



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 Vendors for Security items (Strong room door & Safe Deposit Locker), Office Furniture Equipment, Queue Management System, Currency Note Counting & Authentication Machines & Currency Note Sorting cum Authentication machine(1+1 pocket) 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 VENDORS

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

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

1. Security Items (Strong Room Doors & Safe Deposit Lockers)
2. Office Furniture Equipment
3. Currency Note Counting & Authentication Machine
4. Currency Note Sorting & Authentication Machine(1+1 Pocket)
5. Queue Management System

The eligible and interested Vendors 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 vendors 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) - 2018' and **shall be submitted to the above mentioned office of CANARA BANK ON or BEFORE 05.03.2018 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: 22.02.2018

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 Vendors, who intend to apply for more than one category, has 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 vendors 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 vendors.**
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

VENDORS:

Empanelment of Vendors is sought for the following categories of works under various cost limits. The vendors 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 VENDOR CAN PARTICIPATE (AMOUNT IN LAKHS)			
		CLASS- D	CLASS- C	CLASS- B	CLASS- A
1	STRONG ROOM DOOR & SAFE DEPOSIT LOCKERS	5	10	30	50
2	OFFICE FURNITURE EQUIPMENT	1	5	-	-
3	CURRENCY NOTE COUNTING MACHINE	1	5	25	50
4	CURRENCY NOTE SORTING MACHINE (1+1 Pocket)	5	10	50	100
5	QUEUE MANAGEMENT SYSTEM	1	5	-	-

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 3 years prior to 31.03.2018:**

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.
- iv) 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. Strong Room Doors & Safe Deposit Lockers Suppliers : The Vendor should have their own manufactured brand and plant in India for the SRD and SDL. OR If the Vendor is not an Original Equipment Manufacturer (OEM) and only an authorized dealer, they should have valid authorization letter from their OEMs to deal/market their product in India and such authorization letter should be valid for a further period of minimum 5 years from the date of RFP.

Strong room door adhering to standard specifications of “ B ” class Currency chest and meeting the standards of Bureau of Indian Standards- IS 11188 (part 1):2014. The Vault door must be BIS Certified. Safe Deposit locker shall meet the standards of Bureau of Indian Standards- IS 5244:2014. The SDL must be BIS Certified.

The Vendor must have experience in the field for minimum 3 years. Vendor must have supplied minimum 10 numbers BIS certified Class B strong room doors / Safe deposit lockers to public sector or Private sector Banks for the last 3 years. Work Completion & performance Certificate shall be submitted from the concerned banks. The Vendor Must have service network in Rajasthan.

2. Office Furniture Suppliers: The Companies/ Agencies/ authorized 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 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.

3. Currency Note Sorting Machines (1+1 Pockets)

The Vendor should have minimum of 3 years experience in the activity of supply and maintenance of currency Note Authenticator / Note sorting machines capable of detecting suspect notes.

Vendor must have a minimum of Rs. 10.00 Crore Annual average turnover per year during the last three financial years from Currency note sorting machine Business in India.

The Vendor should have supplied 50 Nos Note Authenticator cum Sorting Machines (NASM) 1+1 Pocket, during any one of the three years on or before 31/03/2018 to any scheduled commercial Banks in India.

The Vendor should have their own manufactured brand and plant in any part of the world for the note sorting machine and should have a permanent office or a subsidiary company in India. OR If the Vendor is not an Original Equipment Manufacturer (OEM)

and only an authorized dealer, they should have valid authorization letter from their OEMs to deal/market their product in India and such authorization letter should be valid for a further period of minimum **5 years** from the date of RFP.

The Vendor should be able to provide qualified service engineers for attending the problems if any during the Warranty/AMC period. The availability of services of the engineers for the proposed locations should be ensured.

Model offered by the Vendor should have passed the testing done at National Test House, Chennai in recent time. The test shall comply the technical specifications & guidelines on Note Authentication and Fitness Sorting Parameters (Testing procedures) .

4. Currency Note Counting Machines (Bench & Floor Type)

The Vendor should have minimum of 3 years experience in the activity of supply and maintenance of currency Note Authenticator / Note Counting machines capable of detecting suspect notes.

Vendor must have a minimum of Rs. 50.00 Lakh Annual average turnover per year during the last three financial years from Currency note counting machine Business in India.

The Vendor should have supplied 50 Nos Note Authenticator cum Counting Machines during any one of the three years on or before 31/03/2018 to any scheduled commercial Banks in India.

The Vendor desirous of quoting should have their own manufactured brand and plant in any part of the world for the note sorting machine and should have a permanent office or a subsidiary company in India. OR If the Vendor is not an Original Equipment Manufacturer (OEM) and only an authorized dealer, they should have valid authorization letter from their OEMs to deal/market their product in India and such authorization letter should be valid for a further period of minimum **5 years** from the date of RFP.

The Vendor should be able to provide qualified service engineers for attending the problems if any during the Warranty/AMC period. The availability of services of the engineers for the proposed locations should be ensured.

5. QUEUE MANAGEMENT SYSTEM

The Vendor should have minimum of 3 years experience in the activity of supply and maintenance of Queue Management System.

The Vendor should have supplied minimum 10 Nos Queue management System during any one of the three years on or before 31/03/2018 to any scheduled commercial Banks or Reputed private firms in India.

The Vendor desirous of quoting should have their own manufactured brand and plant in any part of the world for the note sorting machine and should have a permanent office

or a subsidiary company in India. OR If the Vendor is not an Original Equipment Manufacturer (OEM) and only an authorized dealer, they should have valid authorization letter from their OEMs to deal/market their product in India and such authorization letter should be valid for a further period of minimum 5 years from the date of RFP.

The Vendor should be able to provide qualified service engineers for attending the problems if any during the Warranty/AMC period. The availability of services of the engineers for the proposed locations should be ensured.

- 1. If other things being Equal, the professionally qualified Suppliers who have undertaken the works for Govt organizations will be preferred.**
- 2. All class of vendors must be Income Tax Assessee . The vendors, otherwise eligible but not Income tax assesses, will not be considered for empanelment.**
- 3. All Vendors should have registered for service tax authorities. If they are otherwise eligible but not registered for Goods & service Tax, they will not be considered for empanelment.**

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 BIS License in case of SRD/ SDL ? | 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"/> |