

OFFER DOCUMENT FOR EMPANELMENT OF CONSULTANTS, CONTRACTORS, SUPPLIERS & SERVICE PROVIDERS  
AT CANARA BANK CIRCLE OFFICE JAIPUR

REF:JPRCO/535/2021-22 14 NOVEMBER, 2021

This document can be downloaded from Bank's website [www.canarabank.com](http://www.canarabank.com) and enclosed along with  
Technical bid of this offer document.

ISSUED BY  
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**NOTICE INVITING APPLICATIONS FOR EMPANELMENT OF CONSULTANTS, CONTRACTORS SUPPLIERS AND SERVICE PROVIDERS**

Applications are invited in the prescribed format for empanelment of Architects/Consultants, Contractors, Suppliers and Service Providers for executing the works of the Bank's branches/offices coming under the jurisdiction of Circle Office, Jaipur.

JAIPUR CIRCLE COMPRISES OF FIVE REGIONS ( JAIPUR I, JAIPUR II , BIKANER, UDAIPUR, JODHPUR) WITH OFFICES, BRANCHES, EXTENSION COUNTERS AND ATMS ACROSS RAJASTHAN.

It is proposed to maintain separate panels of Architects, Consultants, Contractors and Suppliers for the following specialization of works, (Applicants having their office / Sales & Service centre in **Rajasthan** will only be considered for empanelment)

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

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

**1. Consultants**

1	Architectural Consultant
2	Civil Engineering/Structural Engineering Consultant
3	Electrical Consultant
4	Electrical Engineering Auditors (BEE Certified)

**2. Contractors**

1	CIVIL ENGINEERING WORKS
2	INTERIOR FURNISHING
3	ELECTRICAL WORKS
4	GLOW SIGN BOARD

**3. Suppliers and Service providers**

1	AIR CONDITIONING, HVAC EQUIPMENTS SUPPLIER AND SERVICE PROVIDER
2	FIRE FIGHTING AND EXTINGUISHING EQUIPMENTS
3	DIGITAL- TOKEN DISPLAY/ ROI BOARDS AND OTHER SIGN BOARDS
4	1+1POCKET NOTE AUTHENTICATOR & SORTING MACHINE
5	NOTE COUNTING MACHINES/UV LAMP
6	OFFICE READY FURNITURE SUPPLIERS - CHAIRS/ALMIRAH/STOREWELL
7	MODULAR FURNITURE
8	CCTV
9	FIRE, BURGLAR, ELECTRONIC ALARMS, BIOMETRIC ACCESS CONTROLS, TIMELOCKS ETC.
10	SECURITY ITEMS (STRONG ROOM DOOR, FRRC, TRTL SAFES, CHEST BINS, LOCKERS ETC.)
11	EPABX
12	UPS AND INVERTER SUPPLY AND SERVICING

#### 4. ONLY SERVICE PROVIDERS

1	PEST CONTROL SERVICES
2	HOUSEKEEPING

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 DOWNLOAD the document from the website of the Bank namely [www.canarabank.com](http://www.canarabank.com) -Tender link with the document fee of Rs.590.00 (Rupees Five Hundred and Ninety Only) inclusive of 18% 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.

MSE's (Micro and Small enterprise) NSIC/ KVI etc. are exempted from paying the processing fees of Rs 590/- for which the concerned enterprise needs to provide necessary valid certificates/ documentary evidence of the said work. For MSE's Govt. of India provision shall be considered while evaluating the offer (Complete details attached in Annexure III)

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 30.11.2021 upto 4.00 PM**

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

**Date: 14.11.2021**

**ASSISTANT GENERAL MANAGER  
JAIPUR 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 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 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 proof 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/email.
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 is liable for rejection.
11. **The Applicants having their office / Sales & Service centre in the geographical jurisdiction of Jaipur Circle (As Mentioned Above) will only be preferred. The empanelment shall be valid for a period of three years from the date of intimation letter to the shortlisted contractors.**

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 31.03.2021.

14. Canara Bank reserves its right to reject any / or all the applications without assigning any reasons whatsoever.

15. Firms should submit a undertaking (On their Letter Head) that they have not been “**Blacklisted**” by any of the Govt Authority / PSUs / PSBs duly signed by authorised signatory with company seal.

16. Empanelment provides an opportunity to firms to participate in the tender process invited from time to time for various routine works. Empanelment does not provide a guarantee for getting any work assigned. The Applicant should be in touch with the Premises and Estate section after the empanelment process.

17. Initially, provisional empanelment shall be issued to the eligible vendors against the category applied for. A empanelment letter shall be issued only after successful completion of 1 project,.

18. After each completion of work, the Consultant/Contractor/Auditor/Service Providers/Suppliers shall be rated according to the work completed for annual review/ reclassification.

#### **I) SCOPE, COST WISE SUB-CLASSIFICATION AND ELIGIBILITY CRITERIA FOR - ARCHITECTS/CONSULTANTS**

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.

#### **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 31.03.2021.**

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

S.No	Category	Value of the works upto which the consultant can participate (Amount in lacs)		
		Class C	Class B	Class A
1	Architects	10	30	50
2	Civil engineering Consultant/Structural Engineering	10	30	50
3	Electrical Engineering Consultant	10	30	--
4	Electrical Engineering Auditors (BEE Certified)	-	-	-

#### 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 architect's 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 5 years of experience in the respective field as on 31.03.2021.
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.

##### Eligibility:

1. Graduate in Civil Engineering with minimum 5 years of experience in planning, designing and supervision of buildings, sanitary and plumbing services and other allied works as on 31.03.2021. 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.

#### C. STRUCTURAL ENGINEERING CONSULTANT:

**Scope:** The scope of Structural Engineering Consultants 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, providing structural stability reports for Bank Buildings, providing structural fitness certificate to 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 specialisation (Post Graduation) in Structural Engineering having minimum 5 years of post-qualification experience in planning, designing and supervision of buildings.
2. Experience in planning and estimation of multi storied buildings shall be an added advantage.

**D. 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 Govt. Electricity Board in Rajasthan & their subsidiaries ( if any) and such other authorities.

The electrical system of the Bank owned buildings are with HT substation and some are supported by DG sets. Bank may propose to upgrade 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, solar Projects etc.

**Eligibility:**

1. Graduate in Electrical Engineering with minimum 5 years of experience in the respective field as on 31.03.2021.
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.
3. Applicants having Energy Auditor's / Energy Manager's licence issued by the relevant Govt. Authorities will be preferred.

**E. ELECTRICAL ENGINEERING AUDITORS (BEE CERTIFIED) :**

Scope: The services of Electrical Engineering Auditors will be used by the Bank for electrical audit & related works.

**Eligibility:**

1. Graduate in Electrical engineering with minimum 5 years of experience in the electrical auditing field as on 31.03.2021.
2. The Auditor must be Bureau of Energy Efficiency (BEE) Certified and should have experience in conducting electrical audit for the Banks, Financial Institutions and other reputed organisation/s.
3. Electrical firms having engineering department with personnel having required qualification and meeting the other eligibility criteria can also apply.

**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 outside 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.

## II) SCOPE, COST WISE SUB-CLASSIFICATION AND ELIGIBILITY CRITERIA FOR - CONTRACTORS,SUPPLIERS CUM SERVICES

Empanelment of Contractors/suppliers is 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: -

S.No	Category	Value of the works upto which the consultant can participate (Amount in lacs)			
		Class D	Class C	Class B	Class A
1	Civil Engg Works	1	10	25	50
2	Interior Furnishing	1	10	25	50
3	Electrical Works	1	10	25	-
4	Glowsign board	1	5	10	-
5	Air Conditioning, Hvac Equipments Supplier And Service Provider	1	5	25	-
6	Fire Alarm System	-	5	25	-
7	Burglar alarm system	-	5	10	-
8	Fire fighting and extinguishing equipments	1	10	-	-
9	Digital- Token Display/ Roi Boards And Other Sign Boards	1	5	10	-
10	Note counting machines/UV Lamp	1	10	20	-
11	1+1Pocket Note authenticator & Sorting Machine			50	-
12	Modular Furniture Suppliers	-	10	30	50
13	Office Ready Furniture Suppliers Chairs /Almirah/Storewell	1	5	10	25
14	Security Items (Cctv, Biometric Access Controls And Time Lock)	-	10	25	-
15	Epabx	1	10	20	-
16	Security Items (Strong Room Door, Frrc, Trtl Tang Bars, Trtl/Fbr Safes, Chest Bins, Lockers Etc.)	1	5	10	25
17	UPS, Inverter and batteries Supply And Servicing	1	5	10	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** during last 3 years prior to **31.03.2021**:

**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 Registration. Kindly submit copy of the income tax PAN, GST certificate with valid registration number.

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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 Suppliers should be original manufacturers/ Suppliers of the items having wide dealer and service network in the geographical Jurisdiction 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.

vi. Submit Solvency Certificate from Nationalized /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. **CIVIL ENGINEERING WORKS:** The scope of work of Civil Contractors broadly is to undertake new constructions, redevelopment of existing properties, periodical repairs & renovations, 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. **INTERIOR FURNISHING WORKS:** 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 bank branches.

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

**ELECTRICAL CONTRACTORS:** The scope of work for Electrical Contractors is to undertake HT as well as 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 State Electricity Boards or their allied bodies 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, State Electricity Boards or their allied bodies in case of meter burn outs etc. attending to repairs of electrical appliances like fans, geysers, pumps & motors, switch boards, rewiring 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 Electrical Inspectorate and familiar with rules & regulations of the electricity board.

4. **AIR CONDITIONING, HVAC EQUIPMENTS SUPPLIER AND SERVICE PROVIDER:** (Blue Star, Daikin, Hitachi, Haier, Voltas, O General, Carrier, LG, Panasonic, Godrej etc) The Air-conditioning units suppliers shall be the manufacturers/ suppliers/service providers of window units, split units, ductable split, package air-conditioners, cassette air conditioners and should be direct dealer and have good service network so as to cater to the needs of all our branches/ATMs/Admin Units etc. They should have service centers at Rajasthan (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).

**5. FIRE ALARM:** The suppliers should have minimum 5 years experience in supply and installation of Fire Alarm system for various offices, Public Sector/ Private Sector Banks or Financial Institutions. The scope of work of the Fire detection and alarm contractors mainly involves all original works, alterations and modifications involving supply, installation, testing and commissioning of fire detection and alarm system for various Offices /branches and maintaining and servicing (AMC) of the installations. The supplier should have after sales and service centre in at least one of the above mentioned Region of Rajasthan.

**6. BURGLAR ALARM:** The suppliers should have minimum 5 years' experience in supply and installation of Burglar Alarm system for various offices, Public Sector/ Private Sector Banks or Financial Institutions. The scope of work of the Burglar alarm suppliers mainly involves supply, installation, testing and commissioning of Burglar alarm system for various branches/offices and maintaining and servicing (AMC) of the systems. The supplier should have after sales and service centre in at least one of the above mentioned Region of Rajasthan.

**7. FIRE EXTINGUISHERS & FIREFIGHTING SYSTEM:** The suppliers should have minimum of 5 years' experience in supplying various type of Firefighting equipment 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.

**8. 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 and modifications involving supply, installations, testing and commissioning of glow sign board related works for branches/ offices of a bank.

**9. DIGITAL TOKEN DISPLAY / ROI BOARDS AND OTHER SIGN BOARDS SUPPLIERS:** The scope of work involves, supply, installations and maintenance of digital token display, ROI boards and other sign boards 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 and modifications involving supply, installations, testing and commissioning of digital token display and other sign boards related works for branches/ offices of a bank.

**10. NOTE COUNTING MACHINE/UV LAMP:** The suppliers should have minimum of 5 years' experience in supplying of Note counting machines viz; loose note counting machine, bundle note counting machine, - counting and authenticating machines 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 Rajasthan. V

**11. 1+1 NOTE AUTHENTICATOR AND SORTING MACHINE :** The suppliers should have minimum of 5 years' experience in supplying of Note counting machines viz; loose note counting machine, bundle note counting machine, - counting and authenticating machines 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 Rajasthan. Machines capable of detecting suspected counterfeit notes as per latest RBI guidelines.

**12. MODULAR FURNITURE SUPPLIERS:** 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 empaneled. 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.

**14. OFFICE READY FURNITURE 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 etc. 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.

**15. SECURITY ITEMS (STRONG ROOM DOOR, FRRC, TRTL TANG BARS, TRTL/FBR SAFES, CHEST BINS, LOCKERS ETC):** The Companies/ Agencies/ authorised franchisees, having well established manufacturing & marketing facilities in the field of 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, BIS Standards, 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. It should meet RBI Specifications.

**16. SUPPLY, INSTALLATION, TESTING, COMMISSIONING AND PERIODIC SERVICING OF CCTV, BIOMETRIC, ACCESS CONTROL, TIME LOCK:** The supplier should have executed minimum of 45 standalone CCTV system in any of the public sector banks / financial institutions in Region during the last three financial years ending on 31.03.2021. The supplier should have after sales and service centre in at least one of the above mentioned Districts/Region of Rajasthan. The supplier should have executed minimum of 20 Bio-Metric/ Access Control / Time-Lock system in any of the public sector banks / financial institutions in Region during the last three financial years ending on 31.03.2021

**17. EPABX:** The supplier of the EPABX machine should be in the field for more than 3 years, the items should be of reputed brands and the branches should also be established in the field for more than 3 years. They should have dealer and service network in Rajasthan. Periodic Maintenance & Services have to be provided.

**18. UPS & INVERTERS:** The supplier of the UPS/ Inverter machines should be in the field for more than 5 years, the items should be of reputed brands, supplier should be OEM authorized dealer cum service provider and the branches should also be established in the field for more than 5 years. OEM should have dealer and service network in Rajasthan. Periodic Maintenance & Services have to be provided.

If other things being Equal, the professionally qualified contractors and the contractors who have undertaken the works for Govt organizations will be preferred.

All class of contractors must be Income Tax Assessee. The contractors, otherwise eligible but not Income tax assesses, will not be considered for empanelment.

All contractors, consultants should have registered for GST. If otherwise eligible but not registered for GST will not be considered for empanelment.

The Suppliers who have registered in Government E - Market (GeM) portal will be given preference.

### III) SCOPE AND ELIGIBILITY CRITERIA FOR - SERVICE PROVIDERS

#### PEST CONTROL SERVICES

The service provider should have minimum 3 years' experience in Pest Control service for all types of insects, rodents and snakes and should have completed servicing worth not less than Rs. 5,00,000.00 and should have at least one single similar work costing not less Rs.1,00,000.00 during the last three year prior to 31.03.2021.

The service provider should get the PAN number from Income Tax Authorities and GST number from Goods and Services Tax Department within 6 months from the date of empanelment failing which, they will not be allowed to quote for any further works.

#### HOUSEKEEPING SERVICES

The service provider should have minimum 5 years experience in Housekeeping services for Govt/Public Sector/ Private Commercial Buildings of area not less than 50,000 Sq. ft and should have completed at least one single similar work costing not less ₹2,50,000.00 during the last one year prior to 31.03.2021.

- a) Have well established office in respective centre with adequate support staff.
- b) Be an assessee of Income Tax and should have registered with Goods and Service Tax Department. Submit Income Tax clearance certificate/copy of the income tax returns and Goods and Services Tax registration certificate with valid registration number.
- c) Submit Solvency Certificate from Nationalized/Scheduled Bank issued within one year for an amount equal to class limit in the respective class.

**Annexure - I  
APPLICATION FORMAT**

The Consultants/Contractors/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/ CONTRACTORS /SUPPLIERS**

(TICK WHICH-EVER IS APPLICABLE)  
APPLIED FOR:

CONSULTANT	
CONTRACTORS	
SUPPLIERS CUM SERVICE PROVIDERS	
ONLY SERVICE PROVIDER	

S.No	Category	Class			
		D	C	B	A
	<b>CONSULTANT/ ARCHITECT</b>				
1	ARCHITECTURAL CONSULTANT				
2	CIVIL ENGINEERING /STRUCTURAL ENGINEERING CONSULTANT				
3	ELECTRICAL CONSULTANT				
4	ELECTRICAL ENGINEERING AUDITORS (BEE CERTIFIED)				

S.No	Category	Class			
		D	C	B	A
	<b>CONTRACTORS</b>				
1	CIVIL ENGINEERING WORKS				
2	INTERIOR FURNISHING WORK				
3	ELECTRICAL WORKS				
4	GLOW SIGN BOARD				

S.No	Category	Class			
		D	C	B	A
	<b>SUPPLIER CUM SERVICE PROVIDERS</b>				
1	AIR CONDITIONING EQUIPMENTS SUPPLIERS/ SERVICE PROVIDER				
2	FIRE , BURGLAR,ELECTRONIC ALARMS,BIOMETRIC ACCESS CONTROLS, TIME LOCK ETC.				
3	CCTV				
4	FIRE EXTINGUISHING AND FIRE FIGHTING EQUIPMENTS				
5	SECURITY ITEMS (STRONG ROOM DOOR, FRRC,TRTL SAFES, CHEST BINS, LOCKERS ETC.)				

6	DIGITAL TOKEN DISPLAY/ ROI BOARDS AND OTHER SIGN BOARDS				
7	1+1 POCKET NOTE AUTHENTICATOR AND SORTING MACHINE				
8	NOTE COUNTING MACHINES/UV LAMP				
9	MODULAR FURNITURE SUPPLY				
10	OFFICE READY FURNITURE SUPPLIERS CHAIRS / ALMIRAH/STOREWELL				
11	EPABX				
12	UPS & INVERTER WITH BATTERIES SUPPLIERS/ SERVICE PROVIDER				

S.No	Category	Class			
		D	C	B	A
	<b>ONLY SERVICE PROVIDERS</b>				
1	Pest Control Services				
2	Housekeeping Services				

S.No	Details	
1	Name of Applicant	
2	Address ( Registered Office)	
3	Address (All Local Address in Rajasthan) <b>Address Proof to be submitted</b>	
4	Contact Details Mobile No./Telephone/ Email/Fax	
5	a) Status of the Firm (Whether company/Partnership/ proprietary)	

	b) Name of the Proprietor/ Partners/Directors (with professional Qualifications) :	
	c) Year of Establishment	
3	Whether registered with Registrar of Companies/ firm. If so, No. & Date	
4	<b>Registration with Tax Authorities</b>	
	a. Income-tax No. PAN/GIR NO	
	b. GST No. (furnish copies of PAN, registration certificate)	
	c. Registration Number (Enclose the copies) with Council of Architects, in case of Architects or Professional bodies	
	d. Reg No. in case of other consultants	
	e.BEE Certificate No. (In case of Electrical Auditors)	
	f.Reg No. in case of Electrical Contractor.	
5	<b>Turnover of the Company/firm (Please attach copy of audited balance sheet and profit and loss account for three years).</b>	
	Year	TurnOver
	2018-2019	
	2019-2020	
	2020-2021	
	Average :	
6	Registered with GeM Portal	

**7. Registration with Government / Public Sector / Banks**

Name of Organization	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. Name of the Bankers with address:**

i.

ii.

**10. Details of solvency certificate enclosed:**



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

S.No	Name of Work	Work executed for organization with address, concerned office & telephone no.	Nature of work in brief	Location of the work	Actual Value of the works	Stipulated Completion	Actual Completion	If work left incomplete (furnish reason)

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

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

i.

ii.

iii.

**12. Whether empanelled with \_\_\_\_\_ :**

Canara Bank in any other Circle

(If yes, then furnish details of the Works executed along with Orders copies & Letter of Empanelment)

13. Key personnel permanently employed in your organization:

S.No	Name	Qualifications	Experience	Particulars of work done	Employed in your firm since	Any Other Remarks

14. In Case of Electrical auditor, copy of valid certificate issued by the Bureau of Energy Efficiency (BEE) to be enclosed.

In Case of Electrical contractor, copy of valid license issued by the Electrical Inspectorate to be enclosed.

Whether Enclosed: Yes / No

15. Furnish the names of three responsible clients/ persons to whom the major works carried out by the applicant in past 3 years 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 Officials	Organization and its 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 of Documents to be submitted by Applicants (To be filled by Applicants)**

S.No	Particulars	
1	Have you mentioned the category for which you have applied in the application form?	Yes/No
2	Have you signed on all the sheets?	Yes/No
3	Whether copy of PAN/GST tax Registration copy is enclosed?	Yes/No
4	Income tax returns for last 3 financial years & PAN Card	Yes/No
5	Whether requisite application fee by DD is paid?	Yes/No
6	Whether enclosed copy of valid Electrical License in case of electrical contractor/ Council of Architecture in case of Architects?	Yes/No
7	Whether enclosed proof for year of establishment?	Yes/No
8	Whether proof for annual financial turnover enclosed for last 3 years?	Yes/No
9	Whether documentary proof of all the works mentioned for deciding the eligibility criteria for having undertaken the works is enclosed?	Yes/No
10	Whether solvency certificate enclosed by contractors If yes, No. of certificates enclosed (___)	Yes/No
11	Whether address proof for Office/Service Centre in Rajasthan enclosed	Yes/No
12	Whether certificate of registration of company/ Partnership Deed/Letter of Proprietorship etc enclosed?	Yes/No
13	Whether incorporation certificate enclosed? ( if applicable)	Yes/No
14	Whether MSE/ NSI/ KIV certificates and documents enclosed?	Yes/No
15	Whether undertaking for not being "Black Listed" enclosed?	Yes/No
16	Audited balance sheet for last 3 financial years. If applicable	Yes/No
17	Registration Certificate under Contract labour Act ( Regulation & Abolition) 1970	Yes/No
18	Performance feedback from existing principal employers.	Yes/No
19	Details of litigation/Arbitration cases resulting from the contracts executed in the last 7 years or currently under execution	Yes/No

**Annexure - II**  
**Declaration regarding Banning / Blacklisting**  
(DECLARATION TO BE SUBMITTED ON LETTER HEAD OF THE BIDDER)



To,  
The Assistant General Manager,  
Premises & Estate Section,  
Circle Office, Canara Bank,  
Jaipur, Rajasthan

Subject: Empanelment Of Architects/Consultants, Contractors, Suppliers & Service Providers At Canara Bank Circle Office, Jaipur.

Ref: \_\_\_\_\_

I / We hereby declare that I / We have not been banned or blacklisted or debarred by any Government ,Quasi Government Agencies, Public Sector Undertakings or Private Companies anywhere, anytime.

Should it be observed anytime during currency of the empanelment selection process or during period of empanelment of the work that I / We have been banned, blacklisted or debarred by any of the above Agencies, then I / We agree for forfeiture of our Empanelment by Canara Bank, without any recourse.

Dated:

Name & Signature of the Applicant

### ANNEXURE III PURCHASE PREFERENCE

Purchase Preference to Micro and Small Enterprises (MSEs) and Startups and Purchase Preference linked with Local Content (PP-LC) shall be applicable subject to full compliance of other terms and conditions of the RFP and Contract. Following are the conditions applicable as per the Government of India Guidelines on Purchase Preference.

#### 1. Micro & Small Enterprises [MSEs]:

Procurement through MSEs (Micro & Small Enterprises) will be done as per the Policy guidelines issued by the Ministry of Micro, Small & Medium Enterprises vide Gazette notification no. D.L.-33004/99 dated 23.03.2012 and as amended from time to time.

Following are the conditions applicable as per the Government of India Guidelines

1.1.MSEs should provide proof of their being registered as MSE (indicating the Terminal Validity Date of their Registration) for the item under Tender/ RFP along with their offer, with any agency mentioned in the Notification, including:

1.1.1.District Industries Centres or

1.1.2.Khadi Village Industries Commission or

1.1.3.Khadi & Village Industries Board or

1.1.4.Coir Board or National Small Industries Corporation or

1.1.5.Directorate of Handicrafts & Handloom or

1.1.6.Any other body specified by the Ministry of Micro, Small & Medium Enterprises.

1.1.7. For ease of registration of Micro and Small Enterprises (MSMEs), Ministry of MSE has started Udyog Aadhaar Memorandum which is an online registration system (free of cost) w.e.f. 18th September, 2015 and all Micro & Small Enterprises (MSEs) who are having Udyog Aadhaar Memorandum should also be provided all the benefits available for MSEs under the Public Procurement Policy for Micro and Small Enterprises (MSEs), Order 2012.

1.2. MSEs participating in tenders, quoting price within price band of L1+15% shall also be allowed to supply a portion of requirement by bringing down their price to L1 in a situation where L1 price is from someone other than MSE & such MSE shall be allowed to supply at least 20% of total tendered value. In case there are more than one MSEs within such price band and agree to bring down their price to L1, the 20% quantity is to be distributed proportionately among these Bidders.

1.3. MSEs are exempted from paying Application fee/cost & EMD, subject to furnishing of Valid certificate for claiming Exemption.

1.4.The Eligible MSEs who intend to match the L1 Price (ultimately decided by the Bank) shall indicate the willingness to match the L1 Price within 6 working days from the date of communication from the Bank to avail the purchase preference.

1.5.Bidder has to submit as self-declaration accepting that if they are awarded the contract and they fail to sign the contract, or to submit a performance security before the deadline defined in the RFP, they will be suspended for the period of three years from being eligible to submit Bids for contracts with Canara Bank as per Form PP-B.

1.6.The aforesaid Policy is meant for procurement of only goods produced and Services rendered by MSEs and not for any trading activities by them. An MSE unit will not get any Purchase Preference over any other MSE Unit.

1.7.The details are available on web site dcmsme.gov.in. Interested vendors are requested to go through the same for details.

## 2. Startup:

2.1.Applicable for Indian Bidders only as defined in gazette notification no. D.L-33004/99 dated 11.04.2018 of Ministry of Commerce and Industry and as amended from time to time.

2.2.As mentioned in Section-II of O.M. No.F.20/2/2014-PPD(Pt.) dated 20.09.2016 of Procurement Policy Division, Department of Expenditure, Ministry of Finance on Prior turnover and prior experience, relaxations may be applicable for all Startups [whether Micro & Small Enterprises (MSEs) or otherwise] subject to meeting of the quality and technical specifications specified in tender document.

2.3.Further, the Startups are also exempted from submission of Tender Fee and EMDs.

2.4.For availing the relaxations, bidder is required to submit requisite certificate towards Startup enterprise registration issued by Department of Industrial Policy and Promotion, Ministry of Commerce and the certificate should be certified by the Chartered Accountant (not being an employee or a Director or not having any interest in the bidder's company/firm) and notary public with legible stamp.

2.5.Bidder has to submit as self-declaration accepting that if they are awarded the contract and they fail to sign the contract, or to submit a performance security before the deadline defined in the RFP, they will be suspended for the period of three years from being eligible to submit Bids for contracts with Canara Bank as per Form PP-B.

## 2. Procurement through Local Suppliers (Make in India):

Department of Industrial Policy and Promotion under Ministry of Commerce and Industry vide letter no. P-45021/2/2017-PP (BE-II) dated 28.05.2018 has notified revised guidelines to be followed to promote manufacturing and production of goods and services in India under "Make in India" initiative.

3.1."Local Supplier" means a supplier or service provider whose product or service offered for procurement meets the minimum local content as prescribed under the aforesaid order or by the competent Ministries/Departments in pursuance of the aforesaid order.

3.2.The minimum local content shall be 50% in general (unless otherwise prescribed by the Nodal Ministry) and the margin of purchase preference shall be 20%.

3.3.For award of contract, the following clauses shall be applicable in addition to other provisions in the bidding document in this regard:

3.3.1 In procurement of goods, services or works in respect of which the Nodal Ministry has communicated that there is sufficient local capacity and local competition, and where the estimated value of procurement is Rs. 50 lakhs or only local suppliers shall be eligible. If the estimated value of procurement of goods or services or works is more than Rs. 50 lakhs, the provisions of sub-paragraph 3.3.2 or 3.3.3, as the case may be, shall apply;

3.3.2.In the procurements of goods or works which are not covered by paragraph 3.3.1 and which are divisible in nature, the following procedure shall be followed:

3.3.2.1. Among all qualified bids, the lowest bid will be termed as L1. If L1 is from a local supplier, the contract for full quantity will be awarded to L1.

3.3.2.2. If L1 bid is not from a local supplier, 50% of the order quantity shall be awarded to L1. Thereafter, the lowest bidder among the local suppliers, will be invited to match the L1 price for the remaining 50% quantity subject to the local supplier's quoted price falling within the margin of purchase preference, and contract for that quantity shall be awarded to such local

supplier subject to matching the L1 price. In case such lowest eligible local supplier fails to match the L1 price or accepts less than the offered quantity, the next higher local supplier within the margin of purchase preference shall be invited to match the L1 price for remaining quantity and so on, and contract shall be awarded accordingly. In case, some quantity is still left uncovered on local suppliers, then such balance quantity may also be ordered on the L1 bidder.

3.3.3. In procurement of goods or works not covered by sub-paragraph 3.3.1 and which are not divisible, and in procurement of services where the bid is evaluated on price alone, the following procedure shall be followed:

3.3.3.1. Among all qualified bids, the lowest bid will be termed as L1. If L1 is from a local supplier, the contract will be awarded to L1.

3.3.3.2. If L1 bid is not from a local supplier, the lowest bidder among the local suppliers, will be invited to match L1 price subject to local supplier's quoted price falling within the margin of purchase preference, and the contract shall be awarded to such local supplier subject to matching L1 price.

3.3.3.3. In case such lowest eligible local supplier fails to match the L1 price, the local supplier with the next higher bid within the margin of purchase preference shall be invited to match the L1 price and so on and contract shall be awarded accordingly. In case none of the local suppliers within the margin of purchase preference matches the L1 price, then the contract may be awarded to the L1 bidder.

3.4. Purchase preference for domestic manufacturer/local supplier, methodology of its implementation, value addition to be achieved by domestic manufacturers, selfcertification, compliance, monitoring and other terms & conditions shall be as per the aforesaid Guidelines/Notifications. The Guidelines may be treated as an integral part of the tender documents.

3.5. The preference to „Public Procurement (Preference to Make in India) Order 2017“ shall be subject to meeting technical specifications and full compliance of other terms and conditions of the RFP and Contract.

3.6. The Bidder quoting value upto Rs. 10 Crores shall be required to provide selfcertification (as per Form PP-C) along with the bid that the item offered meets the minimum local content in terms of para 9(a) of the Public Procurement (Preference to Make in India) Order 2017. Bidder shall also submit the list of items / services to be procured from Indian manufacturers / service providers. Bidder has to provide the value & percentage of the local content in price bids.

3.7. If Bidder is quoting more than Rs. 10 Crores in their Commercial Proposal, then Bidder has to submit a certificate (as per Form PP-D) from statutory auditor of the company (in case bidder is a company) or from a practicing Cost Accountant or practicing Chartered Accountant (in case bidder is not a company) along with his bid in terms of para 9(a) of the Public Procurement (Preference to Make in India) Order 2017. Bidder has to provide the value & percentage of the local content in price bids.

3.8. False declarations will be in breach of the Code of Integrity under Rule 175(1)(i)(h) of the General Financial Rules issued by the Ministry of Finance for which a bidder or its successors can be debarred for up to two years as per Rule (iii) of the General Financial Rules along with such other actions as may be permissible under law.

3.9. All the relevant documents/information regarding claim for preferential treatment under this policy must be submitted along with offer by the tenderers. Post tender submission of



these information/documents shall not be considered. Further firms seeking these considerations shall be completely responsible for the truthfulness and authenticity of their claim for these benefits.

### **3.10. Ministry of Electronics and Information Technology (MeitY):**

In furtherance of the Public Procurement (Preference to Make in India) Order 2017 notified vide reference cited above, Ministry of Electronics and Information Technology, Government of India has notified ten (10) electronic products vide reference F.No.33(1)/2017-IPHW dated 14.09.2017.

3.10.1. Domestic Manufacturers are required to indicate the domestic value addition/Local Content in terms of Bill of Material (BoM) for the quoted products, in terms of aforesaid guidelines, in their bid. Bidders, claiming to bid in the status of domestic manufacturer/local supplier on behalf of domestic manufacturer are also required to give an undertaking in the format as given in MeitY Form-1.

**3.11. Department of Telecommunications (DoT):** In furtherance of the Public Procurement (Preference to Make in India) Order 2017, Department of Telecommunications, Ministry of Communications, Government of India has notified Thirty-Six (36) Telecom Products, Services and Works vide reference No. 18-10/2017-IP dated 29.08.2018.

3.11.1. Domestic Manufacturers are required to indicate the domestic value addition/Local Content in terms of Bill of Material (BoM) for the quoted products, in terms of aforesaid guidelines, in their bid. Bidders, claiming to bid in the status of domestic manufacturer/local supplier on behalf of domestic manufacturer are also required to give an undertaking in the format as given in DoT Form-1.

3.12. Canara Bank shall also have the authority to audit as well as witness production processes to certify the achievement of the requisite local content and/or to obtain complete back up calculation.

4. In case a bidder is eligible to seek benefit under Purchase PP-LC policy as well as PPP for MSE 2012, then the bidder should categorically seek benefits against only one of the two policies i.e. either PP-LC and MSE policy in Form PP-A. The option once exercised cannot be modified subsequently.

5. Purchase preference benefits shall be extended to the bidder based on the declared option subject to the bidder meeting the requirements contained in that purchase preference policy.

6. In case a MSEs bidder opts for purchase preference based on PP-LC, he shall not be entitled to claim purchase preference benefit available to MSE Bidders under PPP-2012. However, the exemptions from furnishing Bidding Document fee and Bid security/EMD shall continue to be available to MSE Bidders

7. For price matching opportunities and distribution of quantities among bidders (bidder's option to avail any one out of two applicable purchase preference policies, i.e., PP-LC2017 or PPP-2012 will be considered), the precedence shall be in the following order:

7.1 Public Procurement Policy for MSE 2012

7.2 Purchase Preference linked with Local Content (PP-LC).

