may be assessed by the BANK subject to a maximum of 10% of the total fees payable to the Consultant under this agreement.

Provided, however that in the event of the termination of the agreement being under proper notice as provided in the clause hereinafter, the Consultant shall be liable only to refund any excess payment made to him over and above which is due to him in accordance with the terms of this agreement, for the services performed by him till the date of termination of agreement.

9 .TERMINATION:

That this agreement may be terminated at any time by either party upon giving three months notice normally and in exigent circumstances with one month notice to the other and in the event of such termination the Consultant shall be liable to refund the excess payment if any made to him over and above what is due in terms of this agreement on the date of termination. The BANK shall make payment of fees for the services already rendered by the Consultant and the BANK may make full use of all or any of the drawings and details prepared by the Consultant.

10.ARBITRATION

That if any dispute, difference or question shall at any time arise between the parties in respect of the meaning or construction of this agreement, or covering

anything therein contained or arising out of this agreement, or the validity of the enforcement thereof which cannot be settled mutually, shall within 30 days (or such longer period as may be mutually, agreed upon) from the date one party informs the other in writing that such dispute or disputes or disagreement exists, be referred to sole arbitration by a person selected by the Consultant out of the panel of three names supplied by the BANK from such selection by the Consultant.

The arbitration proceedings will be conducted in accordance with and be subject to the Indian Arbitration Act 1996 as amended from time to time and the decision of the arbitrator shall be final and binding on the parties.

The Arbitrator will have his seat at Chandigarh or at such places in India as decided by the appointing authority. The Arbitrator may, with the written consent of the parties, extend time for making and publishing the award.

The Consultant shall continue to perform his duties with diligence notwithstanding the fact that the dispute has been referred to Arbitration or any dispute or difference has arisen.

It is also the term of the agreement that if the Consultant does not make any demand for arbitration in respect of any item in writing within 90 days of receiving intimation from the BANK that the final bill is ready for payment, the claim of the Consultant will be deemed to have been waived and absolutely barred and the BANK shall be discharged and released of all liabilities under the agreement in respect of these claims.

11. NUMBER OF DRAWINGS SETS ETC. AND COPY RIGHT:

All the estimates, details of quantities, detailed design, reports and any other details envisaged under this agreement including drawings- Consultantural, structural, electrical, or other services required should be supplied by the Consultant without any extra cost. *Apart from submitting the hard copies, soft copies of all the drawings, details, designs shall also be submitted to the BANK for BANK's record & future reference at no extra cost.*

- i) One set of drawings and copies as required to be submitted to the local authorities for approval of drawings, including all drawings required for resubmissions incorporating any changes or amendments required by such authorities, if necessary.
- ii) One set of all drawings for contractors of various trades
- iii) One set of all drawings to the BANK
- iv) Two sets of original drawings approved by the local authorities with their seal and two sets of final as built drawings. Cost of supplying copies of drawings over and above the above sets shall be reimbursed by the BANK. All these drawings will become the property of the BANK and the BANK will have the right to use the same anywhere else. In that event, the BANK will pay a royalty to the Consultant on mutually acceptable basis. The drawings cannot be issued to any other persons, firm or authority or used by the Consultant for any other project. No copies of any drawings or documents shall be issued to anyone except the BANK and its authorised representative.

(v) If any changes are made in the drawings already issued, whether by the Consultant or as required by the BANK, additional copies of drawings as mentioned in (ii) to (iii) above, shall be issued.

12. GUARANTEE

The Consultant shall agree to redesign at his cost any portion of his engineering and design work, which due to his failure to use a reasonable degree of design skill shall be found to be defective within one year from the date of completion of the work. The BANK shall grant right of access to the Consultant to these portions of the work claimed to be defective, for inspection.

The BANK may make good the loss by recovery from the dues/security deposits of the Consultant in case of failure to comply with the above clause.

13. DETERMINATION OR RECESSION OF AGREEMENT:

The BANK without any prejudices to its right against the consultants in respect of any delay by notice in writing absolutely determine the contract in any of the following cases;

i. If the Consultant being a company shall pass a resolution or the court shall make an order that the company shall be wound up or if a receiver or a (Manager on behalf of the creditor shall be appointed or if circumstances shall arise which entitle the court or the creditor to appoint a receiver or Manager or which entitles the court to make up a winding order.

ii. If the Consultant is not pursuing the project with due diligence within the time lines committed or commits breach of any of the terms of the agreement and when the Consultant has made himself liable for action under any of the cases aforesaid the BANK shall have powers:

a. To determine or rescind the agreement

b. To engage another Consultant to carry out the balance work debiting the Consultant the excess amount if any so spent.

14.i) The BANK may have the work inspected at any time by any officer nominated by the BANK who shall be at liberty to examine the records check estimates, structural designs and verify measurements and the quality of work.

ii) The appointment of BANK's own supervisory staff if any, does not absolve the Consultant of his responsibility of supervision. The Consultant shall remain solely responsible for the quality of material, workmanship, structural soundness designs and construction and for all provisions of the contract so as to satisfy the particular requirement of the specifications.

15.(a) The Consultant shall be fully responsible for the technical soundness of the work and furnish a certificate to that effect including the work of consultants and specialist engaged, if any, by him and also ensure and give a certificate at every bill stage that the work is carried out strictly in accordance with drawings and specification.

(b) The Consultant shall supply to the supervising staff, if so engaged by the BANK, copies of all documents, instructions issued to contractors relating to the work

drawings, specifications, bills of quantities and also other documents as may be required for proper supervision, free cost.

16. All instructions to the contractor affecting the rules and provisions of contract shall be issued by the Consultant in writing after obtaining proper approval in writing of the BANK and copies of such instructions shall simultaneously be supplied to the BANK.
17. The Consultant shall be required to maintain his own accounts for certifying the contractor's bill and progress of work etc. These shall be properly handed over to the BANK before final payment under this contract.
18. The Consultant hereby agrees that the fees to be paid as provided herein (clause 3) will be in full discharge of function to be performed by him and no claim whatsoever shall be against the BANK in respect of any proprietary rights or copy rights on the part of any other party relating to the plans, models and drawings. The Consultant shall indemnify and keep indemnified the BANK against any such claims and against all cost and expenses paid by the BANK in defending itself against such claims.
19. Notwithstanding the completion of the work as per Agreement entered hereto, the Consultant agrees and undertakes the responsibility to suitably reply to the BANK's queries that may be raised by any authorised inspection agency of the BANK or the Government.
- 20(a) In case it is established that due to fault of Project Consultant or external agencies / consultant appointed by the Consultant, if the BANK has to pay any extra amount due to over-run of the Project, over measurements - faulty description of tender item or any other lapse on the part of project Consultant necessary recovery may be effected from the Project Consultant/Consultant's fees as per provision of Section 73 of Indian Contract Act 1872 under section 30 of Consultant Act 1972 (Central Act No.20 of 1972) and/or project Consultant/Consultant may be debarred from employment for specified period and/or black listed depending on gravity of the lapses on the Project Consultant.
- (b) If work carried out by the Project Consultant or consultants appointed by Consultant is found to be sub-standard or un-duly delayed on his account, the concerned BANK should report to IBA, misbehavior of the Project Consultant and IBA in turn should inform all the member BANKs, after examining veracity of the BANK's version, not to deal with such Project Consultant by way of punishment to him"

For and on behalf of

For and on behalf of the

M/s. _____

CANARA BANK

IN THE PRESENCE OF::

1.

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PROFORMA - A

SUB: Engaging the services of Consultants for installation of Solar Power plants (50 KWp Capacity) at Circle office building, Plot No-01, Sector 34 A, Chandigarh.

:: CONFIRMATION FOR ACCEPTANCE OF THE OFFER:

I/We have read and examined the Notice Inviting offer, the draft agreement to be entered with and understood all its contents and all other relevant particulars.

I/We are fully qualified to provide the professional consultancy services to the said work and have understood the scope of services, terms and conditions, BANK's time schedule. We are agreeable to extend our professional services for the subject project and the professional charges have been conveyed in "Proforma -C" furnished.

I/We fully understand that you are not bound to accept the lowest or any offer you may receive.

I/We agree that until a regular agreement is executed, this document with the BANK written acceptance thereof shall constitute a binding contract between us.

DATE:

Signature of the Consultant.

(Please submit this acceptance letter in your letter head as a covering letter to the offer document.)

APPLICATION FORMAT- PROFORMA - B

1. (a) Name of the Applicant :
 Address :
- Telephone No. :
 Office :
 Residence :
 Mobile :
 Fax :
 E-Mail :
- (b) Address of office :

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;
 (Furnish copies of Income-tax returns)
- b) GST Regn Number :
 (Furnish the latest copies of the returns filed)
- c) Registration Number with Council of Consultant:
- d) Value Added Tax (VAT) registration details :

5. Names of the Bankers with address :

I)

II)

6. Turnover of the Company/firm (Please attach copy of documents in support of the details).
(indicate only Professional fees and not cost of works)

Sl. No	Year	Turnover
1	2017-18	
2	2016-17	
3	2015-16	

7. Registration with Government / Public Sector / Banks / Corporate if any

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 3 years prior to 31.12.2018 to meet eligibility criteria No.3 (Similar work means supply and installation of Solar power plants).

Sl	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	Date of commencement & Completion.

Note: For the works which qualify for both the above categories then the same should be indicated in the above table. Copies of client's satisfactory completion certificates shall be enclosed. *Also, photo images, 3D walk-through's, Videos, power point presentations of works handled, in soft copy form (Compact Discs) may be submitted. (* optional)

10. Key personnel permanently employed in your organization:

Sl No.	Name	Qualifications	Experience	Particulars of work done	Employed in your firm since	Any other

11. 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

12. Furnish the details of AWARDS, CITATIONS etc received in recognition of your services in projects designed/ associated

YEAR	Name of the Award with details	Name of the organization from whom award was received	Name of the project for which such award was received

13. Details List of relatives working in Canara bank;

NAME OF THE OFFICIAL	DESIGNATION	ADDRESS OF THE OFFICE / BRANCH

14. Details List of retired Government / PSU/ Bank employees , employed by the applicant :

NAME OF THE RETIRED OFFICIAL	DESIGNATION	NAME & ADDRESS OF THE PREVIOUS EMPLOYER

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 / annexure.
3. I / We agree that the decision of Bank in selection will be final and binding to me / us.

Place :

Date :

SIGNATURE

NAME & DESIGNATION

SEAL OF ORGANISATION

PROFORMA-C
“FINANCIAL BID - FEE STRUCTURE”

TO.

The Assistant General Manager,
Premises & Estate Section,
Plot No-01, Sector 34 A,
Circle Office, Chandigarh

SUB: Engaging the services of Consultants for installation of Solar Power plants (50 KWp Capacity) at Circle office building, Plot No-01, Sector 34 A, Chandigarh.

This is with reference to your notice inviting offers for appointment of Consultant for the above mentioned project.

I/We have read the notice inviting offer, general rules and instructions and the draft agreement to be entered by the successful offerer. I/We also understand that BANK reserves its right to accept or reject any or all the offers partially or wholly.

I/We are fully qualified to provide consultancy services for the said work and have understood the scope of services, terms and conditions. Accordingly, we are agreeable to extend our professional services for the subject work on the following charges:

The fees shall be quoted on percentage of actual cost of work approved or actual project cost whichever is less plus GST.

Fee in figures:Percentage(%) of actual cost of work approved or actual project cost whichever is less plus GST.

& in words:

The above fee is payable after deducting applicable tax based on the cost as indicated in clause 3 of the Conditions of Agreement **plus applicable GST.**

I/We fully understand that you are not bound to accept the lowest or any offer you may receive.

Date:

Signature of the Consultant

Place:

(Submit this financial bid in a separate sealed envelope)

PROFORMA D

AGREEMENT WITH THE CONSULTANT

Memorandum of agreement, made at _____ this _____ day of the month of _____ in the year _____ between CANARA BANK having its Head Office, 112 J C Road, Bangalore - 560 002 amongst othersrepresented by its duly constituted attorney (hereinafter referred to as Bank) which expression shall unless excluded by or repugnant to the context be deemed to include their successors, and assigns in office) of the one part and M/s. _____ Consultant, having its office at _____ (hereinafter referred to as the Consultant) which expression shall unless excluded by or repugnant to the context, be deemed to include their successors and assigns) of the other part.

WHEREAS the Bank is desirous of undertaking the supply and installation of Solar power plant at its Circle office building, Plot No-01, Sector 34 A, Chandigarh & Canara Bank Flats Sector 44 A, Chandigarh in accordance with the general requirements, and whereas the Consultant have agreed to perform the services as set out and subject to the terms and conditions set forth in the said “**Conditions of contract**” herein under.

NOW, these present witnesseth and it is hereby agreed and delivered by between the parties hereto as follows:

THE Bank appoints the Consultant and the Consultant accepts the work on a clear understanding that the Consultant shall not be an employee of Bank for any reason whatsoever including for the reason of his appointment by virtue of this agreement and on the **terms and conditions** (ie Conditions of Agreement) set-forth as stated in the foregoing, which shall form part and parcel of the agreement.

IN witness whereof, the parties hereunto have set their hands and seals the day and year first above written.

For and on behalf of

For and on behalf of the

M/s. _____

CANARA BANK

In the presence of :

1.

2.

PROFORMA -E

The Assistant General Manager,
Premises & Estate Section,
Plot No-01, Sector 34 A,
Circle Office, Chandigarh

SUB: Engaging the services of Consultants for installation of Solar Power plants (50 KWp Capacity) at Circle office building, Plot No-01, Sector 34 A, Chandigarh.

This has reference to your above subject Mr.Miss/Mrs.
hereby authorized to attend the bid opening on _____ on behalf of our
organization.

The specimen signature is attested below:

Specimen Signature of Representative

Signature of Authorizing Authority
of the Consultant