



**OFFER DOCUMENT FOR Empanelment Of Consultants, Contractors,  
Suppliers & Service Providers  
At Canara Bank Circle Office Mangalore**

REF:MGPR/739/2021-22  
8<sup>th</sup> September, 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 & also from CPP portal: [www.eprocure.gov.in](http://www.eprocure.gov.in)

**ISSUED BY**

Premises and Estate section,  
Canara Bank Circle Office, Mangalore – 575 001.  
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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, Mangalore.

**(MANGALURU CIRCLE COMPRISES OF FIVE REGIONS ( MANGALURU, PUTTUR, HASSAN, MADIKERI & CHICKMAGALURU) WITH OFFICES, BRANCHES, EXTENSION COUNTERS AND ATMs IN DISTTs OF DAKSHINA KANNADA, CHIKMAGALURU, HASSAN & KODAGU.**

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 at Karnataka will only be considered).

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

**2. Contractors:**

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

**3. Suppliers Cum 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	NOTE COUNTING MACHINES
5	OFFICE READY FURNITURE SUPPLIERS – CHAIRS/ALMIRAH/STOREWELL
6	CCTV
7	FIRE, BURGLAR, ELECTRONIC ALARMS, BIOMETRIC ACCESS CONTROLS, TIMELOCKS ETC.
8	SECURITY ITEMS (STRONG ROOM DOOR, FRRC, TRTL SAFES, CHEST BINS, LOCKERS ETC.)
9	JEWEL WEIGHING MACHINE
10	EPABX
11	UPS AND INVERTER SUPPLY AND SERVICING

**4. Only Service Providers:**

A	PRIVATE SECURITY AGENCIES
B	PEST CONTROL SERVICES
C	HOUSEKEEPING SERVICES
D	LABOUR SUPPLIERS FOR MISCELLANEOUS WORKS, SHIFITNG OFFICE ITEMS ETC.

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** and Government of India Procurement Portal (<https://www.eprocure.gov.in>) 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.

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 28.09.2021 upto 4.00 PM**

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

**Date: 08.09.2021**

**DEPUTY GENERAL MANAGER  
MANGALURU 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.
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 Mangaluru 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.

As the process of Empanelment deals with the submission of documents and fulfilling the required eligibility criterion; the list of Empanelled Vendors will be made based on a score of 100 maximum points in 10 different parameters. The applicant, who scores minimum **40 points out of 100**, will be considered successful, as per the following evaluation / scoring system.

Sr No	PARAMETER	SCORING CRITERION WITH SCORE POINTS
1.	<b>How old is the Firm?</b>	More than 10 years - 10 points
		10 to 5 year – 8 points
		5 to 3 year - 6 points
		3-1 year - 4 points
		Less than a year - 2 points
2.	<b>Turnover of the Company</b>	100% of required criterion – 10 points
		80 to 90% of required criterion – 8 points
		70 to 80% of required criterion – 7 points
		60 to 70% of required criterion – 6 points
		50 to 60% of required criterion – 5 points
		40 to 50% of required criterion – 4 points
		30 to 40% of required criterion – 3 points
3.	<b>Spread of services in Karnataka</b>	More than Karnataka State covered – 10 points
		Any one RO covered - 3 points each
4.	<b>Compliance to Registered Authorities</b>	All the required Licences available and returns filed – 10 points
		If few returns are not filed – proportionally reduce weightage
5.	<b>Number of Employees</b>	Adequate as per the required eligibility (100%) – 10 Points
		If permanent employees are less – proportionally reduce the weightage
6.	<b>Works Completed</b>	All completed as per eligibility criterion – 10 Points
		If works are in progress – proportionally reduce the weightage
7.	<b>Expertise in field</b>	Experienced staff and service as per the eligibility – 10 Points
		If any deficiency – proportionally reduce the weightage
8.	<b>Customer feedback</b>	Best customer feedback as per eligibility – 10 Points
		If feedback is lacking – proportionally reduce the weightage
9.	<b>Documents submitted</b>	Minimum 100% authentic and certified documents- 10 Points
		If documents are less – proportionally reduce the weightage
10.	<b>Empanelment Status</b>	Empanelled in our bank with good track record - 10 Points
		Empanelled in peer banks with good track record - 9 Points
		Empanelled in other as per eligibility - 7 Points
		Empanelled in private / cooperative sector – 5 Points

In cases where quantifiable information is NOT available / provided, for calculation of points, following proportionate scale will be used and accordingly the points will be awarded:

Excellent/ Best -- Very Good -- Good -- Satisfactory -- Bad -- Very Bad / Worst  
(High Points) ---> <--- (Low Points)

The scores will be awarded on the basis of information provided, inquiries made by phone or email or similar means, feedback received from other counterparts and agencies, visits made and similar methods as approved by our authorities. This score may also be used for distribution of work in case of multiple firms are eligible by fulfilling the criterion.

**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 Five 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 LAKHS)		
		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	--

**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/ liasoning with State Electricity board in both Karnataka and Goa and their subsidiaries (If any) & such other local 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 sub-station, 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.

**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 out side 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: -

Sl. No	CATEGORY	VALUE OF THE WORKS UPTO WHICH THE CONTRACTOR CAN PARTICIPATE (AMOUNT IN LAKHS)			
		CLASS- D	CLASS- C	CLASS- B	CLASS- A
CONTRACTORS					
1	CIVIL ENGG WORKS	1	10	30	50
2	INTERIOR FURNISHING	1	10	30	50
3	ELECTRICAL WORKS	1	10	30	-
4	GLOW SIGN BOARD SUPPLIERS	1	5	10	-
SUPPLIERS CUM SERVICE PROVIDERS					
5	AIR CONDITIONING, HVAC EQUIPMENTS SUPPLIER AND SERVICE PROVIDER	1	5	25	-
6	FIRE ALARM SYSTEMS	-	5	25	-
7	BURGLAR ALARM SYSTEMS	-	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	1	10	20	-
10	OFFICE READY FURNITURE SUPPLIERS CHAIRS /ALMIRAH/STOREWELL	1	5	10	25
11	SECURITY ITEMS (CCTV, BIOMETRIC ACCESS CONTROLS AND TIME LOCK)	-	10	25	-
12	JEWEL WEIGHING MACHINE	1	5	10	
13	EPABX	1	10	20	
14	SECURITY ITEMS (STRONG ROOM DOOR, FRRRC, TRTL TANG BARS, TRTL/FBR SAFES, CHEST BINS, LOCKERS ETC.)	1	5	10	25
15	UPS AND INVERTER 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. 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 Suppliers should be original manufacturers/ Suppliers of the items having wide dealer and service network in the geographical Jurisdiction of Karnataka and Goa State (Separately for State of Goa Only will also be considered). 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 Nationalised /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 contractors shall have full fledged work shop for preparing the furnishing/ furniture items.**

**3. 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, re-wiring 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 Karnataka (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 Districts of Karnataka.

**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 Districts of Karnataka.

**7. FIRE EXTINGUISHERS & FIREFIGHTING SYSTEM:** 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.

**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:** The suppliers should have minimum of 5 years experience in supplying of Note counting machines viz; loose note counting machine, bundle note counting machine, note 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 Karnataka.

**11. 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.

**12. 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.

**13. SUPPLY, INSTALLATION, TESTING, COMMISSIONING AND PERIODIC SERVICING OF CCTV, BIO-METRIC, 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 of Karnataka. 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

**14. JEWEL WEIGHING MACHINE:** The supplier of the jewel weighing machine should be in the field for more than 5 years, the items should be of reputed brands and the branches should also be established in the field for more than 5 years. They should have dealer and service network in Karnataka state. Periodic Calibrations has to be taken care of.

**15. 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 Karnataka. Periodic Maintenance & Services have to be provided.

**16. 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 Karnataka. 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 ELIGIBLTY CRITERIA FOR - SERVICE PROVIDERS**

#### **PRIVATE SECURITY SERVICES AGENCIES**

1. For empanelment or short-listing of Private Security Agencies (PSA), the following criteria shall be applied. For this purpose PSAs shall submit proof documents along with the tender and PSAs not submitting proof documents and/or not conforming to any of these parameters will not qualify for short listing:

- a) PSAs should be either registered companies or registered partnership firms for providing security guards services. PSAs should have the necessary clearance and valid License including that of the Office of the D.G.P. Karnataka to operate in the geographical jurisdiction of the States of Karnataka.
- b) PSAs should have obtained a license in accordance with section 4 and 7 of the Private Security Regulation Act 2005, Karnataka Private Security Agencies Rules, 2008. Registration with Directorate General of Resettlement will be given preference.
- c) PSA should have their own infrastructure for training their security guards. Otherwise, tie-up arrangement with PSARA registered training establishments provided the PASARA license issuing authority permits such tie-up arrangement for training (Proof documents-Registration Certificate of training establishment under Shops & Establishments Act for own training facility/documents substantiating tie-up arrangement with PSARA registered training establishment).
- d) PSAs should have credible Supervisory and Training Infrastructure and network. Agency should be able to provide armed guards on short notice. PSA with commercial arms licence will be given preference.
- e) PSAs should be an Income Tax assessee and should have submitted IT returns for the **last three years**.
- f) PSAs should have audited Profit & Loss Accounts for the past three years and the average turnover of the PSA in the last three years should not be less than 20.00 Lakhs every year.
- g) PSAs should have Registration under Shops & Establishments Act. PSAs should have necessary registrations with Labour Department and other Govt. Departments for compliance of all statutory/Govt requirements applicable to security agencies.
- h) PSAs should have a valid certificate from ESI Corporation and should have been allotted with a code number by the ESIC.
- i) PSAs should have a valid certificate under EPF & Miscellaneous Provisions Act 1952 and the PSA should have been submitting EPF contribution online.
- j) PSAs should have Documents proving compliance of Minimum Wages Act 1948 and other Labour laws and rules.
- k) PSAs should have at least Two telephone numbers along with Mobile, fax/ Email facility at their branch office/head office in Karnataka or in the jurisdiction area of Mangaluru Circle Office and one contact point should be manned 24 x 7.
- l) PSA should have minimum Three years of experience in providing Security Guards' services.
- m) PSA shall not be owned or controlled by any director or office/employee of the Bank or their relative having the same meaning as assigned under section 6 of the Companies Act 1956.
- n) The PSA should not have incurred loss in the last three years.

2. a) PSAs are required to furnish a copy of the Electronic Challan-Cum-Return (ECR) for EPF contribution for a Wage Month not older than two months prior to the tender opening date.

b) PSAs are required to furnish a copy of the previous **“Return of Contributions”** (Form - 5) submitted to the ESIC or a copy Electronic Contribution History Sheet submitted to the ESIC in case of online contribution.

- c) PSAs are required to furnish a copy of the past Wage Slip, not older than three months, of any of their employees deployed as a Security Guard with any Principle Employment.
- d) PSAs will be required to produce all relevant original documents kept in his office for verification by authorized staff of Bank whenever they visit PSA's Office for inspection of training infrastructure and other credentials of PSA.

#### **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.

#### **LABOUR SUPPLIERS FOR MISCELLANEOUS ACTIVITIES**

- The service provider should have minimum 3 years experience in providing labours and should have completed manual work worth not less than Rs 10,00,000.00 and should have work costing not less Rs.3,00,000.00 during the last one 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.**

## 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 PROVIDER	
ONLY SERVICE PROVIDER	

Sl.No.	CATEGORY	CLASS			
	<b><u>CONSULTANT / ARCHITECT</u></b>	D	C	B	A
01	ARCHITECTURAL CONSULTANT				
02	CIVIL ENGINEERING /STRUCTURAL ENGINEERING CONSULTANT				
03	ELECTRICAL CONSULTANT				
	<b><u>CONTRACTORS</u></b>				
01	CIVIL ENGINEERING WORKS				
02	INTERIOR FURNISHING				
03	ELECTRICAL WORKS				
04	GLOW SIGN BOARD VENDORS				
	<b><u>SUPPLIER CUM SERVICE PROVIDERS</u></b>				
01	AIR CONDITIONING EQUIPMENTS SUPPLIERS/ SERVICE PROVIDER				
02	FIRE , BURGLAR,ELECTRONIC ALARMS,BIOMETRIC ACCESS CONTROLS, TIME LOCK ETC.				
03	CCTV				
04	FIRE EXTINGUISHING AND FIRE FIGHTING EQUIPMENTS				
05	SECURITY ITEMS (STRONG ROOM DOOR, FRRRC,TRTL SAFES, CHEST BINS, LOCKERS ETC.)				
06	DIGITAL TOKEN DISPLAY/ ROI BOARDS AND OTHER SIGN BOARDS				
07	NOTE COUNTING MACHINES				
08	OFFICE READY FURNITURE SUPPLIERS CHAIRS / ALMIRAH/STOREWELL				
09	JEWEL WEIGHING MACHINE				
10	EPABX				
11	UPS & INVERTER WITH BATTERIES SUPPLIERS/ SERVICE PROVIDER				
	<b><u>ONLY SERVICE PROVIDERS</u></b>				
01	PEST CONTROL SERVICES				
02	HOUSEKEEPING SERVICES				
03	LABOUR SUPPLIERS				
04	PRIVATE SECURITY AGENCIES				

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. iv.
	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	
	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. Reg No. in case of Electrical contractor.	
5	Turnover of the Company/firm (Please attach copy of audited balance sheet and profit and loss account for three years).	
	<b>Year</b>	<b>TURN OVER</b>
	2020-2021	
	2019-2020	
	2018-2019	
	AVERAGE	

6. Registration with Government / Public Sector / Banks

<u>NAME OF THE ORGANISATION</u>	<u>NATURE OF WORKS</u>	<u>VALUE OF WORKS</u>	<u>DATE OF REGISTRATION</u>

7. What are your fields of core competence? Mention the fields on preference Basis

1)

2)

3)

8. Name of the Bankers with address:

i.

ii.

9. Details of solvency certificate enclosed:

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

Sl No.	Name of Work	Work executed for 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 or (furnish reasons)

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

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

i. ....  
 ii. ....  
 iii. ....

12. Key personnel permanently employed in your organization:

Sl No	Name	Qualifications	Experience	Particulars of work done	Employed in your firm since	Any other

13. 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 THE OFFICIAL	ORGANISATION & ADDRESS	CONTACT NUMBERS

### **DECLARATION**

1. All the information furnished by me / us here above is correct to the best of my knowledge and belief.
2. I / we have no objection if enquiries are made about the work listed by me / us in the accompanying sheets / annexures.
3. I / We agree that the decision of CANARA BANK in selection of contractors will be final and binding to me / us.
4. I / We have read the instructions appended to the proforma and I / we understand that if any false information is detected at a later date the empanelment shall be cancelled at the discretion of the bank.

Place :  
Date :

**SIGNATURE OF THE APPLICANT**  
**NAME & DESIGNATION**  
**SEAL OF ORGANISATION**

### **Checklist** (To be filled by Applicants)

SL 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	Whether requisite application fee by cash/DD is paid?	Yes/no
5	Whether enclosed Proof of valid Electrical License in case of electrical contractor/ Council of Architecture in case of Architects?	Yes/no
6	Whether enclosed proof for year of establishment?	Yes/no
7	Whether proof for average annual financial turnover enclosed?	Yes/no
8	Whether documentary proof for having undertaken the works is enclosed?	Yes/no
9	Whether solvency certificate enclosed	Yes/no
	If yes, No. of certificates enclosed	

### **Checklist of Documents to be submitted** (To be filled by Applicants)

- |   |        |
|---|--------|
| 1) Have you mentioned the category for which you have applied in the application form?  | Yes/No |
| 2) Have you signed in all the sheets of tender document?  | Yes/No |
| 3) Whether copy of PAN/VAT/GST Registration copy is enclosed?   | Yes/No |
| 4) Whether requisite application fee by DD is paid?   | Yes/No |
| 5) Whether enclosed valid Electrical License in case of electrical contractor/ Council of Architecture in case of Architects? | Yes/No |
| 6) Whether shop & establishment certificate enclosed ?  | Yes/No |
| 7) Whether proof for average annual financial turnover enclosed?  | Yes/No |

- |     |  |         |
|-----|--|---------|
| 8)  | Whether documentary proof for having undertaken the works is enclosed?                               | Yes/No  |
| 9)  | Whether solvency certificate from the bankers is enclosed?   | Yes/ No |
| 10) | Whether certificate of registration of company/ Partnership Deed etc enclosed?                       | Yes/No  |
| 11) | Whether incorporation certificate enclosed?  | Yes/ No |
| 12) | Whether MSE/ NSI/ KIV certificates and documents enclosed?   | Yes/ No |
| 13) | Whether address proof for office in Karnataka state enclosed?  | Yes/ No |
| 14) | Whether copy of valid PSARA License and details of Training Infrastructure (for PSAs only) enclosed? | Yes/ No |
| 15) | Whether copy of brochures and handouts of products (for equipment suppliers only) enclosed?          | Yes/ No |
| 16) | Whether certificate denying ownership by Bank Employee enclosed?                                     | Yes/ No |
| 17) | Whether undertaking for not being "Black Listed" enclosed?   | Yes/ No |



**Annexure - II****Declaration regarding Banning / Blacklisting****To,****The Deputy General Manager,  
Premises & Estate Section,  
Circle Office, Canara Bank,  
Mangaluru – 575 001**

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

(DECLARATION TO BE SUBMITTED ON LETTER HEAD OF THE BIDDER)

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**