



CANARA BANK
PREMISES & ESTATE SECTION
CIRCLE OFFICE, KARNAL
Bay 17-18, Sector 12
KARNAL - 132001.

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DOCUMENT FOR EMPANELMENT OF
AC CONTRACTORS/ SUPPLIERS 2019

DOCUMENT FOR EMPANELMENT

This document consists of the following:

- 1) Notice inviting applications for empanelment of AC contractors / Suppliers**
- 2) General rules and instructions to the intending applicants**
- 3) Application format for empanelment**

All contractors and suppliers in the existing panel should apply afresh for empanelment



DOCUMENT FOR EMPANELMENT

NOTICE INVITING APPLICATIONS FOR EMPANELMENT OF AC CONTRACTORS/SUPPLIERS FOR AC WORKS (SUPPLY /INSTALLATION /SERVICING / AMC) IN BRANCHES / OFFICES UNDER CO KARNAL.

Applications in prescribed format are invited for empanelment of Contractors/suppliers for AC work (Authorized by Company to undertake supply, Installation and servicing/AMC of AC machines) for our branches/ Offices located in entire Haryana state under Canara Bank Karnal Circle.

The eligible and interested contractors/ suppliers may collect the “Document for empanelment” from the following office by paying non-refundable fee of Rs. 590/- (Rs 500/- + 18% GST) (Rupees five hundred ninety only) by way of Demand Draft favouring “Canara Bank, Circle Office” Payable at Karnal. Applicants, who have downloaded the application from the website, should enclose the application fee by way of Demand Draft.

Canara Bank, Premises & Estate Section
Circle Office, Karnal
Bay 17-18, Sector 12
KARNAL - 132001.

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 AC WORKS’ and shall be submitted to the above mentioned office of CANARA BANK on or before 02.05.2019 upto 4.00 PM

The Bank reserves the right to accept or reject any or all the applications without assigning any reasons thereof.

Date: 11 APR 2019

ASSISTANT GENERAL MANAGER

DOCUMENT FOR EMPANELMENT

GENERAL RULES AND INSTRUCTIONS TO THE INTENDING APPLICANTS:

1. The empanelment of Contractors/ suppliers is proposed for the AC works in the Branches and offices of the Bank coming under the Circle office. Generally, the routine works of the Bank are awarded/procurements are made on calling competitive tenders/quotations from the empanelled contractors/suppliers. However, the Bank has the right to award the work/procure supply from any of the empanelled agencies, depending on the exigencies of the work and also opt for open tendering process for any particular work, depending on the nature & magnitude of the work.
2. This document consists of the following:
 - a) Notice inviting applications for empanelment of contractors and suppliers.
 - b) General rules and instructions to the intending applicants
 - c) Scope and eligibility criteria.
 - d) Application format for empanelment
 - e) Check list of documents furnished.
3. **The document as detailed above in (a) to (e), complete in all respects, should be submitted** by the intending applicants within the stipulated date and as per the instructions given in the Notice inviting applications. 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.
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 details furnished in the application form regarding eligibility criteria shall be furnished along with the application form. In this regard, copies of the work order and completion certificate and/or such documents shall be submitted. **Incomplete applications or applications without proper proofs for establishing their credentials will be summarily rejected and no correspondence will be entertained in this regard.**

DOCUMENT FOR EMPANELMENT

7. 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.
8. If the application is made by a limited company, it shall be signed by a duly authorised 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.
9. The evaluation will be based on the experience of the contractors / suppliers and their financial capabilities and may also include inspecting the works furnished by them for which, necessary co-ordination shall be made by them. Based on the details furnished and inspection of works, eligibility criteria, the contractors/ suppliers 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/ suppliers will only be informed by post / email.**
10. 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.
11. Applications received after the due date and time are liable for rejections.
12. The contractors /suppliers having their office /infrastructure in the geographical jurisdiction of Haryana / Delhi and providing /agreeing to provide their services in Haryana will only be considered. The empanelment shall be valid for a period of 3 years from the date of empanelment under normal circumstances provided there is no disciplinary / de-empanelment clause raised against them.
13. Canara Bank reserves its right to reject any / or all the applications without assigning any reasons whatsoever.
14. Those who are in present panel should also submit the fresh empanelment application.

SCOPE AND ELIGIBILITY CRITERIA FOR CONTRACTORS / SUPPLIERS

A. SCOPE OF WORK:

The panel of **AC Work Contractors/suppliers** will be mainly used for supply, installation, service/AMC of Air Conditioning Machines in various branches / Offices under Canara Bank CO Karnal located in entire state of Haryana.

B. ELIGIBILITY CRITERIA:

1. The contractor/ supplier who intends to apply for **AC Machines Supply /Installation/Service/AMC** should be authorized by company and have proper infrastructure /support to provide installation and services /AMC of AC machines in Government departments /public sector undertaking/central autonomous bodies/state autonomous bodies/financial institutions during last 5 years ending with 31.03.19. Contractors/suppliers have to necessarily provide all details of works/work orders executed by them in said period.
2. The contractors/ suppliers should
 - Be an assessee of Income Tax and should have registered with Goods and Services Tax department. Submit income tax clearance certificate or copy of the income tax returns and Goods and Services tax registration certificate with valid registration number.
 - Have an experience of successfully completed similar works ie. Supply, installation, testing, commissioning and maintenance of split, duct, cassette, and package air conditioners.
 - Hold a valid dealership certificate for supply, installation, testing, commissioning and maintenance of AC units from one /more of the approved make AC units having wide corporate presence in commercial market.
 - Enclose Original equipment manufacturer (OEM) authorization letter/ dealership/ supplier certificate for the relevant brand along with the application.
 - Have well established workshop for repair, maintenance of AC machines, for which they are holding dealership and should be authorized by respective company.
 - Have adequate maintenance engineers for deputing to branches/ATMs/Offices for servicing / replacement / installation of AC units at any point of time for immediate rectification of problem.
 - Have well established setup for installation/services/AMC of established brand /make of AC Machines and should be authorised by company.

DOCUMENTS FOR EMPANELMENT CANARA BANK CO KARNAL APR 2019

- Should submit necessary documents for assessing average annual financial turnover during last 3 years ending with 31.03.19.
- Submit Solvency certificate from Nationalized / scheduled bank issued within one year for an amount equal to the cost limit in the respective category.

Note:

1. Other things being Equal, the professionally qualified contractors/suppliers and the contractors / suppliers who have undertaken the works for Govt organizations will be preferred.

2. All class of contractors/ suppliers must be Income Tax Assessee and have valid GSTIN no.

APPLICATION FORMAT

APPLIED FOR EMPANELMENT OF:

(Write correct choice: CONTRACTORS /SUPPLIERS)

DEMAND DRAFT DETAILS: DD NUMBER: _____ DATE :_____

AMOUNT: _____ ISSUING BANK _____

**CATEGORY (type of work) : A / B / C / D / E/NOT APPLICABLE
(Class A/B/C/D/E if any)**

1. **Name of the Applicant** :

Address :

Communication Details : (*) Mandatory fields

Telephone **Office (*)** :

Telephone **Residence** :

Mobile (*) :

Fax :

E-Mail (*) :

2. a) **Status of the Firm** (Whether company/
Partnership / proprietary) :

b) **Name of the Proprietor/ Partners/ Directors**
(With professional qualifications, if any)

I)

II)

III)

c) **Year of establishment** :

3. **Whether registered with Registrar of
Companies / firm. If so, No. & Date** :

4. **Registration with Tax Authorities** :

a) **Income-tax No. PAN /GIR NO;**
(Furnish copies of Income-tax returns)

b) **GOODS AND SERVICES TAX (GST)** : GST No
(Furnish the latest copies of the returns filed)

5. a> Names of the Bankers with address:

I)

II)

b> Enclose solvency certificate from the bankers:

6. Turnover of the Company/ firm (Please attach copy of audited balance sheet and profit and loss account for three years).

	Year	Turnover
1	2018-19	
2	2017-18	
3	2015-16	

7. Registration with Government / Public Sector / Banks

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 03 Years /05 Years (please mention only such works which qualifies for eligibility criteria):

Sl. No.	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)

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

10. Details of present works under execution (enclose copies of work orders issued by clients)

11. Key personnel permanently employed in your organization:

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

12. 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

13. 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 far 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/suppliers will be final and binding to me / us.
4. I / We have read the instructions appended to the proforma and I / we understand that if any false information is detected at a later date the empanelment shall be cancelled at the discretion of the bank.

Place :
Date :

SIGNATURE OF CONTRACTOR
NAME & DESIGNATION
SEAL OF ORGANISATION

ANNEXURE1

LIST OF RELATIVES EMPLOYED IN CANARA BANK

SNO	NAME	DESIGNATION	BRANCH/OFFICE	RELATIONSHIP WITH CONTRACTOR

SIGNATURE OF CONTRACTOR WITH SEAL

ANNEXURE 2

CLIENT'S CERTIFICATE REGARDING PERFORMANCE OF CONTRACTOR

NAME & ADDRESS OF CLIENT:

EMAIL ADDRESS OF CLIENT:

PHONE NO. OF CLIENT:

DETAILS OF WORK EXECUTED BY M/s :

SNO	DESCRIPTION	DETAILS
1	NAME OF WORK AND LOCATION	
2	WORK ORDER REFERENCE	
3	AGREEMENT NO. AND DATE	
4	AGREEMENT AMOUNT	
5	STIPULATED DATE OF COMPLETION	
6	ACTUAL DATE OF COMPLETION	
7	GROSS AMOUNT OF WORK COMPLETED AND PAID	
8	QUALITY OF WORK	OUTSTANDING , VERY GOOD, GOOD, SATISFACTORY , POOR
9	TECHNICAL PROFICIENCY	OUTSTANDING , VERY GOOD, GOOD, SATISFACTORY , POOR
10	FINANCIAL SOUNDNESS	OUTSTANDING , VERY GOOD, GOOD, SATISFACTORY , POOR
11	GENERAL BEHAVIOR	OUTSTANDING , VERY GOOD, GOOD, SATISFACTORY , POOR

SIGNATURE OF REPORTING OFFICER(CLIENT) WITH OFFICE SEAL

FOR OFFICE USE ONLY

1. NAME OF THE AGENCY :
2. CATEGORY & CLASS OF WORK
FOR WHICH EMPANELEMENT
IS SOUGHT :
3. VIEWS OF EMPANELEMENT
COMMITTEE :
4. RESONS FOR REJECTION IF ANY :
5. RECOMMENDED STATUS :
(Recommended for Empanelment/
Not recommended)

SIGNATURE OF COMMITTEE MEMBERS

CHECK LIST OF THE DOCUMENTS

S.NO.	DESCRIPTION	ANSWER
1	DOCUMENTS FILLED AND SIGNED?	YES / NO
2	EMAIL ID MENTIONED?	YES / NO
3	COPY OF WORK ORDER ENCLOSED AS PROOF?	YES / NO
4	LATEST COPIES OF IT RETURN FILED IS ENCLOSED?	YES / NO
5	SOLVENCY CERTIFICATE ENCLOSED?	YES / NO
6	NAME AND COMMUNICATION ADDRESS OF THREE RESPONSIBLE CLIENTS ARE ENCLOSED?	YES / NO

PLEASE MARK THE APPROPRIATE CELLS BY ENCIRCLING.

**IMPORTANT NOTE:**

1. CHECK LIST SHOULD BE FILLED UP CORRECTLY BEFORE SUBMISSION.
2. THE NECESSARY DOCUMENTS NEEDED FOR EMPANELMENT SHOULD BE FURNISHED AT THE FIRST INSTANCE.
3. NON SUBMISSION OF ANY NECESSARY DOCUMENTS WILL RESULT IN REJECTION OF THE APPLICATION.

SIGNATURE OF THE CONTRACTOR
WITH SEAL