



CANARA BANK

Premises & Estate Section

Circle Office, Trivandrum

TC No: 26/173(1), PB N: 159

M G Road, Trivandrum- 695 001.

Phone : 0471-2331340, **Fax** : 0471-2331355

Email : pecotvm@canarabank.com;

Web : <http://www.canarabank.com>

**DOCUMENT FOR EMPANELMENT
OF
CONSULTANTS & SUPPLIERS
FOR THE YEAR - 2019-20**



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NOTICE INVITING APPLICATIONS FOR EMPANELMENT
OF
CONSULTANTS AND SUPPLIERS

Applications are invited in the prescribed format for empanelment of Consultants and Suppliers for executing the works of the Bank's branches/offices coming under the jurisdiction of Circle Office, Trivandrum , **i.e. in the entire state of Kerala**. It is proposed to maintain separate panels of Consultants and Suppliers for the following specialization of works, (**Applicants having their office / Sales & Service centre at Kerala will only be considered**)

For details log on to Bank Website <http://www.canarabank.com/> or contact at the above office.

All Consultants for Civil/ Electrical works and Suppliers in the existing panel of 2019-20 empanelment need not apply afresh for this empanelment.

1. Consultants:

| | |
|---|------------------------------|
| A | CIVIL ENGINEERING CONSULTANT |
| B | ELECTRICAL CONSULTANT |

2. Suppliers

| | |
|---|---|
| A | AIR CONDITIONING EQUIPMENTS |
| B | ELECTRICAL FIXTURE/FITTING SUPPLIERS |
| C | GLOW SIGN BOARD |
| D | NOTE COUNTING MACHINES |
| E | QUEUE MANAGEMENT SYSTEM |
| F | OFFICE READY FURNITURE SUPPLIERS ALMIRAH/STOREWELL |
| G | MINOR & MISCELLANEOUS WORKS |

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**".

The eligible and interested consultants and suppliers may DOWNLOAD the document from the website of the Bank namely www.canarabank.com -**Announcement link** and the document fee of **Rs.1180.00(inclusive of GST)** 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 summarily rejected.

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 26.08.2019 upto 3.00 PM**

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

Date: 17.08.2019

DEPUTY GENERAL MANAGER
TRIVANDRUM CIRCLE

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 consultants/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 Consultants /suppliers, who intend to apply for more than one category, have to apply for each category using separate application forms along with separate Demand Draft 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 for the work orders and completion certificates and or such other documents shall be submitted along with the application. 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 consultants/suppliers will only be informed by post.
9. 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.
10. Applications received after the due date and time are liable for rejections.
11. **The Applicants having their office / Sales & Service centre in the geographical jurisdiction of Kerala will only be preferred. The empanelment shall be valid for a period of one year from the date of intimation letter to the shortlisted consultants/suppliers.**

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. The applicant should be a profit making firm for the last 3 years as on 31.03.2019.
14. Canara Bank reserves its right to reject any / or all the applications without assigning any reasons whatsoever.

SCOPE, ELIGIBILITY CRITERIA AND RELATED DETAILS FOR CONSULTANTS:**CONSULTANTS**

The professionals experienced in planning, designing, preparation of tender documents, supervision of works wherever required, assisting the Bank in techno-commercial aspect with exposure to Government & Central Vigilance Guidelines will be preferred.

GENERAL ELIGIBILITY:

The consultant should have the following minimum eligibility criteria:

- i) The consultant should have provided consultancy services for similar works for
 - One project costing 80% of the class limit or
 - Two projects costing 50% of the class limit or
 - Three projects costing 40% of the class limit
 during the last Three years prior to 31.03.2019
- ii) The consultant should be an assessee of Income Tax.
- iii) The consultant should possess a valid GST registration number.

| Sl No | CATEGORY | VALUE OF THE WORKS UPTO WHICH THE CONSULTANT CAN PARTICIPATE (AMOUNT IN LAKHS) | | |
|-------|---|---|----------|----------|
| | | CLASS- C | CLASS- B | CLASS- A |
| 1 | Civil engineering Consultant/structural engineering | 15 | 30 | 50 |
| 2 | Electrical engineering Consultant | 15 | 30 | Nil |

A. CIVIL ENGINEERING CONSULTANT:

Scope: Civil Engineering consultants' services shall be used for planning, designing, estimation, tendering and supervision of execution of Buildings construction & repairs/ renovations/ maintenance and other Civil works of Bank's own buildings.

The scope of Civil Engineering Consultants also include assessment of repairs, renovation (in some cases involving structural evaluation) and recommending correct rectification works, periodical evaluation of buildings for structural conditions, if necessary by undertaking necessary structural studies and submitting technical assessment reports suggesting remedial measures, preparation of tender papers and assisting the Bank in undertaking repair works with or without their site supervision.

Eligibility:

1. Graduate in Civil Engineering with minimum 3 years of experience in planning, designing and supervision of buildings, sanitary and plumbing services and other allied works as on 31.03.2019. The consultant with post graduation in structural Engineering with experience in repairs and rehabilitation of the structures will be preferred.
2. Should have experience in planning, designing and supervision of Civil Engineering Constructions repair/ renovation works including water proofing works of buildings.

B. ELECTRICAL CONSULTANTS:

Scope: The services of Electrical consultants will be used for planning and execution of the electrical works for the Bank offices including procurement of electrical equipments like Generators, UPS, Transformers and other allied items, electrical auditing, energy audit and coordinating/ liaisoning with KSEB & such other local authorities.

The electrical system of the Bank owned buildings are with HT substation and some are supported by DG sets. Bank may propose to up grade such electrical HT system. In such cases Bank may avail the services of consultants who have specialized in the field of electrical engineering with the knowledge on HT substation, internal electrical system for a computerized office environment, specialized electro-mechanical works like DG sets, lifts, Building Management System, air-conditioning etc.

Eligibility:

1. Graduate in Electrical Engineering with minimum 3 years of experience in the respective field as on 31.03.2019.
2. Should have experience in planning, designing and supervising of electrical works for computerized environment including experience in LT/HT works, generator and motors, UPS, lifts.

GENERAL CONDITIONS APPLICABLE FOR ALL CONSULTANTS:

Generally, the routine interior works, Civil, electrical and air-conditioning works as detailed above are being carried out by the Bank's Engineers. The services of the consultants will be availed as and when it is required depending on the magnitude and specialization required for the project.

It is proposed to avail services of consultants from the approved panel for the interior works costing up to Rs.50.00 lacs, Civil works costing up to Rs.50.00 lacs, Electrical works & Air-conditioning works upto Rs.30.00 lacs. However, the Bank has right to avail the services of any consultant from out side the panel depending on the circumstances.

Note:: In all the above categories of consultants, if other things being equal, the consultants having the experience in the contract administration for Government, PSUs and Public Sector Banks and Financial Institutions will be preferred.

DETAILS OF REQUIREMENT/ELIGIBILITY FOR EMPANELMENT OF CONTRACTORS/SUPPLIERS :

Empanelment of Contractors / suppliers are sought for the following categories of works under various cost limits. The contractors/suppliers empanelled under lower cost limit will not be eligible to quote for the works costing more than the limit. However, the contractors/suppliers empanelled under higher class can participate even for works/ supply in lower cost 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. | AIR CONDITIONING EQUIPMENTS | 1 | 5 | 25 | 50 |
| 2. | ELECTRICAL FIXTURE/FITTINGS SUPPLIERS | 1 | 5 | 25 | NIL |
| 3. | GLOW SIGN BOARD SUPPLIERS | 1 | 5 | 10 | NIL |
| 4. | NOTE COUNTING MACHINES | 1 | 10 | 20 | NIL |
| 5. | QUEUE MANAGEMENT SYSTEM | 1 | 10 | 15 | NIL |
| 6. | OFFICE READY FURNITURE SUPPLIERS ALMIRAH/STOREWELL | NIL | 5 | 25 | NIL |
| 7. | MINOR & MISCELLANEOUS | 1 | NIL | NIL | NIL |

Eligibility:

The applicant should have the following minimum eligibility criteria:

- The applicant should have undertaken works in **Government Departments/Public Sector Undertaking/central autonomous bodies/state autonomous bodies/financial institutions during last 3 years prior to 31.03.2019:**
 - One work/project costing 80% of the class limit or
 - Two works/projects costing 50% of the class limit or
 - Three works/projects costing 40% of the class limit
- The applicant should be an assessee of Income Tax. Should possess valid GST registration. Should submit copy of the income tax PAN, GST certificate with valid registration number.

- iii. The applicant shall have the average annual financial turnover of atleast 30% the value of the class limit in the respective category during last 3 years ending with 31.03.2019.
- iv. The Suppliers should be original manufacturers/ Suppliers of the items having wide dealer and service network in the geographical Jurisdiction of Kerala state. They should be established in this field for minimum of 3 years.
- v. The supplier shall provide details of the personnel, equipment, manufacturing facilities.
- vi. Submit Solvency Certificate from Nationalised /scheduled banks issued within one year for an amount equal to cost limit in the respective field (only for Class A, B and C)

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. AIRCONDITIONING EQUIPMENTS: (Should be the authorized dealers of BlueStar, Daikin, Hitachi, Voltas, Carrier, Lloyd) The Air-conditioning units suppliers shall be the manufacturers/ suppliers/service providers of window units, split units, ductable split, package air-conditioners, cassette airconditioners 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 Kerala. (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).

2. ELECTRICAL FIXTURES AND FITTINGS SUPPLIERS: The suppliers of electrical fittings and fixtures should be the reputed manufacturers of such products like fan, tube lights, wires and established in the field for more than 3 years. They should have dealer and service network in the geographical area of Kerala.

3. GLOW SIGN BOARD : The scope of work involves, supply, installations and maintenance of glow sign board of branches, carrying out repair work etc. The contractor who has executed similar type of works for government department / Central /State /Autonomous bodies / financial institutions/public sector banks will be given preference (as per the eligibility conditions)
Similar works means all original works, alterations a modifications involving supply, installations, testing and commissioning of glow sign board related works for branches/ offices of a bank.

4. NOTE COUNTING MACHINE: The suppliers should have minimum of 3 years experience in supplying of Note counting machines viz, loose note counting machine, bundle note counting machine of reputed brands . The contractor who has executed similar type of works for government department / Central /State /Autonomous bodies / financial institutions/public sector banks will be given preference (as per the eligibility conditions). They should have dealer and service network in Kerala.

5. QUEUE MANAGERMENT SYSTEM: The scope of work involves, supply, installations and maintenance of Queue Management System machines to the branches, carrying out repair work etc. The contractor who has executed similar type of works for government department / Central /State /Autonomous bodies / financial institutions/public sector banks will be given preference (as per the eligibility conditions)
Similar works means all original works, alterations a modifications involving supply, installations, testing and commissioning of queue management system and other related works for branches/ offices of a bank.

6. OFFICE READY FURNITURE SUPPLIERS/ ALMIRAH /STOREWEL: The Companies/ Agencies/ authorised franchisees, having well established manufacturing & marketing facilities in the field of readymade office furniture items like computer operators chairs, executive chairs, conference chairs, almirahs, side racks, revolving chairs of various varieties, storage units, file racks, compactors, strong room doors, FRCC, FRRC, TRTL, Gold Loan trays, FBR safes etc. and who have supplied/executed such ready items are eligible to apply. Considering the products profiles, manufacturing facilities, business turn over, the eligible agencies will be empanelled. The applicants are requested to furnish the full details of the company's product profile, client list details of major projects executed with documentary proof.

7. MINOR & MISCELLANEOUS WORKS: All kinds of minor works including civil, furnishing, plumbing, shifting, cleaning and other related works etc. **Unregistered vendors (Vendors who does not possess GST registration) may also apply.**

APPLICATION FORMAT

The Consultants /suppliers, who intend to apply for more than one category, have to apply for each category using separate application forms along with separate Demand Draft and submit in independent covers superscribing in the envelope the category of work applied for.

APPLICATION FOR EMPANELMENT OF CONSULTANTS/ SUPPLIERS**(TICK WHICH-EVER IS APPLICABLE)**

APPLIED FOR :

| | |
|------------|--|
| CONSULTANT | |
| SUPPLIERS | |

| CATEGORY | CLASS | | | |
|---|-------|---|---|---|
| | D | C | B | A |
| CONSULTANT | | | | |
| CIVIL ENGINEERING CONSULTANT | | | | |
| ELECTRICAL CONSULTANT | | | | |
| | | | | |
| SUPPLIER | | | | |
| AIR CONDITIONING EQUIPMENTS | | | | |
| ELECTRICAL FIXTURE / FITTINGS SUPPLIERS | | | | |
| GLOW SIGN BOARD SUPPLIERS | | | | |
| NOTE COUNTING MACHINES | | | | |
| QUEUE MANAGEMENT SYSTEM | | | | |
| OFFICE READY FURNITURE SUPPLIERS ALMIRAH/STOREWELL | | | | |
| MINOR & MISCELLANEOUS WORKS | | | | |

| | | |
|----|---|--------------------------|
| 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. iv. |
| | 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 | |
| | b. GST Registration No: (Enclose GST Certificate) | |
| | c. Reg No in case of consultants | |
| 5 | Turnover of the Company/firm (Please attach copy of audited balance sheet and profit and loss account for three years). | |
| | Year | TURN OVER |
| | 2018-2019 | |
| | 2017-2018 | |
| | 2016-2017 | |
| | AVERAGE | |
| | | |

6. Registration with Government / Public Sector /Banks

| NAME OF THE ORGANISATION | NATURE OF WORKS | VALUE OF WORKS | DATE OF REGISTRATION |
|--------------------------|-----------------|----------------|----------------------|
| | | | |
| | | | |
| | | | |

7. What are your fields of core competence? Mention the fields on preference Basis

1)

2)

3)

8. Name of the Bankers with address:

i.

ii.

9. Details of solvency certificate enclosed:

10. Details of the qualifying works executed (please mention only such works which qualifies for the category/class for which you have applied)

| Sl No. | Name of Work | Work executed for (name of the organization with address, concerned office & telephone no) | 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.

11. Details of Present works under execution (enclose copies of work orders issued by clients)

i.

ii.

iii.

12. Key personnel permanently employed in your organization:

| SI No | Name | Qualifications | Experience | Particulars of work done | Employed in your firm since | Any other |
|-------|------|----------------|------------|--------------------------|-----------------------------|-----------|
| | | | | | | |

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 NUMBERS |
|----------------------|------------------------|-----------------|
| | | |
| | | |
| | | |

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 THE APPLICANT
NAME & DESIGNATION
SEAL OF ORGANISATION

Checklist (To be filled by Applicants)

| Sl no | Particulars | |
|-------|---|--------|
| 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 proof for year of establishment? | Yes/no |
| 6 | Whether proof for average annual financial turnover enclosed? | Yes/no |
| 7 | Whether documentary proof for having undertaken the works is enclosed? | Yes/no |
| 8 | Whether solvency certificate enclosed | Yes/no |
| | | |
| | If yes, No. of certificates enclosed | |