



CANARA BANK
Premises & Estate Section
Circle Office, Delhi
7th Floor, Ansal Tower
38-Nehru Place, New Delhi-110019.
Phone: (91) (11) 26281531
Email: pecodel@canarabank.com
Web: <http://www.canarabank.com>

**DOCUMENT
FOR
EMPANELMENT
OF
MODULAR FURNITURE VENDORS
YEAR 2018 - 2021**



CANARA BANK
Premises & Estate Section
Circle Office, Delhi
7th Floor, Ansal Tower
38-Nehru Place, New Delhi-110019.
Phone : (91) (11) 26281531
Email : pecodel@canarabank.com
Web : <http://www.canarabank.com>

NOTICE INVITING APPLICATIONS FOR EMPANELMENT
OF
MODULAR FURNITURE VENDORS

Applications are invited in prescribed format for empanelment of **Modular furniture vendors having in-house manufacturing facility in Delhi NCR**. Items to be supplied at various premises occupied by bank in Delhi.

It is also proposed to further classify the **Modular furniture vendors** 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, contractors and suppliers may collect the “**Document for empanelment**” from the following office by paying non-refundable fee of Rs. 500/- (Five Hundred only) by way of Demand Draft favouring “**Canara Bank, Circle Office**” Payable at Delhi. *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, Delhi
7th Floor, Ansal Tower
38-Nehru Place, New Delhi-110019.

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 "Modular furniture vendors" and shall be submitted to the above mentioned office of CANARA BANK on or before 03.01.2019 upto 3.00 PM.

For details and application form, please visit bank website
<http://www.canarabank.com/announcements/tenders> invariably.

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

Date: 20.12.2018

ASSISTANT GENERAL MANAGER

GENERAL RULES AND INSTRUCTIONS TO THE INTENDING APPLICANTS:

1. The empanelment of vendors is proposed for the Modular office furniture 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. This document consists of the following:
 - a) Notice inviting applications for empanelment of modular furniture vendor/supplier.
 - 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
 - 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. The Consultants/Contractors/suppliers, who intend to apply for more than one category, have to apply for each category using separate application forms.
5. 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. 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. 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 empanelment shall be made for a specific category. However, contractor empanelled in higher class shall be eligible for works in the lower class.
10. 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 / email.**
11. 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. Applications received after the due date and time is liable for rejections.
13. **The consultants/contractors/suppliers having their office in the geographical jurisdiction of the Circle office will only be considered. The empanelment shall be valid for a minimum period of one year.**
14. Canara Bank reserves its right to reject any / or all the applications without assigning any reasons whatsoever.

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

A. SCOPE OF WORK:

The panel of **Modular furniture supplier/vendors** will be mainly used for Supply and erection of modular composite work stations and dismantling, repairing, refurbishing and re installation of existing workstations along with supply of accessories and other related works as and when told to the vendor by 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 other class of contractors can quote for the works coming under the geographical jurisdiction of the Circle Office, Delhi.

CATEGORY	UPTO WHICH THE CONTRACTORS CAN PARTICIPATE (AMOUNT IN LAKHS)	
	CLASS- A	CLASS- B
Modular furniture vendors	100.00	50.00

C. ELIGIBILITY CRITERIA:

a> Contractor for Modular works:

The contractor who intends to apply for Class- A and B should have the experience of successfully completing following quantum of similar works such as original works, alterations, repairs and renovations involving supply and erection of modular composite work stations and dismantling, repairing, refurbishing and re installation of existing workstations along with supply of accessories and other related works for branches, residences and offices of the Bank / Government departments/public sector undertaking/central autonomous bodies/state autonomous bodies/reputed institutions during last 3 years prior to 31.03.18

- 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. The contractors for all classes should

- be an assessee of Income Tax, submit income tax clearance certificate or copy of the income tax returns

Following is mandatory for all contractors:-

- should have well established work shop/in-house manufacturing facility for preparing the necessary items.
- Should have GST Identification No, should give declaration of being a GST unregistered contractor and of informing the bank whenever in future the contractor gets registered under GST.
- have the average annual financial turnover of **at least two times** the cost limit in the respective class during last 3 years ending with 31.03.18.
- 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 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 not be considered, irrespective of their experience and financial capabilities.

APPLICATION FORMAT

APPLIED FOR EMPANELMENT OF:

(Write correct choice CONSULTANTS/
CONTRACTORS /SUPPLIERS)

CATEGORY (type of work) : A / B
(Class A/B 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) GST No. :

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	2017-18	
2	2016-17	
3	2015-16	

7. Empanelment with Government / Public Sector / Banks

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

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 3 years (for class- A and B vendors)
(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 for 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 vendors 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