

**CANARA BANK**

(A Government of India Undertaking)

Premises and Estate Section

Circle Office, Orbit Mall, Ajmer Road, JAIPUR (Rajasthan)

Telephone: 0141-2222909 / Fax: 0141-2222883

## NOTICE FOR EMPANELMENT OF VENDORS

### :: FOR CIVIL WORKS ::

The eligible and interested Vendors may collect the “Document for empanelment of Vendors for Civil Works” from the above office by paying non- refundable fee of Rs.500/- (Five hundred only) by way of Cash/ Demand draft favouring “ Canara Bank, Circle Office” Payable at Jaipur. Alternatively, the document can also be downloaded from the website of Bank, [www.canarabank.com](http://www.canarabank.com) and the document fee of Rs.500/- as detailed above (in the form of DD) may be submitted along with the duly filled in document. The document submitted without the prescribed fee will be liable for rejection. Applicants who have already paid Rs.500/-, while purchasing the application directly from our office, need not enclose DD while submitting the filled in application form.

**LAST DATE OF SUBMISSION:** Sealed envelopes to be submitted on or before **05/04/2019** up to **03:00 PM**

All 14 pages should be submitted duly filled, signed & stamped. The sealed tenders will be dropped in the Tender Box and shall be addressed to “The Assistant General Manager, Premises & Estate Section, Canara Bank Circle Office, Orbit Mall, Ajmer Road Jaipur - 302006” with super-scribed as “Empanelment of Vendors for Civil Works”

**DATE OF OPENING:**

Bids will be opened on **05/04/2019** at **03:30 pm**.

In case of any unavoidable circumstances the tender shall be opened on the next working day

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.

Bidders are requested to note that inclusion in the panel of the Bank does not constitute any rights for award of works.

**Asst. General Manager**

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1. NOTICE INVITING TENDER

CANARA BANK, Premises and Estate Section, Circle Office, Jaipur, Orbit Mall, Ajmer Road, Jaipur, Phone No. 0141-2222909 invites sealed tender from eligible Burglar Alarm System vendors for the works mentioned below:

1. **Name of the work:** Empanelment of Contractors for civil works across various categories.
2. **EMD Amount:** Rs 5,000/- in the form of Demand Draft of a scheduled bank drawn in favour of "Canara Bank, Circle Office, Jaipur payable at Jaipur (in a separate sealed cover, superscribing 'EMD for Empanelment of Civil Contractors) and submitted along with Technical bid.

4. **Contents of the tender :**

I. **FIRST ENVELOPE WITH CAPTION "TECHINICAL AND COMMERCIAL BID"**

1. Notice inviting Tender
2. General rules and instructions for the guidance of tenderer
3. Tender Offer
4. Scope, Eligibility & Details
5. Application format
6. Authorization letter format (Annexure A)

5. **Concept of tender** : The tender is based on "Single Envelope Concept"

First Envelope - 1 - Technical bid (Page no - 4 to 14)

6. **SUBMISSION OF TENDER:** The original tender as issued should be submitted in sealed envelopes.

7. **Date of Issue of Tender:** From 26.04.2019 to 05.04.2019 during office hour on all working days.

8. **Date of submission:** Sealed envelopes to be submitted on or before 05.04.2019 up to 3.00 PM (In case last day of receipt of tender is declared holiday, the last date shall be postponed to next working day)

9. **DATE OF OPENING:** Technical Bid will be opened on 05.04.2019 at 3.30 PM. (In case date of opening of tender is declared holiday, the last date shall be postponed to next working day)

TENDER DOCUMENT ISSUED TO:::

SIGNATURE OF ISSUING AUTHORITY:::

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 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 is liable for rejections.
11. **The empanelment shall be valid for a period of two years 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.
14. Canara Bank reserves right to change/add/remove any terms and conditions to this tender without assigning any reasons whatsoever.

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**1. TENDER - OFFER**

I/We have read and examined the Notice Inviting Tender, General Rules and Instructions and all other documents referred to in the conditions of contract and all other contents in the tender document for the work.

I/We hereby declare that I/We treat the tender documents, and other records connected with the work as secret/confidential documents and shall not communicate information/derived there from to any persons other than a person to whom I/We am /are authorised to communicate the same or use the information in any manner prejudiced to the safety of the State / the Employer.

I/We fully understand that you are not bound to accept the any tender you may receive. Shri. \_\_\_\_\_, Partner / Proprietor / Authorised representative of the Company, is the person authorised to negotiate commercial, technical terms & conditions & sign on behalf of the firm any Agreement.

I/We agree that until a formal agreement on stamp paper is prepared and signed, this tender with your written acceptance thereof shall constitute a binding contract between us.

Dated the: .....day of 2019

Witness, Name & address:  
Address including

Signature of Contractor/vendor  
Full Postal

Pin Code NO. & Telephone NO.

1).

2).

**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 class limits.

The various Categories & Cost limits are furnished below:

Sl No	CATEGORY	VALUE OF THE WORKS UPTO WHICH THE CONTRACTOR CAN PARTICIPATE (AMOUNT IN LAKHS)			
		CLASS- D	CLASS- C	CLASS- B	CLASS- A
1	CIVIL CONSTRUCTION WORKS	1	10	30	50

**Eligibility:**

S.N	Criteria	Documents Required
1.	The applicant Should have minimum 5 years' experience in relevant field of empanelment applied for	At least one Order copy/completion Certificate issued by clients during FY - 2013 - 14 and one each for every subsequent financial year
2.	<p>The applicant should have undertaken works of similar nature of the field applied for in Government departments/ public sector undertaking/ central autonomous bodies/ state autonomous bodies/ financial institutions and other reputed private firms during last 3 years as on 31.03.2018:</p> <ul style="list-style-type: none"> <li>• One work/project costing 80% of the class limit or</li> <li>• Two works/projects costing 50% of the class limit or</li> <li>• Three works/projects costing 40% of the class limit</li> </ul> <p>Similar nature means Civil/Structural works, erection, refurbishment, renovation and retrofitting of new/existing residential/commercial buildings, including foundation waterproofing. sanitary and plumbing works</p>	Certificate of completion from competent authority clearly mentioning value of works completed.
3.	The applicant should be an Assessee of Income Tax and must be registered for GST. Should submit copy of the income tax PAN, GST details with valid registration number etc.	Copy of PAN CARD and GST Registration Certificate
4.	The applicant shall have the average annual financial turnover of <b>at least 30%</b> the value of the class limit in the respective category during last 3 years ending as on 31.03.2018.	<p>1) Audited Balance Sheet and P &amp; L Account for the three years mentioned.</p> <p>2) Certificate from Chartered Accountant certifying the turnover of last three financial years i.e. 2017-18, 2016-17, 2015-16</p>

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.

1. If other things being Equal, the professionally qualified contractors and the contractors who have undertaken the works for Govt 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 Goods & service tax authorities. If they are otherwise eligible but not registered for Goods & service tax, they will not be considered for empanelment.

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## 6. APPLICATION FORMAT

*\*Tick the applied Category & also the Class applied for*

Sl.No.	CATEGORY	CLASS
1.	CIVIL CONTRACTORS	

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

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

Telephone Nos.

Office : \_\_\_\_\_

Residence : \_\_\_\_\_

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  
(Furnish copy) : \_\_\_\_\_

4. Registration with various Authorities

a) Income-tax No PAN/ GIR NO : \_\_\_\_\_  
(Furnish copies of  
Income-tax returns for last 3 FY)

b) GST Registration No. (furnish certificate) : \_\_\_\_\_

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 Organizations/ Public Sector Banks:

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

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 (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.

10. Details of present works under execution (Enclose copies of work order Issued by clients)

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
1.						
2.						
3.						

11. Key personnel permanently employed  
In your organization :

S N	Name	Qualifications	Experience	Responsibility	Employed in your firm since	Any other information

12. Details of ex-employees of Canara Bank working in your organization:

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

13. 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 DETAILS

14. Furnish the details of litigation/ Arbitration cases resulting from the contracts executed in the last seven years or currently under execution in the following format:

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

**DECLARATION**

1. All the information furnished by me / us here above is correct to the best of my knowledge and belief.
2. I / We have no objection if enquiries are made about the work listed by me / us in the accompanying sheets / annexures.
3. I / We agree that the decision of CANARA BANK in selection of contractors will be final and binding to me / us.
4. I / We have read & 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 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/GST/ Registration copy is enclosed?	Yes/No
4.	Whether enclosed proof for year of establishment?	Yes/No
5.	Whether proof for average annual financial turnover enclosed?	Yes/No
6.	Whether documentary proof for having undertaken the works is enclosed?	Yes/No
7.	If yes, No. of certificates 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. CATEGORY & CLASS OF WORK  
FOR WHICH EMPANELMENT  
IS SOUGHT :

3. 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**