



CANARA BANK

Premises & Estate Section

Circle Office

7 th Floor , 38-Ansal Tower,

Nehru Place-110019

PH. 011-26281531

E-Mail ID pecodel@canarabank.com

www.canarabank.com

**DOCUMENT
FOR
EMPANELMENT
OF
CONSULTANTS/CONTRACTORS/SUPPLIERS**

August 2019



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**NOTICE INVITING APPLICATIONS FOR EMPANELMENT OF
CONSULTANTS, CONTRACTORS AND SUPPLIERS**

Applications are invited in the prescribed format for empanelment of consultants, contractors and suppliers for executing the works of the Bank's branches/offices coming under our Delhi Circle (areas under Delhi Circle are: Delhi Region, Noida , Meerut, Dehradun and Haldwani). It is proposed to maintain separate panels of consultants, contractors and suppliers for the following specialization of works:

1. Consultants:

- a) Electrical engineers/consultants/auditors

2. Contractors:

- a) Civil Engineering contractors

4. Suppliers

- 1> Voltage Stabilizers
- 2> Air- Conditioners
- 3> LED LIGHTS
- 4> ENERGY SAVER FANS

It is also proposed to further classify the above categories by fixing the financial limits. The eligibility criteria and other requirements for each of the above categories are detailed under "*Scope, cost-wise sub-classification and Eligibility criteria*".

All consultants, contractors and supplier/vendors in the existing panel shall not need to apply afresh.

The eligible and interested consultants, contractors and suppliers may collect the "**Document for empanelment**" from the following office by paying non-refundable fee of **Rs. 250/-** (Two Hundred and fifty only) by way of Demand Draft favoring "**Canara Bank, Circle Office**" **Payable at Delhi** / or by way of CASH. Applicants who have down loaded the application from the website, should enclose the application fee by way of DD.

The duly completed document in the prescribed format with all supporting documents shall be sealed in a cover and super scribed as '**APPLICATION FOR EMPANELMENT of (Category name)**' and **shall be submitted to the above mentioned office of CANARA BANK on or before 02.09.2019 up to 3.00 pm**

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

Date: 11.08.2019

ASSISTANT GENERAL MANAGER

GENERAL RULES AND INSTRUCTIONS TO THE INTENDING APPLICANTS:

- 1.0. The empanelment of Consultants, contractors and suppliers are proposed for the Civil, Electrical and other allied works of routine nature 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.
- 2.0. This document consists of the following:
 - a>Notice inviting applications for empanelment of consultants, contractors and suppliers
 - b>General rules and instructions to the intending applicants
 - c>Scope, cost wise sub-classification and eligibility criteria for each category.
 - d>Application format for empanelment
- 3.0. **The complete document as detailed above, 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.
- 4.0. The Consultants/Contractors/suppliers, who intend to apply for more than one category, have to apply for each category using separate application forms.
- 5.0. 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.
- 6.0. 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.
- 7.0. 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.

- 8.0. If the application is made by a limited company, it shall be signed by a duly authorized person holding the power of attorney for signing the application in which case certified copies of the power of attorney and the certification of incorporation, Memorandum of Articles of Association shall accompany the application.
- 9.0. The empanelment shall be made for a specific category. However, contractor empanelled in higher category shall be eligible for works in the lower category.
- 10.0. The evaluation will be based on the experience of the consultants/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 consultants/ 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 will only be informed by post.
- 11.0. 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.
- 12.0. Applications received after the due date and time are liable for rejections.
- 13.0. **The consultants/contractors/suppliers having their office in the geographical jurisdiction of our offices will only be considered. The empanelment shall be valid for three years to be reviewed every year.**
- 14.0. Canara Bank reserves its right to reject any / or all the applications without assigning any reasons whatsoever.
- 15.0. **Those who have applied previously (Electrical Auditors, Civil Contractors and Air conditioner suppliers) are not requested to re-submit the application.**

SCOPE, COST WISE SUB-CLASSIFICATION AND ELIGIBILITY
CRITERIA FOR CONSULTANTS

A. SCOPE OF WORK

The services of **Electrical consultants/Auditors** will be used for planning and electrical equipments like Air Conditioning, Generators, UPS, Transformers and other allied items, electrical auditing, energy audit and coordinating/ liasoning with state electricity boards & such other local authorities. Also, to provide consultancy for preventing fire risk related to electrical faults, auditing/certification of the power consumption and power saving methods

Further, Bank from time to time proposes to upgrade electrical HT system and upgrade DG sets capacity. Bank is looking to consultants who have specialized in the field of electrical engineering with the knowledge on HT sub-station, internal electrical system for a computerized office environment, specialized electro-mechanical works like DG sets, lifts, Building Management System, air-conditioning etc.

B.ELIGIBILITY CRITERIA:

A> Consultant- Electrical Engineering/Auditors:

1. Graduate in Electrical Engineering with minimum 5 years of experience in the respective field as on 31-12-2018.

2. Should have experience in planning, designing, auditing and supervising of electrical works for computerized environment including experience in LT/HT works, generator and motors, UPS, lifts. Planning and utilization of equipments and systems with maximum capacity utilization. The Consultant shall assess the total requirement of systems and equipments for offices and effective usage of the same with maximum efficiency. Further, Should have experience Office automation related electrification works / LT/HT substation installation works generators/ motors/ UPS/ lifts/Electrical Auditing of the Government owned premises and installation or such other related works of at least:

Five projects each costing Rs. 05.00 lakhs
Or Three projects each costing Rs. 07.50 lakhs
Or two projects each costing Rs. 12.00 lakhs
during the last three years.

3. The average annual turnover (professional fee) for the last 3 financial years shall not be less than Rs.02.00 lakhs

4. Should be an assessee of Income Tax.

5. For Electrical Audit purpose the Electrical Consultants who have certificate from Bureau of Energy Efficiency, Govt of India/ Certificate from National Productivity Council of India will be preferred (Hence agencies who have certificate shall produce the same).

SCOPE, COST WISE SUB-CLASSIFICATION AND ELIGIBILITY
CRITERIA FOR CONTRACTORS

A. SCOPE OF WORK:

The panel of **Civil Engineering Contractors** will be mainly used for civil engineering works like earthwork, masonry, plastering, RCC, concrete works, painting, flooring, plumbing & sanitary, water proofing, demolition works, structural steel fabrication, woodwork (doors and windows only) and other allied works for branches, residences and offices of the Bank.

B. COST WISE SUB-CLASSIFICATION:

It is proposed to classify each category of contractors depending on their past performance, technical and financial capabilities of the contractor. The contractors empanelled under lower class/category will not be eligible to participate for the works of higher class/category. However, the contractors classified under higher class can participate for works under lower class.

The contractors empanelled under Class-D are allowed to quote only in the geographical jurisdiction of our Regional Offices where the contractor is stationed. The other class of contractors can quote for the works coming under the geographical jurisdiction of the Circle Office.

CATEGORY	UPTO WHICH THE CONTRACTORS CAN PARTICIPATE (AMOUNT IN LAKHS)			
	CLASS- D	CLASS- C	CLASS- B	CLASS- A & Above
1. CIVIL ENGG. WORKS	0.25	2.00	10.00	30.00

ELIGIBILITY CRITERIA:

a > Contractors for Civil/Structural Works.

1. The contractor intends to be empanelled under Class-D should have minimum two years' experience prior to 31.12.2018 in Civil Engineering works including all repairs in the building involving civil engineering works like earthwork, masonry, plastering, RCC, concrete works, painting, flooring, plumbing & sanitary, water proofing, demolition works, structural steel fabrication, woodwork (doors and windows only) for branches, residences and offices of any Banks and financial Institutions. He should have executed at least one single similar work costing not less Rs. 10000.00 during the last one year.

2. The contractor intends to apply for Category- A,B &C should have the experience of successfully completing the following quantum of works such as

original works, alterations, repairs and renovations involving civil engineering works like earthwork, masonry, plastering, RCC, concrete works, painting, flooring, plumbing & sanitary, water proofing, demolition works, structural steel fabrication, woodwork (doors and windows only) for branches, residences and offices of the Bank / Government departments/public sector undertaking/central autonomous bodies/state autonomous bodies/financial institutions during last 5 years prior to 31.12.2018

a) Three similar completed works costing not less than the amount equal to **40%** of the cost limit in the respective Class

OR

b) Two similar completed works costing not less than the amount equal to **50%** of the cost limit in the respective class.

OR

c) One similar completed work costing not less than the amount equal to **80%** of the cost limit in the respective class..

3. Except for Class-D, the contractors for other classes should

a) have well-established office in the respective centre with adequate engineering staff.

b) be an assessee of Income Tax and should have registered with service Tax department submit income tax clearance certificate/copy of the income tax returns and service tax registration certificate with valid registration number.

c) have the average annual financial turnover of atleast two times the cost limit in the respective class during last 3 years ending with 31.12.2018

d) submit solvency certificate from Nationalized/ scheduled bank issued within one year for an amount equal to the cost limit in the respective class.

Note: 1. 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 asseesees, will be considered only under Class-D, irrespective of their experience and financial capabilities. The contractors empanelled under Class-D also should get the PAN number from Income Tax Authorities and TNGST number from Service Tax Department within 6 months from the date of empanelment failing which, they will not be allowed to quote for any further works.

SCOPE AND ELIGIBILITY CRITERIA FOR EMPANELMENT OF SUPPLIERS

SCOPE: It is proposed to empanel the suppliers of Air Conditioner, Voltage Stabilizers, LED LIGHTS and Energy saver fans for the anticipated procurements for the branches/offices of the Bank. The enquiries for the procurement will be made only with the Manufacturers. However, they can submit the quotation through their authorized dealers.

ELIGIBILITY CRITERIA:

The Suppliers should be original manufacturers/Suppliers of the above items having wide dealer and service network in our geographical Jurisdiction They should be established in this field for minimum 5 years.

1. LED LIGHTS & ENERGY SAVER FANS:

The suppliers of LED LIGHTS and ENERGY SAVER FANS should be the reputed manufacturers of such products OR authorized principles of reputed brands and established in the field for more than 5 years. They should have dealer and service network in the geographical area of Circle office (Delhi region, Meerut, Saharanpur, Dehradun, and Haldwani). Only BIS approved Brands are applicable for the Empanelment for lights and fanS.

i. The vendor/suppliers should submit service tax registration certificate showing registrations with service tax and commercial tax department and valid registration number.

ii. The vendors/suppliers shall have the average annual financial turnover of Rs.25.00 lakhs for the last three years prior to 01.04.19 (for categories wherever not explicitly mentioned).

iii. Solvency certificate from Nationalized/ scheduled bank issued within one year for an amount of Rs. 25.00 lakhs should be submitted.

iv) Dealership certificate, Shops & Establishment certificate of respective jurisdiction.

2. VOLTAGE STABILIZER:

1. The vendor/suppliers should submit service tax registration certificate showing registrations with service tax and commercial tax department and valid registration number.

2. The vendors/suppliers shall have the average annual financial turnover of Rs.25.00 lakhs for the last three years prior to 01.04.2019 (for categories wherever not explicitly mentioned).

3. Solvency certificate from Nationalized/ scheduled bank issued within one year for an amount of Rs. 25.00 lakhs should be submitted.

Apart, from the above points, for Voltage stabilizer supply, following points should also be considered:

Point no. (i) – Original Equipment Manufacturers (OEM) and Authorised Distributors / Dealers / Suppliers will be considered. The applicant should have sufficient number of technical and administrative employees. The applicant should submit their credentials along with a list of employees, contact details etc.

Point no. (ii) – The applicant requires to furnish their PAN No. Registration details of firm with TIN No, GST Registration for state of Delhi, Uttar Pradesh, Uttarakhand etc.

Point no. (iii) – The OEM and Authorised Distributors / Dealers / Suppliers should have supplied in PSU Banks/State and Central Govt. Organisations/reputed IT companies, Insurance companies. The work order must be in the name of the OEM or through the Authorised Distributors / Dealers / Suppliers. (Work orders and work completion certificates to be enclosed.) Only BIS and CE registration approved Brands are applicable for the Empanelment for Voltage stabilizer.

Point no. (iv) – The applicant must comply to Bank's terms for payment, delivery, rate contract and penalty as per the requirement by the bank.

Point no. (v) – The applicant must comply to Bank's Technical terms and CAMC conditions as per the requirement by the bank.

3. AIRCONDITIONING EQUIPMENTS SUPPLIERS (Blue Star, Daikin, Hitachi, Haier, Voltas, General, Carrier, LG, Panasonic) The Air-conditioning units suppliers shall be the manufacturers/ suppliers/service providers of window units, split units, VRF unit, ductable split, package air-conditioners and should be direct dealer and have good service network so as to cater to the needs of all our branches. They should have service centers at Delhi region, Meerut, Saharanpur, Dehradun, and Haldwani. (Dealership certificate from the OEM is mandatory and needs to be enclosed along with the application form, also applicant needs to mention in the application format separately for which brand the applicant has applied).

1. The vendor/suppliers should submit service tax registration certificate showing registrations with service tax and commercial tax department and valid registration number.
2. The vendors/suppliers shall have the average annual financial turnover of Rs.25.00 lakhs for the last three years prior to 01.04.2019 (for categories wherever not explicitly mentioned).
3. Solvency certificate from Nationalized/ scheduled bank issued within one year for an amount of Rs. 25.00 lakhs should be submitted.

APPLICATION FORMAT**APPLIED FOR EMPANELMENT OF::**

(write correct choice CONSULTANTS/
CONTRACTORS /SUPPLIERS)

CATEGORY (type of work) :: A / B / C / D
(Class A/B/C/D if any)

1. Name of the Applicant :
Address :

Telephone No. :
Office :
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) Service /commercial Tax : TN GST No
(Furnish the latest copies of the returns filed)

c) Registration Number Professional bodies:

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).

Sl. No.	Year	Turnover
1	2016-17	
2	2017-18	
3	2018-19	

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 2 years (for Class-D contractors) / 5 years (for class- AB,C contractors and Consultants) (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. In Case of Electrical contractor copy of valid license issued by the Electrical Inspectorate to be enclosed.

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 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 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

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

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 requisite application fee by cash/DD is paid?	Yes / No
5	Whether enclosed valid License/Certificate in case Consultant/Suppliers/ Dealers?	Yes / No
6	Whether enclosed proof for year of establishment?	Yes/No
7	Whether proof for average annual financial turnover enclosed?	Yes / No
8	Whether documentary proof for having undertaken the work is enclosed?	Yes / No
	If yes, No. Of Certificates enclosed	Yes/No