

**06/MCPE/2022**

Premises & Estate Section
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DOCUMENT FOR EMPANELMENT

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. Application format for empanelment

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 the Circle Office, Mumbai. It is proposed to maintain separate panels of consultants, contractors and suppliers for the following specialization of works:

1. Consultants:

- a) Architects
- b) Civil / Structural engineers registered with MCGM
- c) Electrical / Energy Auditors
- d) Air-conditioning consultants
- e) Energy audit & fire risk consultants

2. Contractors:

- a) Interior furnishing works
- b) Civil works
- c) Electrical works (including voice and data communication works)
- d) Air Conditioners supply and Maintenance works
- e) Signage Boards suppliers
- f) Miscellaneous And Minor works like plumbing, steel fabrication
- g) Scrap Dealers

3. Suppliers:

- a) Modular furniture suppliers
- b) Officer ready Furniture suppliers (Chairs, Almirahs, Storage Units)
- c) Pest Control works

d) Security Items (note counting machines, note sorting machines)

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, contractors and suppliers may collect the **"Document for empanelment"** from the above office by paying non-refundable fee of **Rs. 1000/-** (One Thousand only) by way of Demand Draft favouring **"Canara Bank, Circle Office" Payable at Mumbai.**

All consultants, contractors and supplier/ vendors in the existing panel should also apply afresh for empanelment.

Alternatively, the document can also be downloaded from the website of Bank namely www.canarabank.com and the document fee of Rs.1000.00 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.

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) -2022**' and **shall be submitted to the above mentioned office of CANARA BANK on or before 01/03/2022 upto 03.00 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.

Date: 04/02/2022

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 emergency works/ works of small magnitude, the Bank may opt to award the work/ procure supply from any of the empanelled agencies, depending on the geographical suitability/ 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. **All consultants, contractors and suppliers/ vendors in the existing panel should also apply afresh for empanelment. 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, 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 rejection.
11. **The Applicants having their office in the geographical jurisdiction of the Mumbai, Mumbai Suburban, Thane, Navi Mumbai, Palghar, Raigad will be preferred. The empanelment shall be valid for a period of three years from the date of intimation letter to the shortlisted Applicants subject to annual review.**
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.
14. The performance of empanelled vendors will be monitored regularly to assess their suitability/ functioning. Their rating of evaluation shall be based on their adherence to delivery schedules, consistency in quality and competitive costs, integrity and service rendered during warranty and Annual Maintenance contract period.
15. **REMOVAL OF EMPANELLED VENDORS:**

Removal of approved Vendors from the list shall be considered on the following grounds:

- The performance is rated below par during the evaluation process.
- The firm fails or neglects to respond to three consecutive invitations to tender within the range of products for which it is registered.
- The firm fails to execute a contract/ order.
- The firm found not have the required technical man power/ equipment/machines.
- The firm is declared bankrupt or insolvent or willful defaulter.
- The firm fails to furnish the income tax clearance certificate or any other document when called for.

16. **BAN AND BLACK LISTING:-**

When the misconduct of a firm or its continued poor performance justified imposition of ban on business relation with the firm or it's Blacklisting, this action will be taken after due consideration of all factors and circumstances of the case. Ban for a specified period of time may be imposed by The Bank.

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

A. SCOPE OF WORK

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

Note: 1. In the categories of consultants, 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.

2. The firms /companies meeting the eligibility criteria and having the qualified personnel as detailed above can also apply.

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
 - Two projects costing 50% of the class limit or
 - Three projects costing 40% of the class limit during the last five years prior to **31.01.2022**
- ii) The consultant should be an assessee of Income Tax and must possess GST No.

Sl No	CATEGORY	VALUE OF THE WORKS UPTO WHICH THE CONSULTANT CAN PARTICIPATE (AMOUNT IN LAKHS)			
		CLASS- C	CLASS- B	CLASS- A	CLASS- AA
1	Architects	20	50	100	250
2	Civil/ structural Consultant	20	50	100	250
3	Electrical Consultants/ Energy Auditors	10	30	50	NA
4	Air conditioning Consultant	10	30	50	NA

A. ARCHITECTS :

The scope of work for the **Architectural consultants** include planning, designing, supervising & execution of Interior Furnishing works of branch offices, other infrastructure creation works for the offices and residences, quarters/ buildings 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 redevelopment of Bank's Own buildings involving the approval for the same from the local Authorities.

Eligibility Criteria:

1. Graduate/ Post graduate diploma in Architecture with **minimum 5 years** of experience in the respective field as on **31.01.2022**. The Architects with specialization in Interior designing will be preferred.

2. The Architect must have registered with the Council of Architecture and have experience in designing and supervising interior works for the Banks/ Financial Institutions/software companies with lighting details, electrical, data-cabling and Air-conditioning layouts of at least:

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

Two similar completed works costing not less than the amount equal to 50% of the cost limit in the respective Class OR

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

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

4. The average annual turnover (from professional fee) for the last 3 financial years shall not be less than **Rs. 3.00 lakhs**.

5. Should be an assessee of Income Tax & must possess GST No.

B. CONSULTANT- CIVIL/ STRUCTURAL ENGINEERING CONSULTANT :

The services of **Civil/ structural Engineering consultants** will be used for planning, estimation, tendering and supervision of execution of building construction, repairs/ renovation/ maintenance and other Civil works of Bank's own buildings/ office premises.

The scope of Civil/ structural 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 Criteria:

1. Graduate in Civil/ Structural Engineering with minimum 5 years of experience in planning, designing and supervision of buildings, sanitary and plumbing services and other allied works as on **31.01.2022**. The consultant with post

graduation in Structural Engineering with experience in repairs and rehabilitation of the structures will be considered for structural repair works;

2. Should have experience in planning, designing and supervision of major repair works including water proofing works of buildings of at least;

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

Two similar completed works costing not less than the amount equal to 50% of the cost limit in the respective Class OR

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

3. The average annual turnover (professional fee) for the last 3 financial years shall not be less than Rs. 3.00 lakhs.

4. The firm/ company must have licensed structural engineer/ auditor registered with MCGM. Details of the licensed structural engineer/ auditor should be enclosed with the empanelment document clearly mentioning the Sr. No., page No., license No. and license validity as per the list of registered structural engineers available on MCGM's www.mcgm.gov.in web portal under the title of "List of Structural Engineers in MCGM".

5. Should be an assessee of Income Tax & must possess GST No.

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

C. ELECTRICAL CONSULTANTS / ENERGY AUDITORS:

The services of **Electrical consultants** will be used for planning and execution of the electrical works for the Bank branches/offices including procurement of electrical equipments like Generators, UPS, Transformers and other allied items, electrical auditing, energy audit and coordinating/ / liasoning with BEST/ Reliance Infrastructure Ltd./ MSEB/ Tata power company Ltd. & such other local authorities. The electrical system of the various branches has computerized environment with UPS, batteries, Air conditioners, ATM's and such other latest electronic/computer gadgets. The electrical board load distribution, assessment of electrical load, safety audit of the existing panel boards, DB's Circuit etc. is involved.

Eligibility criteria:

1. Graduate in Electrical Engineering with minimum 5 years of experience in the respective field as on **31.01.2022**.

2. Should have experience in planning, designing and supervising of electrical works like Office automation related electrification works/ LT/HT substation

installation works generators/ motors/ UPS/ lifts or such other related works of at least:

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

Two similar completed works costing not less than the amount equal to 50% of the cost limit in the respective Class OR

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

3. The average annual turnover (professional fee) for the last 3 financial years shall not be less than Rs. 2.00 lakhs

4. Having experience in energy audit shall give details of the same in application form. For Electrical Audit purpose the Electrical Consultants who have certificate from Bureau of Energy Efficiency, Govt of India will be preferred (Hence agencies who have certificate shall produce the same).

5. Should be an assessee of Income Tax & must possess GST No.

D. AIR-CONDITIONING CONSULTANT:

The services of **Air-conditioning consultants** will be used by the Bank for planning, designing and supervision of the Air-conditioning works of the Bank branches/offices.

Eligibility criteria:

1. Graduate in Electrical/ Mechanical/ refrigeration engineering with minimum 5 years of experience in the air-conditioning field as on **31.01.2022**.

2. Should have experience in planning, designing and supervising of air-conditioning works using split/ ductable splits/ package units/ VRF units/ Centralized AC units of at least

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

Two similar completed works costing not less than the amount equal to 50% of the cost limit in the respective Class OR

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

3. The average annual turnover for the last 3 financial years shall not be less than Rs. 3.00 lakhs.

4. Should be an assessee of Income Tax & must possess GST No.

General: 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.

COST WISE SUB- CLASSIFICATION- FOR CONTRACTORS/ VENDORS

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 various categories and the cost limits are furnished below:

CATEGORY	UPTO WHICH THE CONTRACTORS CAN PARTICIPATE (AMOUNT IN LAKHS)				
	CLASS- D	CLASS- C	CLASS- B	CLASS- A	CLASS- AA
1. INTERIOR FURNISHING	2.00	5.00	25.00	50.00	100.00
2. CIVIL ENGG. WORKS	2.00	5.00	25.00	100.00	250.00
3. ELECTRICAL WORKS	2.00	10.00	25.00	50.00	NA
4. MODULAR FURNISHING	NA	5.00	25.00	50.00	100.00
5. SIGNAGE BOARD	1.00	2.00	5.00	20.00	NA
6. AIR CONDITION EQUIPMENTS	NA	5.00	10.00	50.00	NA
7. OFFICE FURNITURE (LIKE CHAIRS, ALMIRAHS ETC) & ELECTRONIC GADGETS SUPPLIERS.	NA	5.00	10.00	50.00	NA
8. PEST CONTROL	NA	5.00	10.00	20.00	NA
9. SECURITY ITEMS (NOTE COUNTING MACHINES, NOTE SORTING MACHINES CCTV, STRONG ROOM DOORS, FBR SAFES ETC)	NA	5.00	10.00	20.00	NA
10. SCRAP DEALERS	NOT APPLICABLE (NA)				

Eligibility: (Common pre-requisites for all categories of Contractors/vendors)

The applicant should have the following minimum eligibility criteria:

- i) The applicant should have undertaken below indicated amount of works in **Government departments/public sector undertaking/central autonomous bodies/state autonomous bodies/financial institutions and other reputed private firms during last 5 years prior to 31/01/2022:**
 - 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 and must possess GST No. **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 **31.03.2021.**
- iv) **The CONTRACTORS who have establishment locally (i.e in Mumbai, Mumbai Suburban, Navi Mumbai, Thane, Palghar, Raigarh districts) will be preferred.** In case of Suppliers like Modular work stations, AC units, Security Items, applicant should be original manufacturers/ Suppliers of the items having wide dealer and service network in the geographical Jurisdiction of MAHARASHTRA STATE and it is desired that they have local office mentioned in this para above. They should be established in this field for minimum of 5 years.
- v) The supplier shall provide details of the personnel, equipment, manufacturing facilities.
Submit solvency certificate from nationalized / scheduled Bank issued within one year for an amount equal to 50% of the respective category.

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. The following are specific to each discipline of works.

1. **Civil Engineering works:** The scope of work of Civil Contractors broadly is to undertake new constructions, redevelopment of existing properties, periodical repairs & renovations, earthwork, masonry, plastering, RCC and PCC work, flooring, painting, plumbing & sanitary, demolition works, structural steel fabrication, wood work (doors and windows only) waterproofing works of terrace, lift well, toilets etc. and other allied works for residences and offices of the Bank.
Except for Class-D, the contractors for other classes should have well-established office with adequate engineering staff.
2. **Water proofing:** The panel of Water proofing contractors will be used for executing specialized waterproofing works such as water proofing to terraces, basements, and sunken slabs of toilets, retaining walls, etc. of Bank's offices and residential buildings.
3. **Interiors:** 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 various branches and offices of the Bank.

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

4. **Modular furnishing & ready supply items:** The Companies/ Agencies/ authorised franchisees, having well established manufacturing & marketing facilities in the area of modular work stations, low height & full height partitions with MS / Aluminium frame works, post forming & edge banding facilities etc., in modular furnishing works and who have executed such works 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.
5. **Electrical Contractors:** The scope of work for Electrical Contractors is to undertake branch offices internal raw power and UPS power wiring, 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 local Electricity Board officials for obtaining 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 local EB's 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, mixer grinder, washing machines etc. will be added advantage.

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

6. **SIGNAGE BOARDS::** The scope of works includes fabrication, supply, erection and fixing of various sized branch name boards like box type glow sign (back Lit) boards, non lit Boards, Front lit boards using Bank approved make Flex material and vinyl material, One way visibility vinyl stickers etc. The agencies who have experienced in these type of works may apply. The agencies who have owned computerized vinyl cutting machines, flex tightening machines, fabrication facilities will be preferred.
7. **Fire & Burglar alarm & Firefighting system :** The scope of work of the Fire/Burglar detection and alarm contractors mainly involves all original works, alterations and modifications involving supply, installation, testing and commissioning of Burglar/ fire detection and alarm system for various branch Offices / buildings and maintaining and servicing of the installations.
8. **Fire extinguishing equipments:** The suppliers should have minimum of 5 years experience in supplying various type of Fire fighting equipments with different Capacity to large Offices. Also the suppliers should have experience in maintenance of all type of Fire extinguishers. If Banks requires imported FE the vendor should have the direct dealership of the products he needs to be supplied.

9. **Air conditioning equipments supplier:** The Air-conditioner units suppliers shall be the manufacturers/ authorized suppliers/ service providers of various type AC units like window units, split units, Cassette, ductable split, package air-conditioners, VRF units, centralized units and should be direct dealer and have good service network in the Mumbai, Mumbai Suburban, Thane, Panvel city.
10. **Office Furniture, Electronic gadgets Suppliers:** 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, Photo Copiers, EPABX System, Audio Video equipments 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.
11. **Pest Control works:** It is proposed to empanel pest control work agencies for day to day servicing of commercial Building complex/ corporate offices, residential complex. They shall be resourceful with manpower for various traits/ skilled- semiskilled/ unskilled, to undertake works of multistoried building.
12. **Supply and installation of Security items (Note counting Machines, Note Sorting Machines, CCTV, Strong Room Doors, FBR Safes):** The suppliers should have minimum of 5 years experience in supplying various type of Machines like Note Sorting machines, Note Counting Machines, CCTV equipments, Strong Room Doors, FBR Safes to large Offices. Also the suppliers should have experience in maintenance of such Security equipments. If Banks requires imported Security items the vendor should have the direct dealership of the products he needs to be supplied.
13. **Miscellaneous & Minor Works (Civil, plumbing, electrical & electrical appliances, carpenters, Fabrication Works etc.).** Bank undertakes various minor works at Bank's branches situated at various locations. The minor works mainly involves minor CARPENTRY works, plumbing works, repairing doors & windows, repairs to furnitures & fixtures etc. attending to leakages & seepages related works, touch up painting, cleaning of vacant premises, attending to electrical & telephone works in liaison with MSEB, MTNL / BSNL, BMC, MMRDA etc. The work also involves attending to minor repairs to electrical appliances like geyser, heaters, pumps & motors, washing machine, mixies etc.

The nature of works is classified as "Miscellaneous works" which are time critical to trouble shoot the problems at the earliest and shortest period of time. Such works will normally be at any point of the day or night.

Bank is looking to empanel such contractors who are equipped with sufficient manpower, mobile phones and who are willing to undertake such works.
14. **Scrap Dealers:** The scarp items shall be disposed as in where is condition wherever required. Scrap dealers will have to quote for the items and the items will be disposed off to the highest bidder.

NOTES::

- 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.**

APPLICATION FORMAT**APPLIED FOR EMPANELMENT OF: CONSULTANTS/ CONTRACTORS /SUPPLIERS****CATEGORY** (type of work) :

Architects, Consultants (Civil,
Electrical and Air-conditioning)
Contractors: Civil/ Water proofing/
Interior furnishing/ Modular
furnishing/ Electrical /Signage
Boards/ Air conditioners
supply/Office Ready Furniture
supply /Housekeeping, pest
control/Minor & Miscellaneous
works

(PLEASE WRITE THE CATEGORY)

(Class AA/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) GST No. :
(Furnish the proof of GST registration)

c) Registration Number (Enclose copies)
Council of Architects in case of Architects :
Professional bodies in case of other consultants:
In Electrical contractors, registration No.

5. a. Names of the Bankers with address (considering the operational convenience, it is preferred that contractors should have current account with Canara Bank)

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	2020-21	
2	2019-20	
3	2018-19	
	Average	

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 core competence? 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 - AA, A, B, C contractors and Consultants) (please mention only such works which qualifies for eligibility criteria)

S.N.	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)
1.								
2.								
3.								

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 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 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

CHECKLIST (TO BE FILLED BY APPLICANTS)

<u>SR.NO</u>	<u>PARTICULARS</u>	<u>Yes/No</u>
1.	Have you mentioned the category for which you have applied in the application form?	
2.	Have you signed in all the sheets?	
3.	Whether copy of PAN/GST Registration copy is enclosed?	
4.	Whether enclosed valid Electrical License in case of electrical contractor/ Council of Architecture in case of Architects?	
5.	Whether enclosed proof for year of establishment?	
6.	Whether proof for average annual financial turnover enclosed?	
7.	Whether documentary proof for having undertaken the works is enclosed?	
8.	If yes, No. of certificates enclosed	

LIST OF DOCUMENTS/ CERTIFICATES/ ANNEXURES ATTACHED:

(To be filled by Applicants)

S. No.	Description	Page No.