



CIRCLE OFFICE, PREMISES AND ESTATE SECTION	
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EMPANELMENT DOCUMENT

This document consists of the following:

- a. Notice inviting applications for empanelment of consultants / Architects, Civil Engineers, contractors and suppliers from fresh applicants and from existing panel seeking for up gradation of their category.
- b. General rules and instructions to the intending applicants
- c. Application format for empanelment

NOTICE FOR EMPANELMENT OF CONSULTANTS / ARCHITECTS, CIVIL ENGINEERS, CONTRACTORS AND SUPPLIERS

The Premises & Estate Section of Canara Bank Circle office is managing Bank's branches/ office buildings at various locations of Rajasthan. The Wing also manages its own Flats at Jaipur.

The intention of this notice of empanelment is to maintain separate panel of consultants / contractors / suppliers for various traits, the details of which are as under.

1. Architects & Civil Engineers
2. Contractors for, Electrical, Interior Furnishing and Suppliers of ONLINE UPS.

The eligible and interested consultants, Civil Engineers, contractors and suppliers may collect the "Document for empanelment" 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.

All consultants, contractors & suppliers in the existing panel should also apply a fresh for empanelment.

Alternatively, the document can also be downloaded from the website of Bank namely 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.

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) - 2017' and shall be submitted to the above mentioned office of **CANARA BANK ON or BEFORE 16.08.2017 by 5.00 PM.**

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.

Sd/-

Date: 05.08.2017

ASSISTANT 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 Consultants/Contractors/suppliers, 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 are liable for rejections.
11. **The Applicants having their office in the geographical jurisdiction of the Rajasthan will be preferred. The empanelment shall be valid for a period of TWO years from the date of intimation letter to the shortlisted Consultants/ Contractors/ 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. Canara Bank reserves its right to reject any / or all the applications without assigning any reasons whatsoever.

SCOPE, ELIGIBILITY CRITERIA AND RELATED DETAILS

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.

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
For two projects costing 50% of the class limit or
For three projects costing 40% of the class limit
during the last seven years prior to 31.03.2017

- ii) The consultant should be an assessee of Income Tax , GST, etc.

Sl No	CATEGORY	VALUE OF THE WORKS UPTO WHICH THE CONSULTANT CAN PARTICIPATE (AMOUNT IN LAKHS)		
		CLASS- C	CLASS- B	CLASS- A
1	Architects	10	30	50
2	Civil engineering Consultant	10	30	50

a. Architects :

Scope: Architects' services include planning, designing, supervising & execution of Civil Engineering works, interior furnishing works, other infrastructure creation works for the offices/residences of the Bank, providing the specifications of the materials, assisting the Bank in finalizing the contractor and supervision of the interior works ,if sought by the Bank. The panel architects services will also be availed for planning, designing and execution of redeveloping of Banks own buildings involving the approval for the same from the local Authorities.

Eligibility:

1. Graduate/ Post graduate degree in Architecture with minimum 3 years of experience in the respective field as on 31.03.2017.
2. The Architect must have registered with the council of Architecture/Members of the Indian Institute of Architecture and should have experience in planning, designing and supervising Civil Engineering, Interior works for the Banks, Financial Institutions and for software companies.

3. Architectural firms having engineering department with personnel having required qualification and meeting the other eligibility criteria can also apply.

b. 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 31.03.2017. 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.

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 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	INTERIOR FURNISHING	1	10	30	50
2	ELECTRICAL WORKS	1	10	30	Nil
3	ONLINE UPS SYSTEM	-	5	25	-

Eligibility:

The applicant should have the following minimum eligibility criteria:

- i) The applicant should have undertaken works in **Government departments/ public sector undertaking/ central autonomous bodies/ state autonomous bodies/ financial institutions and other reputed private firms during last 7 years prior to 31.03.2017:**
 - 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
- ii) The applicant should be an assessee of Income Tax. Should submit copy of the income tax, PAN, Goods & Service tax 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 31.03.2017.
- iv) The Online UPS Suppliers should be original manufacturer of the UPS having wide service network in the geographical spread of Rajasthan State. They should be established in this field for minimum of 5 years.
- v) The supplier shall provide details of the personnel, equipment and manufacturing facilities.

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. Interior Furnishing Contractors : The scope of work of Contractors for Interior works mainly original works, alterations and renovations involving erection of partitions work both wood & aluminium, counters, paneling, false ceiling, cavity flooring, storage units, furniture and fabricated workstations and other allied works for furnishing of our head office.

The Class A,B contractors shall have full fledged work shop for preparing the furnishing/ furniture items

2. Electrical Contractors :The scope of work for Electrical Contractors is to undertake HT as well LT works, panel board for LT applications, will be mainly used for internal and external electrification, associated cabling, copper plate earthing, wiring for air-conditioners, UPS, liasoning with Rajasthan Electricity Board for obtention of additional power, breakdown repair, interior wiring for computerized office environment and other allied works.

The electrical works also involves domestic electrical works attending to LT side, liasoning with BESCO in case of meter burn outs etc. attending to repairs of electrical appliances like fans, geysers, pumps & motors, switch boards, re-wiring and cabling works. Exposure to repairs of other appliances like fridge, mixies, washing machines etc. will be added advantage.

Electrical contractors shall have necessary permits/ license from CEIG office and familiar with IE rules & regulations and guidelines of CEIG.

3. Online UPS System : The supplier shall be Original Equipment Manufacturer. Scope of work involves undertaking the design based upon the parameters furnished and manufacture, testing at shop, supply, Installation, testing at site and commissioning the specified UPS Systems of specified configuration along with battery bank and its allied works like battery inter connections, associated electrical work and co-ordination with electrical contractors as directed by the engineer-in-charge etc. , which are fully described in the technical specification. This also involves providing maintenance and management of the UPS system supplied so as to ensure uninterrupted power supply on 24X 7 basis.

The Manufacturer should have minimum 5 years of experience in Designing & supplying Online UPS systems (5KVA and above) to Government institutions / Public Sector Banks. The Manufacturer shall have wide service network in Rajasthan and has to submit satisfactory service & Maintenances Certificate from Government institution / Pubic Sector Banks.

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 service tax authorities. If they are otherwise eligible but not registered for service tax, they will not be considered for empanelment.

APPLICATION FORMAT

APPLIED FOR EMPANELMENT OF: CONSULTANTS/ CONTRACTORS /SUPPLIERS

CATEGORY (type of work) ::
 Architects, Civil Engineers,
 Contractors - Interior
 furnishing/ Electrical
 suppliers- Online UPS

Class (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 :
 - b) Goods & Service Tax No :

 - (furnish copies of Income-tax
 returns,registration)

 - c) Registration Number (Enclose the copies)
 with Council of Architects,
 in case of Architects or Professional bodies :
 in case of other consultants :

in Electrical contractors, Registration No. :

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
1	2016-17	
2	2016-15	
3	2015-14	
	Average	

6. Registration with Government / Public Sector / Banks

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

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

1)

2)

7. 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)
1								
2								
3								

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

8. Key personnel permanently employed in your organization:

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

9. 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)

- | | |
|---|----------------------|
| 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 valid Electrical License in case of electrical contractor/ Council of Architecture in case of Architects? | 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 |
| If yes, No. of certificates enclosed | <input type="text"/> |