



EXPRESSION OF INTEREST FOR EMPANELMENT OF VENDORS FOR "SUPPLY, TESTING, INSTALLATION AND MAINTENANCE" OF INVERTER SYSTEMS FOR BRANCHES & OFFICES UNDER CIRCLE OFFICE, THIRUVANANTHAPURAM

REF: CB/PECOTVM/EMPNL-INV/2022-2023

DATE: 06/08/2022

This document can be downloaded from Bank's website www.canarabank.com and also from CPP portal: www.eprocure.gov.in

ISSUED BY

Divisional Manager,
Premises and Estate section,
Canara Bank Circle Office, M.G Road
Thiruvananthapuram-695 001
Phone: 0471 2331340
Email: pecotvm@canarabank.com Website: <https://canarabank.com/>

CONTENTS

NOTICE INVITING TENDER	2
ELIGIBILITY CRITERIA	3
SCOPE OF EMPANELMENT & EMPANELMENT PROCEDURE	4
INSTRUCTIONS TO THE APPLICANTS	5
CHECKLIST	6
ANNEXURE A - PRE QUALIFICATION	7
ANNEXURE B - COVERING LETTER FORMAT	9
ANNEXURE C - APPLICANT'S PROFILE	10
ANNEXURE D - LIST OF APPLICANT'S MAJOR CUSTOMERS IN LAST 3 YEARS AND REFERENCES	12
ANNEXURE E - ESCALATION MATRIX	13
ANNEXURE F - DETAILS OF THE SERVICE LOCATIONS AT REGION WISE	14
ANNEXURE G - SERVICE SUPPORT DETAILS	16
ANNEXURE H - TECHNICAL SPECIFICATIONS	18
ANNEXURE I - CHARTERED ACCOUNTANTS CERTIFICATE FORMAT	21
ANNEXURE J - COMPLIANCE BY VENDOR	22
ANNEXURE K - FORMAT FOR PRE-BID QUERIES	23

NOTICE INVITING TENDER

Important Note: The information contained in this document is confidential and is being provided only for the purpose of preparing the proposal

- ◆ Applications are invited in the prescribed format for empanelment of suppliers for sine wave inverters in branches/offices under the jurisdiction of Circle Office, Thiruvananthapuram. The application with the documents should be either filed properly and each schedule should be **separated with sheet separation**.
- ◆ Kindly avoid sending **non-relevant / unnecessary documents** along with the documents.
- ◆ All Details provided should be specific to the requirements mentioned. Detailed clarification should be provided in case of necessity. Proposals other than the format prescribed will be summarily rejected. **All pages are to be numbered and signed by the authorized signatory with seal.**
- ◆ **APPLICATION COST:Rs.1000/-** in the form of Demand Draft of a scheduled bank drawn in favour of " **Premises & Estate section, Canara Bank, Thiruvananthapuram**- payable at **Thiruvananthapuram**(in a separate sealed cover, super scribing 'Application Cost for Inverter Empanelment') and submitted along with bid.
- ◆ Right of acceptance is reserved by CANARA BANK.
- ◆ Pre-Bid Meeting will be conducted on 12/08/2022 at 3:00 PM.
- ◆ Pre-bid queries to be sent in format given (Annexure K)to pecotvm@canarabank.com before **10/08/2022, 5.00 PM**
- ◆ Sealed applications to be deposited in the name of Divisional Manager, Premises & Estate Section, Canara Bank, Circle Office, TC 26/173(1) Spencer Junction, Thiruvananthapuram on or before **29/08/2022 at 3:00 PM**(To be dropped in the tender box available in same premises).
- ◆ **Important Note: If any applicant sent the application (filled EOI document) by post / courier and if the said document reaches after the due date and time specified above the applications will not be considered.**

ELIGIBILITY CRITERIA

S.N	ELIGIBILITY CRITERIA	Documents to be submitted with this EOI
1	Applicant should be in Design, manufacturer, production, installation and services of INVERTER System of various ratings. (No dealers)	The applicant should have manufacturing and testing facilities of international standards and should enclose the details of locations where the manufacturing and testing facilities are available. Documentary Proof to be submitted.
2	The participant should be OEM of the inverter	Copy of Registration Certificate of Company to be submitted.
3	The Applicant Company should be a company registered in India under the Indian Companies Act of 2013	The registration no. of the firm /company along with GSTIN/ Valid IT Certificate /Certificate of Incorporation.
4	Average Annual Turnover in Inverter business for the last three years should be minimum 50 lakhs . The company should be in profit during the last three years from Inverter Business.	Certificate from Chartered Accountant certifying the turnover for last three financial years should be submitted for the last three years.i.e.,2018-19, 2019-20 and 2020-2021 from INVERTER business .
5	Should be in the business of Inverter manufacturing for at least past 5 years as on July 2022	Proof should be enclosed like order copy or installation certificate / satisfactory certificate etc.
6	Should be registered with Tax Authorities for GSTIN, VAT, IT, GST, Excise Duty etc. and Tax clearance certificate	The registration no. of the firm /company along with Sales Tax no./ Valid IT Certificate / GST Certificate / Certificate of Incorporation.
7	In the past 12 months at least 50 Nos of inverters should have been installed satisfactorily in Kerala state at organizations like Telephones, institutions like Public Sector Bank, LIC, UTI, Defense Organization, Public Sector Undertaking etc. Applications shall be supported by list of such installations center wise with the details / address of the clients and phone numbers.	A copy of the purchase order along with a self-certified letter with details of institutions (like name of Bank / financial institutions / organization, contact person, telephone number and address) and the locations where the Inverter Systems are supplied and supported. A certificate of completion of the projects from the organization in their Letter head.
8	The vendor should have full-fledged service setup in Thiruvananthapuram Circle Jurisdiction.	Detailed address and phone number of support office to be enclosed in letter Head

The decision taken by the bank shall be final and no representation or correspondence shall be entertained.

SCOPE OF EMPANELMENT& EMPANELMENT PROCEDURE

Empanelment would be for supply, installation, testing and commissioning of sine wave Inverter

- a. During empanelment period, Bank reserves the right to de-panel any vendor based on their response, performance etc. Bank's decision will be final in this regard.
- b. During the empanelment period, Bank will float limited tenders amongst the empanelled vendors and seek responses for various requirements. Individual tender/s will contain detailed terms and conditions, instructions and scope of work.
- c. If the service provided by the vendor is found to be unsatisfactory or if at any time it is found that the information provided for empanelment or for any tender is false or if irregularities shown by the vendor when applying for the tenders, the Bank reserves the right to remove such vendors from the empanelled list without giving any notice to the vendor in advance.

The vendor will be empanelled as per the following process:

- a. Vendors satisfying the eligibility criteria will be short listed and will be empanelled with the Bank after due scrutiny of documents submitted by the applicant.
- b. Empanelment would be done for Thiruvananthapuram Circle.
- c. The empanelment will be valid for three years or till the completion of next empanelment process.

INSTRUCTIONS TO THE APPLICANTS

1. The response should be submitted in a structured format as per the checklist appended and it should be paginated. Each page of the application should be signed by person/s on behalf of the organization having necessary authorisation / PA to do so, duly affixing the company seal. Applications containing false or inadequate information are liable for rejection. (Copy of Power of Attorney or Authorization Letter from the company should be furnished along with the Bid)
2. Any alterations, erasures, overwriting, blanking out or discrepancies in figures etc. may render the EOI submission as invalid.
3. A pre-bid meeting of the intending applicants will be held at **3:00 PM on 12.08.2022 at Canara Bank, Circle Office, TC 26/173(1), Spencer Junction, Thiruvananthapuram** to clarify any point/doubt raised by them in respect of this EOI. No separate communication will be sent for this meeting.
4. All communications regarding points required to be discussed and clarified in the pre-bid meeting shall be given in writing to the **Divisional Manager, Premises & Estate Section, Circle Office, Thiruvananthapuram** by the intending bidders before **12:00 PM hours IST on 10.08.2022 (Format as per Annexure)**.
5. The applications will be opened in the presence of the applicants at **3:30PM on 29.08.2022 at Circle Office, Thiruvananthapuram**. The applicant's representative may be present during the bid opening at our office address mentioned above well in time along with the authorization letter from the company. The applicants may note that no further notice in this regard will be given. Further, in case the Bank does not function on the aforesaid date due to unforeseen circumstances or Holiday, then the EOI will be accepted up to **3:00PM** on the immediate next working day and EOIs will be opened at **3:30 PM** at the same venue on the same day. **The response not received in conformity with the above will not be evaluated.**
6. The short listed applicants will be notified in due course. Only shortlisted applicants will be invited to participate in the tender for supply, installation and commissioning of Inverters in the Bank. No interim enquiries will be entertained. The decision taken by the Bank shall be final and no representation or correspondence shall be entertained.
7. Canara Bank reserves the right to accept / reject any or all expression of interest received in response to this advertisement without assigning any reasons, whatsoever.
8. This Empanelment is only mere listing for the inverter vendors for our Bank and does not guarantee any order for the Inverter Units. However empanelled vendors can participate the tender issued by our Circle Office for procurement of the Inverter for our Branches / Administrative offices.

CHECKLIST

Interested applicant/s conforming to the above requirements may respond by furnishing the following.

1. Pre Qualification - Annexure A.
2. Covering Letter - Annexure B.
3. Applicant's Profile - Annexure C
4. Copy of Power of Attorney/Signing power/Authorization letter
5. Write up on the Firm's experience / expertise in Supply, Installation, commissioning and maintenance of Inverters.
6. List of major clients and the quantum of orders with approximate value executed to various organizations including Major PSU Banks and other financial institutions for the last 3 years. - Annexure D.
7. The documents in support of Eligibility Criteria, wherever required as mentioned in this EOI.
8. Filled details of Escalation Matrix as per Annexure E.
9. Filled details of the Service locations as per Annexure F and G.
10. Filled technical requirement of the INVERTER as per Annexure -H.
11. Certificate for Turnover and Profit statement by Chartered Accountant in CA's letter head as per format in Annexure - I
12. Compliance by vendor as in Annexure - J
13. Undertaking Letter - Non Alteration of Tender Document

Please note that all the documents requested should be arrange in the same order as mentioned in the Checklist for each Annexure with proper numbering.

Sd/-

**DIVISIONALMANAGER
P & E SECTION
CO THIRUVANANTAPURAM
CANARA BANK**

ANNEXURE A - PRE QUALIFICATION

S. No	ELIGIBILITY CRITERIA	Documents to be submitted with this EOI	Compliance (Yes/No)	Details of proof Attached with Page No
1	Applicant should be in Design, manufacturer, production, installation and services of INVERTER System of various ratings. (No dealers)	The applicant should have manufacturing and testing facilities of international standards and should enclose the details of locations where the manufacturing and testing facilities are available. Documentary Proof to be submitted.		
2	The OEM participating should be an ISO 9001:2008 and ISO 14001:2004 certified company with valid certificate.	Copy of Certificate to be submitted.		
3	The Applicant Company should be a company registered in India under the Indian Companies Act of 2013	The registration no. of the firm /company along with Sales Tax no. / Valid IT Certificate /Certificate of Incorporation.		
4	Average Annual Turnover in Inverter business for the last three years should be minimum 50 lakhs . The company should be in profit during the last three years from Inverter Business.	Copy of Audited Balance Sheet and Profit and Loss account should be submitted for the last three years. i.e., 2018-19, 2019-20 and 2020-21 from INVERTER business . Certificate from Chartered Accountant certifying the turnover for last three financial years.		
5	Should be in the business of Inverter manufacturing for at least past 5 years as on January 2022	Proof should be enclosed like order copy or installation certificate / satisfactory certificate etc.		
6	Should be registered with Tax Authorities for Sales tax, VAT, IT, GST, Excise Duty etc and Tax clearance certificate	The registration no. of the firm /company along with Sales Tax no./ Valid IT Certificate / GST Certificate / Certificate of Incorporation.		

7	In the past 12 months at least 50 Nos of inverters should have been installed satisfactorily in Kerala state at organizations like P&T / Telephones, Financial institutions like Bank, LIC, UTI, Defense Organization etc. Applications shall be supported by list of such installations centre wise with the details / address of the clients and phone numbers.	A copy of the purchase order along with a self certified letter with details of institutions (like name of Bank / financial institutions / organization, contact person, telephone number and address) and the locations where the Inverter Systems are supplied and supported. A certificate of completion of the projects from the organization in their Letter head.		
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Signature of the Authorized Signatory with date & seal

ANNEXURE B - COVERING LETTER FORMAT (In Firm's Letter Head)

Offer Reference No:

Date:

To,

The Divisional Manager,

P & E section

Circle Office, Thiruvananthapuram

Canara bank

Dear Sir,

EOI Ref: ----- DT: -----

Having examined the EOI document including all Annexure the receipt of which is hereby duly acknowledged, we, the undersigned, offer to empanel our company to supply, deliver and commission of Inverter in conformity with the said EOI.

If our offer is accepted, we undertake to supply, install, commission and Maintain Inverter to the Bank for the given period.

We agree to abide by and fulfill all the terms and conditions of the EOI and in default thereof, to forfeit and pay to you such sums of money as are stipulated in the conditions contained in EOI. We enclose a list of clients in India (giving their full addresses) where the model quoted by us now have been supplied by us and the name and addresses of our Bankers. We also confirm that we have not been disqualified by any bank/institution for supply of Inverters. We are registered with the Sales Tax/Service Tax authorities and our registration numbers are as follows.

Our PAN & GST Number is _____ & _____ respectively.

We accept all the Instructions and Terms and Conditions of the subject EOI.

Dated this _____ day of _____ 2022

Signature of the Authorized Signatory with date & seal

ANNEXURE C - APPLICANT'S PROFILE

Sl. No.	Particulars	Details Attached	Page no. of your response
		(Yes/No)	
A	Self-Certified letter of unconditional acceptance of all Terms & Conditions		
B	Profile		
1	Name of the Applicant		
2	Status of Applicant (Company, Partnership, Prop., etc.)		
3	Address		
4	Whether in technical collaboration with foreign company? If so give details		
5	Year of Establishment & Details of Registration (attach Documentary Proof)		
6	Number of years of experience in INVERTER Business		
7	Telephone number		
8	Fax number		
9	Email Address		
10	Website address of the Company		
11	Key person (s) with contact details		
	a) Head Office / registered Office		
	b) Thiruvananthapuram Office		
12	Authorized Official with Name, Designation, Contact Phone No/Mobile No / FAX No. etc.		
13	Sales Tax Number		
14	Income Tax Number (PAN)		
15	Goods and Service Tax Number		
16	3 Years Audited Balance sheet and Financial Statements		

17	Annual turnover from INVERTER Business				
	(Three years certificate from Auditor).				
18	Audited Copies of Financial Statements for the last 3 years		2018-19	2019-20	2020-21
	Net Profit/Loss				
	Turnover	Total			
		(Only from INVERTER Business)			
19	Enclose copies of Income Tax registration, GST registration and last Income Tax clearance certificate				
C	Certifications				
1	Whether blacklisted by any Government or any Government agencies or Banks in India				
D	Details of personnel				
1	No. of Employees (Permanent / Under Contract) with Dept.-wise break-up [i.e. Production, Quality control, Marketing, Installation & Commissioning, Service, Spare parts, Administrative, etc.]				
E	Service Centres of the applicant all over Kerala				
1	No. of skilled employees				
2	No. of unskilled employees				
3	No. of engineering employees				
4	No. of administrative employees				
5	List of special repair/ workshop facility available in Kerala				
6	Any other information				

Wherever applicable submit documentary evidence to facilitate verification and mention the respective page numbers in the column.

We hereby declare that the information submitted above is true to the best of our knowledge. We understand that in case any discrepancy is found in the information submitted by us our tender is liable to be rejected.

Signature of the Authorized Signatory with date & seal

ANNEXURE D- LIST OF APPLICANT'S MAJOR CUSTOMERS IN LAST 3 YEARS AND REFERENCES

(In Firm's Letter Head)

Sl. No.	Name and complete Postal Address of the Customer (Purchaser)	Name, Designation, Telephone, Fax, Telex Nos., e-mail address of the contact person (customer)	Nature and Description, Quantity of Goods ordered by the customer during last 3 years	Value of Goods ordered in last 3 years	Whether reference Letter Enclosed
1					
2					
3					

(Enclose necessary documentary proof and letter from respective organization)**Signature of the Authorized Signatory with date & seal**

ANNEXURE E -ESCALATION MATRIX

(In Firm's Letter Head)

Name of Company:**Delivery Related Issues**

Sr. No	Name	Designation	Full Office Address	Phone No	Mobile No	Fax	e-mail address
		First level Contact					
		Second level Contact (If response not received in 24 Hours)					
		Regional / Zonal Head (If response not received in 48 Hours)					
		Country Head (If response not received in One week)					

Service related Issues

Sr. No	Name	Designation	Full Office Address	Phone No	Mobile No	Fax	e-mail address
		First level of Support					
		Second level Contact (If response not received in 6 Hours)					
		Regional / Zonal Head (If response not received in 24 Hours)					
		Country Head (If response not received in 48 Hours)					

Any change in designation, substitution will be informed by us immediately.**Signature****Name of representative****Designation****Company Seal**

ANNEXURE F - DETAILS OF THE SERVICE LOCATIONS AT REGION WISE

Sl. No	Regions	District Covered	Address of the Service locations for the regions
1	THIRUVANANTHAPURAM-I	Thiruvananthapuram (City Limits)	
2	THIRUVANANTHAPURAM-II	Thiruvananthapuram (Outside City)	
3	KOLLAM	Kollam Pathanamthitta	
4	KOTTAYAM	Kottayam	
5	ALAPUZHA	Alappuzha	
6	ERNAKULAM-I	Ernakulam (City Limits) Lakshadweep Islands	
7	ERNAKULAM-II	Ernakulam (Outside City) Idukki	
8	THRISSUR	Thrissur	

9	PALAKKAD	Palakkad	
10	MALAPPURAM	Malappuram	
11	KOZHIKODE	Kozhikode	
12	KANNUR SOUTH	Kannur Wayanad Mahe	
13	KANNUR NORTH	Kannur	
14	KASARGOD	Kasaragod	

Signature of the Authorized Signatory with date & seal

ANNEXURE G - SERVICE SUPPORT DETAILS

(In Firm's Letter Head)

List of Bank's Regional Office Locations

Sl. No	RO Locations	Whether Direct Service Support available (Yes/No), If yes, please provide the address.	Whether Service Support through Franchisee available (Yes/No) If yes, please provide the address
1	THIRUVANANTHAPURAM-I		
2	THIRUVANANTHAPURAM-II		
3	KOLLAM		
4	KOTTAYAM		
5	ALAPUZHA		
6	ERNAKULAM-I		
7	ERNAKULAM-II		
8	THRISSUR		

9	PALAKKAD		
10	MALAPPURAM		
11	KOZHIKODE		
12	KANNUR SOUTH		
13	KANNUR NORTH		
14	KASARGOD		

Signature of the Authorized Signatory with date & seal

(Enclose necessary documentary proofs)

Important Notes:

- (i) If the Service Support information is not furnished strictly as per the format above, the Bid submitted may be treated as non responsive.
- (ii) Please specify whether the Service support is available at all Regional Offices of the Bank as per list enclosed as per Annexure F.

ANNEXURE H - TECHNICAL SPECIFICATIONS

(In Firm's Letter Head)

Sl. No	Parameter	Minimum Technical Specifications	Offered Specification	Compliance (Yes / No)
1	The SINE WAVE INVERTER System shall consist of the following	a) Converter / Rectifier		
		b) Should confirm to IS:13314		
		c) Battery Charger		
		d) By-pass switch		
2	The design of the INVERTER should be based on	Pure Sine wave inverter of Reputed Brand		
3	Input voltage	230V +/- 10%		
4	Input frequency	50 Hz +/- 10%		
5	Output voltage should be	220volts +/- 5% with full load		
6	Output Frequency should be	50 Hz +/- 0.5%		
7	The load power factor range should be	0.8		
8	Response time should not be	> 20 milliseconds.		
9	Protection	Battery Over Charge, Overtemperature, Short Circuit, Mains MCB Tripped, Low Battery Voltage, Overload and Battery reverse Pole.		
10	Overall efficiency of			

	INVERTER should be	>80%		
11	Retransfer to Inverter	Should occur automatically when overload / cause of inverter trip is removed.		
12	There must be built-in limiting features to make the INVERTER short circuit proof.	There should be a mechanism installed.		
13	Charging	The charger should have the facility to charge the batteries within 10 - 12 hours from total discharge.		
14	The INVERTER shall have the following protection features, supervisory indications, controls and metering.	Protections against		
		1. Under / overvoltage		
		2. Output short-circuit		
		3. Battery over-charging		
		4. Battery low voltage/current		
		5. Battery reverse pole		
		Controls		
		1. Inverter on / off switch		
		2. By-pass / Inverter		
		3. MCB for input on / off		
		4. Automatic input low voltage cut off and mode change over		
		Metering : Digital panel meter / LCD panel meter duly calibrated, upto 1.5% accuracy class to indicate		

		1. Input / output voltage		
		2. Input / Output A.C. current		
		3. Output frequency (digital)		
		4. D.C. Battery voltage / D.C.Charging / discharging current.		
15	Noise level should be	<55 db.		
16	Batteries	i) Tubular batteries of required capacity each specifically Recommended for use with INVERTER, topping up of Batteries should be done by seller quarterly or earlier if necessary. ii) With suitable rack to house batteries and connecting cables. iii) The battery should be of reputed brand.		
17	Back up	4 hours back up at full load. Back up time calculation at full load to be given along with price bid.		

Signature of the Authorized Signatory with date & seal

ANNEXURE- I - CHARTERED ACCOUNTANTS CERTIFICATE FORMAT**(In Letter Head of Auditor Firm)**

No.Date:

To

The Divisional Manager,
Premises & Estate Section,
Canara Bank Circle Office,
Thiruvananthapuram - 695001

Dear Sir,

Tender Reference No. _____

This is to certify that we, _____, vide our registration No. _____,
Auditors of the company/firm M/s _____

do hereby certify that, the company/firm has turnover and net profit for last three financial Year
from the type of work for which empanelment application is submitted is given as under:-

Financial Year	Assessment Year	Turnover (Rs. In Lacs)	Net profit after tax (Rs. In Lacs)
2020-21	2021-22		
2019-20	2020-21		
2018-19	2019-20		

The certificate has been based on information and documents produced before us. (Copy of the
certified documents attached for your reference)

Yours faithfully

(Name & Signature with Seal)

For and on behalf of M/s _____ (UDIN: _____)

Place:

Note: This CA Certificate should be on the letter head of the Auditor Firm and should be signed by a competent person of
the Firm.

ANNEXURE J - COMPLIANCE BY VENDOR

(In Firm's Letter Head)

The bidder should comply with the following:

Sl. No:	Bank's Requirement	Response From Vendor (please fill in)
1	Please specify whether the service support will be rendered by the Dealer/Franchise. No generic call centre or telephonic support is acceptable. Weightage will be given for direct service support rendered by Dealer.	
2	The Bidder should have technically qualified engineers who have expertise and certification to support the installations of Inverter System.	
3	While a call centre is acceptable for logging support requirements, support must be provided on site by a qualified engineer as stated above.	
4	Banking is 24 hours service oriented sector and hence any technical problem should be resolved by next business day from the date of lodge of complaint. If problem is not resolved by next business day, the bidder should provide standby INVERTER System.	
5	The Bidder should stock adequate spares of all items supplied.	
6	The Engineers at the support offices should be provided with a cell and the support / branch offices should have telephone facility with local e-mail facility.	

Signature of the Authorized Signatory with date & seal

ANNEXURE K - FORMAT FOR PRE-BID QUERIES

Expression of Interest for Supply, Testing, Installation and Maintenance of Inverter Systems for
Branches and Offices under Circle Office, Thiruvananthapuram

EOI REF NO: CB/PECOTVM/EMPNL-INV/2021-2022

Name :

Designation :

Mobile Number :

Company Name :

Section/Page Reference of RFP	Query Raised by Bidder	Recommendation Form Bidder With Justification

Signature with Seal:

Date:

Place: Thiruvananthapuram

UNDERTAKING LETTER - NON-ALTERATION OF TENDER DOCUMENT

To
The Divisional Manager,
Canara Bank,
Premises & Estate Section,
Circle Office, Chennai - 600 018

TENDER REF: CB/PECOTVM/EMPNL-INV/2021-2022

Dear Sir,

This has reference to your above RFP published in your banks website and CPPP web site.

We hereby state that we M/s _____ have submitted the above offer documents duly filling at the appropriate places without making any alterations, corrections, omissions in the offer issued by the bank or downloaded from the web site.

Signature of the Authorized Signatory with date & seal