

(प्रधान कार्यालय: बेंगलुरु / HEAD OFFICE: BENGALURU)

Ref. No.: AGCO:P&E:EMP:2022-23:SR:DOC:1

Date: 14.08.2022

**DOCUMENT FOR EMPANELMENT OF
CONTRACTORS / VENDORS, ARCHITECTS & ELECTRICAL AUDITORS FOR
CANARA BANK'S AGRA CIRCLE OFFICE**

This document consists of the following:

- Notice inviting application for empanelment.
- 'General Rules and Instructions' to the intending applicants.
- Application Format for Empanelment.

NOTICE FOR EMPANELMENT

The Premises & Estate Section of Canara Bank, Agra Circle Office is managing Bank's branches/offices/other business and non-business units spanning across various locations in the state of Uttar Pradesh. The branches/ offices are further controlled down the line by 09 Regional Offices namely Agra-I, Agra-II, Aligarh, Baghpat, Etah, Hapur, Mathura, Meerut and Muzaffarnagar. The Section also manages its own residential & commercial spaces for its Office/ Branch and residential dwelling purposes.

The intention of this notice of empanelment is to maintain a unanimous panel of contractors of various traits, architects & electrical auditors. Details are as under:

- Contractors / Vendors:
 - Interior Furnishing Works
 - Electrical Works (including voice & data comm. works)
 - Air Conditioning Works
 - Destruction of Old Records (Branch records, etc.)
 - Note Counting/Sorting Machines
 - UPS & Batteries
 - CCTV System
 - Fire & Burglar Alarm System & Access Control Systems
 - Fire Extinguisher/ Hydrant system

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अंचल कार्यालय,
राजेन्द्र सेंटर, सेक्टर-१२ ए/सीसी-१,
आवास विकास, सिकंदरा,
आगरा - २८२००७.

Premises & Estate Section
Circle Office,
Rajendra Centre, Sec-12-A/CC-1,
Awasth Vikas, Sikandra,
Agra - 282007.

दूरभाष /Tel: ०५६२ ३५००६२२ / 0562 3500622
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2. Architects & Electrical Auditors:

- a) Architects
- b) Electrical Engineering Auditors (BEE Certified)

All the contractors of the aforementioned categories, architects & electrical auditors in the existing panel should also apply afresh for empanelment.

The eligible and interested applicants may download the "Document for empanelment" from the Bank's website www.canarabank.com.

The duly filled in application addressed to the Assistant General Manager, Circle Office, Agra along with all the necessary supporting documents & a non-refundable application fee of Rs.1,000/- (Rupees One Thousand Only) in the form of Demand Draft (D.D.) favouring "Canara Bank, Circle Office" payable at Agra shall be submitted to the mentioned correspondence address before the stipulated date & time. The applications without the application fee would be rejected. There is no exemption for submission of Demand Draft.

The duly completed document in the prescribed format with all supporting documents shall be sealed in a cover and super scribed as "APPLICATION FOR EMPANELMENT OF <CATEGORY NAME> – 2022" and shall be submitted to our office at the below mentioned address on or before **05.09.2022** up to 05:00 PM AT THE ADDRESS: **Premises & Estate Section, Circle Office, 1st Floor, Rajendra Centre, Sec-12-A/CC-1, Awas Vikas, Sikandra, Agra – 282007.**

Please note that applicant opting for multiple categories through single application will not be considered for empanelment.

There shall be different applications for different categories. Applications without application format or incomplete application format will be rejected.

The Bank reserves the right to accept or reject any or all the applications without assigning any reasons thereof and their decision of selection will be final.

Date: 14.08.2022

ASSISTANT GENERAL MANAGER

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GENERAL RULES AND INSTRUCTIONS

1. Generally, the routine works of the Bank are awarded/ procurements are made on calling competitive tenders/quotations from the empanelled contractors. In case of emergency works or works of small magnitude, the Bank may opt to award the work/ procure supply on nomination basis from any of the empanelled contractors, depending on the geographical suitability, exigencies of the work. Bank also has the right to adopt 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 Annexure but such details shall be clearly mentioned in the respective columns of the Application Format. Applicant shall enclose latest copies of brochures and technical documentation giving additional information about the applicant. Each page of the document shall be duly signed by the Applicant or their authorized representative.
3. All contractors of the aforementioned categories, architects & electrical auditors in the existing panel should also apply afresh for empanelment. The applicants, who intend to apply for more than one category, have to apply for each category using separate application forms and submit in independent covers super scribing in the envelope the category of work applied for.
4. No costs incurred by the applicant in applying, in providing necessary clarifications or attending discussions, conferences or site visits will be reimbursed by the Bank.
5. Documentary proof with respect to the prequalification criteria shall be furnished along with the application form. In this regard, copies of the work orders and completion certificates and or such other documents shall be

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submitted. Incomplete applications or applications without proper proofs for establishing their credentials will be liable for rejection and no correspondence will be entertained in this regard.

6. The authorised person of the firm/ company shall sign in all the pages of the application with seal of the company/ firm.
7. The empanelment will be made for a specific category depending on the credentials submitted. However, the applicant empanelled in higher category shall be eligible for works in the lower category.
8. The evaluation will be based on the experience, reputation, empanelment with other Banks, PSUs, Govt. institutions, manpower & logistical support of the applicant, their financial capabilities, quality consciousness, etc and if found necessary may also include inspecting the works undertaken by them for which, necessary co-ordination shall be made by them. Based on the details furnished and inspection of works, eligibility criteria, the applicants will be empanelled. Decision of the Bank regarding selection/ rejection for empanelment will be final and binding and no further correspondence will be entertained. Only the empanelled contractors will 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 rejections.
11. The present empanelment is mainly for works for value up to the limits mentioned in respective categories. In case of any high value works, Bank may undertake the works by project specific pre-qualification exercise.
12. The applicants having their registered offices within the specified limits of Canara Bank's Circle Office and Regional Offices will be preferred.

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13. The applicant must ensure compliance with the labour laws and guidelines. The selected contractors, architects & electrical auditors should have a well defined Business Continuity Plan in place for continuation of the entrusted works in case of an emergency / disaster. A certificate in this regard shall be submitted to the Bank on regular intervals.
14. Canara Bank reserves its right to reject any/ or all the applications without assigning any reasons whatsoever.
15. Empanelment with the Bank is in no way whatsoever a guarantee that the empanelled contractors, architects & electrical auditors would be awarded all or any works desired to be executed by the Bank after their empanelment. Nor does the empanelment with the Bank entail that the Bank, in any way whatsoever, is bound to involve the panel contractor / architect / electrical auditor in the process of tendering, calling for quotations or any other similar exercise undertaken before award of any work undertaken by the Bank.
16. The empanelled contractors, architects & electrical auditors are expected to extend their services across all the districts under the jurisdiction of Agra Circle Office.

Note:

1. If other things are found equal, the professionally qualified applicants and the applicants who have undertaken the works for Government organizations will be preferred.
2. All class & types of applicants must be Income Tax Assessee. The applicants, otherwise eligible but not Income tax assesses, will not be considered for empanelment.

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**REGIONAL OFFICE WISE DISTRIBUTION OF DISTRICTS
UNDER AGRA CIRCLE OFFICE**

S. No.	Regional Office (R.O.)	Districts Covered	State
1	Agra I	Agra	Uttar Pradesh
2	Agra II		
3	Aligarh	Aligarh	Uttar Pradesh
		Hathras	Uttar Pradesh
4	Baghpat	Baghpat	Uttar Pradesh
		Meerut (Only 2 Branches)	Uttar Pradesh
5	Etah	Etah	Uttar Pradesh
		Firozabad	Uttar Pradesh
		Kanshiram Nagar	Uttar Pradesh
		Mainpuri	Uttar Pradesh
6	Hapur	Bulandshahr	Uttar Pradesh
		Panchsheel Nagar	Uttar Pradesh
7	Mathura	Mathura	Uttar Pradesh
8	Meerut	Meerut	Uttar Pradesh
9	Muzaffarnagar	Muzaffarnagar	Uttar Pradesh
		Prabudh Nagar	Uttar Pradesh
		Saharanpur	Uttar Pradesh

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SCOPE, ELIGIBILITY CRITERIA AND RELATED DETAILS

I. ARCHITECTS & ELECTRICAL AUDITORS

A. ARCHITECTS:

Scope:

Architects' services include planning, designing, preparation of tender documents, providing the specifications of the materials, assisting the Bank in finalizing the contractor, supervising & execution of Civil Engineering works, interior furnishing works, electrical works and other works related to infrastructure creation for the offices / residences of the Bank & assisting the Bank in all pertaining techno-commercial aspects as and when sought by the bank. The architect must have good working knowledge and exposure to relevant Government, Central Vigilance Guidelines (CVC) & IBA Guidelines.

The panel architects services may also be availed for planning, designing and execution of redeveloping of Banks own buildings involving the approval for the same from the local Authorities.

Category:

Sl. No.	CATEGORY	VALUE OF THE WORKS UPTO WHICH THE CONSULTANT CAN PARTICIPATE (Rs. IN LAKHS)		
		CLASS - C	CLASS - B	CLASS - A
1.	Architects	10	30	50

Eligibility:

1. Graduate/ Post graduate degree in Architecture with minimum 5 years of experience in the respective field as on 31.03.2022.

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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 other reputed organisation/s.
3. Should have provided architectural services for similar works:
For one project costing 80% of the class limit, or
For two projects costing 50% of the class limit, or
For three projects costing 40% of the class limit;
During the last five years as on 31.03.2022
4. The applicant should not have been disqualified/ debarred/ terminated on account of poor or unsatisfactory performance/ blacklisted from any Government, Semi- government, PSU, Banks or any other organizations including any of the Offices/Branch of State Bank of India during last 5 years as on the date of publication of this notice. The undertaking in this tender notice to be submitted on the Letter Head of the Firm duly signed by the vendor/ Authorized Signatory. The application of disqualified/ debarred/ blacklisted/ terminated agency/ contractor/ vendor on account of poor or unsatisfactory performance shall be summarily rejected.
5. The applicant shall have the average annual financial turnover of at least 30% the value of the class limit in the respective category during last 3 years ending with 31.03.2022. Applicant should submit copies of Audited/ Provisional Balance Sheets and tax return receipts & a certificate from the Chartered Accountant confirming turnover and profit / loss details of the last 3 years ending 31.03.2022. Solvency Certificate (not older than 6 months from the date of release of empanelment) of value of category applied for is to be mandatorily enclosed.
6. 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.

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7. Engineering Consultancy firms having dedicated architectural departments & personnel having required qualification and meeting the eligibility criteria can also apply. The assessment of eligibility for such applicants shall be based on the qualifications, credentials & experience of the employed personnel, the turnover and the projects executed by the concerned architectural department. A suitable certificate from a chartered accountant to that effect to be submitted by the applicant.
8. Also, the Bank may choose to carry out physical inspection of works mentioned by the applicants in their application forms, in addition to calling for confidential reports from the respective employer/client/department to ascertain their capability and quality of works. The applicant shall agree and authorize the Bank to obtain the confidential report from the clients, to obtain credit opinion from the Bankers and to verify the work executed by the contractors.
9. The applicant should not have been disqualified/ debarred/ terminated on account of poor or unsatisfactory performance/ blacklisted from any Government, Semi- government, PSU, Banks or any other organizations including any of the Offices/Branch of State Bank of India during last 5 years as on the date of publication of this notice. The undertaking in this tender notice to be submitted on the Letter Head of the Firm duly signed by the vendor/ Authorized Signatory. The application of disqualified/ debarred/ blacklisted/ terminated agency/ contractor/ vendor on account of poor or unsatisfactory performance shall be summarily rejected.

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B. 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 31.03.2022.
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 & personnel having required qualification and meeting the other eligibility criteria can also apply.
4. 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.

GENERAL

Generally, the routine interior works, civil, electrical and air-conditioning works as detailed above are being carried out by the Bank's Engineers. The services of the architects / electrical auditors will be availed as and when it is required depending on the magnitude and specialization required for the project.

However, the Bank reserves the right to avail services of any architect / electrical auditor from outside the panel depending on the circumstances.

Also, the Bank may choose to carry out physical inspection of works mentioned by the applicants in their application forms, in addition to calling for confidential reports from the respective employer/client/department to ascertain their capability

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and quality of works. The applicant shall agree and authorize the Bank to obtain the confidential report from the clients, to obtain credit opinion from the Bankers and to verify the work executed by the contractors.

The applicant should not have been disqualified/ debarred/ terminated on account of poor or unsatisfactory performance/ blacklisted from any Government, Semi-government, PSU, Banks or any other organizations including any of the Offices/Branch of State Bank of India during last 5 years as on the date of publication of this notice. The undertaking in this tender notice to be submitted on the Letter Head of the Firm duly signed by the vendor/ Authorized Signatory. The application of disqualified/ debarred/ blacklisted/ terminated agency/ contractor/ vendor on account of poor or unsatisfactory performance shall be summarily rejected.

Note:

In all the above categories of architects / electrical auditors, if other things being equal, the architects / electrical auditors having experience in contract administration for government, PSUs and Public Sector Banks and Financial Institutions will be preferred.

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II. CONTRACTORS / VENDORS:

Empanelment of Contractors is sought for the following categories of works under various cost limits. The contractors empanelled under lower cost limit will not be eligible to quote for the works costing more than the limit. However, the contractors empanelled under higher class can participate even for works 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 (Rs. IN LAKHS)		
		CLASS- C	CLASS- B	CLASS- A
1.	INTERIOR FURNISHING WORKS	10	30	50
2.	ELECTRICAL WORKS	10	20	30
3.	AIR CONDITIONING WORKS	05	15	25
4.	DESTRUCTION OF OLD RECORDS			
5.	NOTE COUNTING / SORTING MACHINES	10	25	--
6.	UPS & BATTERIES	10	25	--
7.	CCTV SYSTEM	05	25	--
8.	FIRE & BURGLAR ALARM SYSTEM & ACCESS CONTROL SYSTEMS	05	25	--
9.	FIRE EXTINGUISHER / HYDRANT SYSTEM	10	--	--

GENERAL INSTRUCTIONS

- 1) Selection of the final panel shall be made based on the assessment & verification of details furnished in the application like works experience, technical & financial capabilities. From such panel, competitive quotations / tenders will be called for specific works.
- 2) The applicant should be original manufacturers / authorised dealer / suppliers of the reputed brands and items and must have a good dealership

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and service network in the geographical Jurisdiction of Agra Circle Office. They should be established in this field for minimum of 5 years.

- 3) The supplier shall provide details of the personnel, equipment and manufacturing facilities.
- 4) The Bank may choose to carry out physical inspection of works mentioned by the applicants in their application forms, in addition to calling for confidential reports from the respective employer/client/department to ascertain their capability and quality of works. The applicant shall agree and authorize the Bank to obtain the confidential report from the clients, to obtain credit opinion from the Bankers and to verify the work executed by the contractors.
- 5) The applicant should not have been disqualified/ debarred/ terminated on account of poor or unsatisfactory performance/ blacklisted from any Government, Semi- government, PSU, Banks or any other organizations including any of the Offices/Branch of State Bank of India during last 5 years as on the date of publication of this notice. The undertaking in this tender notice to be submitted on the Letter Head of the Firm duly signed by the vendor/ Authorized Signatory. The application of disqualified/ debarred/ blacklisted/ terminated agency/ contractor/ vendor on account of poor or unsatisfactory performance shall be summarily rejected.

ELIGIBILITY & SCOPE OF WORKS:

1. INTERIOR FURNISHING WORKS:

ELIGIBILITY:

The applicant should have the following minimum eligibility criteria:

1. The applicant should have undertaken works in Government departments/ public sector undertaking/ central autonomous bodies/ state autonomous bodies/ financial institutions and other reputed private firms during last 5 years as on 31.03.2022:

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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.

2. 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. Solvency Certificate (not older than 6 months from the date of release of empanelment) of value of category applied for is to be mandatorily enclosed.
3. The applicant shall have the average annual financial turnover of at least 30% the value of the class limit in the respective category during last 3 years ending as on 31.03.2022. Applicant should submit a certificate from the Chartered Accountant confirming turnover and profit / loss details of the last 3 years ending 31.03.2022.

The scope of work broadly is to undertake original works, alterations and renovations involving erection of partitions work both wood & aluminium, counters, panelling, false ceiling, vinyl flooring, storage units, furniture and fabricated workstations and other allied works for furnishing of our branches/offices/other units.

2. ELECTRICAL WORKS:

ELIGIBILITY:

The applicant should have the following minimum eligibility criteria:

1. The applicant should have undertaken works in Government departments/ public sector undertaking/ central autonomous bodies/ state autonomous bodies/ financial institutions and other reputed private firms during last 5 years as on 31.03.2022:

One work/project costing 80% of the class limit, or
Two works/projects costing 50% of the class limit, or

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Three works/projects costing 40% of the class limit.

2. 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. Solvency Certificate (not older than 6 months from the date of release of empanelment) of value of category applied for is to be mandatorily enclosed.
3. The applicant shall have the average annual financial turnover of at least 30% the value of the class limit in the respective category during last 3 years ending as on 31.03.2022. Applicant should submit a certificate from the Chartered Accountant confirming turnover and profit / loss details of the last 3 years ending 31.03.2022.

The scope of work broadly is to undertake LT as well HT electrical works, providing panel board for LT applications, providing protective switchgear, internal and external electrification along with outlet points, associated cabling, copper plate / chemical earthing, point wiring for appliances/components like air-conditioners, UPS etc., providing electrical equipment like luminaries, fans, light fixtures etc. of reputed makes, networking for voice communication along with preparation of outlet points, networking for a computerized office environment along with preparation of outlet points, liaisoning with Electricity Dept. for requirements like obtaining additional power, fault management, metering and billing & any other requirements like breakdown repair and other allied works.

The electrical works also involves domestic electrical works which may be required at Bank's own buildings which include attending to any LT works, liaisoning with Electricity authorities according to the requirements, attending to repairs of electrical appliances like fans, geysers, pumps & motors, switch boards, re-wiring and cabling works

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राजेन्द्र सेंटर, सेक्टर-१२ ए/सीसी-१,
आवास विकास, सिकंदरा,
आगरा - २८२००७.

Premises & Estate Section
Circle Office,
Rajendra Centre, Sec-12-A/CC-1,
Awas Vikas, Sikandra,
Agra - 282007.

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ईमेल /Email: gacoagra@canarabank.com

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Electrical contractors shall have necessary permits / license from CEIG office or equivalent and must be familiar with IE rules & other relevant regulations and guidelines issued by various Govt. authorities.

3. AIR CONDITIONING WORKS:

ELIGIBILITY:

The applicant should have the following minimum eligibility criteria:

1. The applicant should have undertaken works in Government departments/ public sector undertaking/ central autonomous bodies/ state autonomous bodies/ financial institutions and other reputed private firms during last 5 years as on 31.03.2022:

One work/project costing 80% of the class limit, or
Two works/projects costing 50% of the class limit, or
Three works/projects costing 40% of the class limit.

2. 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. Solvency Certificate (not older than 6 months from the date of release of empanelment) of value of category applied for is to be mandatorily enclosed.
3. The applicant shall have the average annual financial turnover of at least 30% the value of the class limit in the respective category during last 3 years ending as on 31.03.2022. Applicant should submit a certificate from the Chartered Accountant confirming turnover and profit / loss details of the last 3 years ending 31.03.2022.
4. The vendor should be an authorized dealer of any one of the preferred brand of ACs – Voltas, Bluestar, LG, Carrier, Toshiba, Daikin, Hitachi etc. or any other reputable brand of air conditioners.

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5. The vendor should have an office or branch in any of the districts within the area under our jurisdiction.
6. The applicant should be a well established and reputed establishment (for a minimum period of 5 years as on 31.01.2022)
7. The vendor should have a valid GST and PAN registration.
8. Applicants should have experience in having successfully completed "Similar work" (in/under single order), value as prescribed in table above, for Government /Semi-Government/PSUs/Banks/ Financial Institutions / Reputed MNCs/IT companies during the last 5 years ending on 31.01.2022. The information must be supported with the copies of Work Order, Satisfactory Completion Certificate, etc.,
9. The applicant should submit the valid authorized dealer certificate / letter issued by Original Equipment Manufacturers (OEM) of the air-conditioners specifying the validity of the certificate. The applicant, if included in our panel, must submit to us proof of subsequent renewals of the dealership certificates, whenever falling due during the tenure of empanelment, immediately to keep their Empanelment with us active. Bank may review / update the panel at regular intervals and may include or Exclude (de-list) any firm in or from the panel without assigning any reasons thereof.
10. The Contractors submitting authorization for a particular Brand are eligible to quote only for those Brands, weather it is a single or Multi Brand. Multi brand dealers may submit the proof of authorization from the respective OEM and valid dealership certificate for that various brands then the Vendor will be eligible to quote only for that Brands mentioned. For multi brand dealers also the renewal of their empanelment for every year (with in total period of empanelment) is applicable as mentioned.

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The scope of works include Supply and installation of various types of ACs – viz., Window, Split, Cassette, Ductable, Packaged units, VRF systems etc. along with Comprehensive Annual Maintenance Contract of these types of Air-conditioners.

4. Destruction of Old Records:

- i. Firms/Vendors should have minimum of 5 years experience in the line of activity.
- ii. Firms/Vendors should have empanelment as approved vendor in any nationalised Bank.
- iii. Unwanted records to be destroyed will be identified / segregated by the Firms/Vendors or their representative at the Bank's premises with their manpower at their cost in the presence of Bank's official, (who should certify that record segregated is not relevant to the record in litigation / disputes pending in the court of law and can be destroyed disposed off as per Bank's instructions).
- iv. The Firms/Vendors or their representatives will arrange for weighing such records with a weighing machine in the presence of an authorised official of the Bank who will have to satisfy himself with the correctness of the weight.
- v. The Firms/Vendors will give a certificate from the paper mill to the branches / offices within 15 days of lifting of records that the records have been effectively destroyed by converting it into pulp.
- vi. The Firms/Vendors will produce a letter of introduction attested by us to the branches / offices of the Bank for its identity while contacting them for lifting old records to be destroyed.
- vii. The payment for such records will be made in CASH/DRAFT/BANKER'S CHEQUE by the Firms/Vendors to the branches / offices on the spot according to weight and approved rate.
- viii. Unwanted records will be disposed off appropriately as per Bank's instructions.
- ix. Transportation charges, cooliage and other misc. expenses will be borne by the Firms/Vendors.

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- x. A security deposit of Rs.10,000/- (Rupees Ten thousand only) by Firms/Vendors in favour of Canara Bank, Circle Office, Agra is to be deposited after empanelment.
- xi. The empanelment will be for three years, subject to annual review, or till the fresh empanelment, whichever is later subject to satisfactory work and bank reserves the right to discontinue Firm's/Vendor's empanelment at any time without assigning any reason to the Firm.
- xii. The list of all items will be prepared by the Firms/Vendors and hand over the same to the branch / office.
- xiii. The Firms/Vendors shall maintain full secrecy about the Bank's record lifted by them.
- xiv. Indemnify against any loss the Bank may suffer due to negligent handling of record and non-adherence of agreed terms and conditions, stipulated as above by the Firms/Vendors or their representative for handling the job undertaken. The Bank's decision in this regard will be binding.
- xv. Bank shall forfeit the amount deposited with the Bank as security in case of non performance / breach of contract without any pre-condition.
- xvi. The Bank reserves the right to accept or reject any or all the applications without assigning any reason whatsoever and the decision of the Bank shall be final.
- xvii. The terms and conditions stipulated by Bank from time to time should be acceptable to the empanelled Vendors.

5. Note Counting / Sorting Machines:

- i. The applicant must have supplied machines with a combined order value amounting to 85% of the monetary limit for the class in which the applicant intends to apply during any one of the preceding three financial years ending on 31.03.2022. A Certificate from Chartered Accountant certifying the sales turnover in each of the last three financial years i.e., FY 2019-2020, 2020-2021 & 2021-2022 from sale of note counting / sorting machines must be submitted along with relevant order copies.

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- ii. The applicant must be empanelled with Govt. Organizations, Central autonomous bodies, State autonomous bodies, PSUs, Public Sector Banks etc. The firm should be registered/licensed with appropriate government authority. Applicants having registration with Government E-Market Place Portal (GeM Portal) will be preferred.
- iii. The Suppliers should be well established and reputed establishment and must have minimum of five year experience as on 31.03.2022 in the activity of supply and maintenance of Loose / Bundle Counting Machine and Note Sorting Machine capable of detecting suspected counterfeit notes as per latest RBI guidelines.
- iv. Minimum average annual turnover of last three year ending as on 31st March 2022 must not be less than Rs 3.0Crores.
- v. The machines should be of reputed brand and have dealer and service networks in the Agra city and branch in any of the major towns / cities within the districts under the aegis of our Agra Circle Office.
- vi. The model quoted by the supplier should have been released /operational in the market for at least 12 months
- vii. The vendor should have a valid GST and PAN registration.
- viii. Applicants should have experience in having successfully completed "Similar work" (in/under single order) value as prescribed in table 'A' above for Government /Semi Government/PSUs/Banks/ Financial Institutions / Reputed MNCs/IT companies during the last 5 years ending on 31.01.2022. The information must be supported with the copies of Work Order, Satisfactory Completion Certificate, etc.
- ix. The applicant should submit the valid authorized dealer certificate / letter issued by Original Equipment Manufacturers (OEM) of the air-conditioners specifying the validity of the certificate.
- x. Initially the empanelment is valid for a period of three years, subject to renewal of Validity every year after submission of valid dealership certificate and authorization letter from the OEM The applicant, if included in our panel, must submit to us proof of subsequent renewals of the dealership certificates, whenever falling due during the tenure of empanelment, immediately to keep their Empanelment with us active. Bank may review / update the panel at regular intervals and may

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include or Exclude (de-list) any firm in or from the panel without assigning any reasons thereof.

- xi. The dealers/ vendors found suitable for empanelment shall be required to make Security Deposit of Rs. 1,00,000/- (Rupees One Lac Only) in the form of demand draft payable to Canara Bank, Circle Office, Agra which shall be refunded, without any interest, by the Bank in case of expiry of empanelment. However if any amount is to be levied / recovered from the firm by the Circle Office/ Bank on account of liquidated damages / penalty / default / blacklisting or any other reason whatsoever as decided by the Bank shall be recovered from the said security deposit.

6. UPS & Batteries Works:

Applications are invited for supply, installation, testing and commissioning of On Line UPS (conventional and modular) systems and Comprehensive Annual Maintenance Contract of UPS Systems, eligibility criteria being as under:

- The applicant must have supplied machines with a combined order value amounting to 85% of the monetary limit for the class in which the applicant intends to apply during any one of the preceding three financial years ending on 31.03.2022. A Certificate from Chartered Accountant certifying the sales turnover in each of the last three financial years i.e., FY 2019-2020, 2020-2021 & 2021-2022 from sale of UPS Systems and Batteries must be submitted along with relevant order copies.
- The applicant must be empanelled with Govt. Organizations, Central autonomous bodies, State autonomous bodies, PSUs, Public Sector Banks etc. The firm should be registered/licensed with appropriate government authority. Applicants having registration with Government E-Market Place Portal (GeM Portal) will be preferred.
- Must be in the field of manufacturing UPSs for the last 5 (Five) years and should have manufacturing plant capability to manufacture On Line UPS of capacity up to 30KVA or above.
- Minimum average annual turnover of last three year ending as on 31st March 2022 must not be less than Rs 3.00 Crores.

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- v. Must have valid PAN and GST Registration.
- vi. All requisite testing equipment and facilities should be available at the factory to carry out the testing of the equipment thereat. vi. Must be registered with other organizations like PSU / Govt. Dept. / Semi Govt. Department / Nationalized Banks/Private banks.
- vii. Vendor must have service centers/ service engineers or office or branch in any of the major towns / cities in the districts under the aegis of our Agra Circle Office.
- viii. The firm should have quality certification like ISO and the products (UPS) having quality certifications like CPRI/ETDC/ERTL/SAMEER shall only be eligible for empanelment. BIS Certification for the UPS systems up to 10 KVA should be mandatorily submitted for Empanelment. The Vendors not having BIS Certification for the UPS systems up to 10 KVA will be summarily rejected.
- ix. Bank may visit your manufacturing unit(s) / factory to inspect about the facilities available for manufacturing and testing of the equipment's before finalizing for empanelment.
- x. Initially the empanelment is valid for a period of three years, subject to renewal of Validity every year after submission of valid dealership certificate and authorization letter from the OEM or incase if the expiry of dealership certificate arrives early, its renewal copy shall be submitted to us for active of their Empanelment. Bank may review / update the panel at regular intervals and may Include or Exclude (de-list) or Update any firm from the Empanelment without assigning any reasons thereof.
- xi. The OEMs found suitable for empanelment shall be required to make Security Deposit of Rs. 1,00,000/- (Rupees One Lac Only) in the form of demand draft payable to Canara Bank, Circle Office, Agra which shall be refunded, without any interest, by the Bank in case of expiry of empanelment. However if any amount is to be levied / recovered from the firm by the Circle Office/ Bank on account of liquidated damages / penalty / default / blacklisting or any other reason whatsoever as decided by the Bank shall be recovered from the said security deposit.
- xii. The vendor has to submit, certificate of Authorization from the Original Equipment Manufacturer for batteries, should be enclosed apart from the other details for the makes: The SMF Batteries must be any one of EXIDE

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/ AMRARAJA / PANASONIC / YOUSA / GLOBAL YOUSA / HITACHI / AMCO (BEST) / U-PLUS / BASE / NEWMAX / CSB/HBL/ NUMERIC and Tubular batteries must be any one of EXIDE, SOUTHERN BATTERIES, KIRLOSKAR, AMCO- INSTA POWER MAKES xiii. On Line UPS vendors empaneled for Circle Office, Agra automatically get enlisted for the Battery supply and installation work included in the notice.

7. CCTV Systems:

The suppliers should have minimum of 5 years experience as on 31.03.2022 in supplying various type of CCTV equipments with different Capacity to large Offices.

The applicant must have supplied machines with a combined order value amounting to 85% of the monetary limit for the class in which the applicant intends to apply during any one of the preceding three financial years ending on 31.03.2022. A Certificate from Chartered Accountant certifying the sales turnover in each of the last three financial years i.e., FY 2019-2020, 2020-2021 & 2021-2022 from sale of CCTV Systems must be submitted along with relevant order copies.

Applicants having registration with Government E-Market Place Portal (GeM Portal) will be preferred.

Also, the suppliers should have experience in maintenance of all type of Security equipments. If Banks requires imported Security items the vendor should have the direct dealership of the products he needs to be supplied. The suppliers should be aware of the latest technology in the system.

8. Fire & Burglar Alarm System & Access Control Systems:

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/Residential buildings and maintaining and servicing of

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the installations. The suppliers should be aware of the latest technology in the system.

The applicant must have supplied machines with a combined order value amounting to 85% of the monetary limit for the class in which the applicant intends to apply during any one of the preceding three financial years ending on 31.03.2022. A Certificate from Chartered Accountant certifying the sales turnover in each of the last three financial years i.e., FY 2019-2020, 2020-2021 & 2021-2022 from sale of Fire & Burglar Alarm System & Access Control Systems must be submitted along with relevant order copies.

Applicants having registration with Government E-Market Place Portal (GeM Portal) will be preferred.

9. Fire Extinguisher/ Hydrant system:

The suppliers should have minimum of 5 years experience as on 31.03.2022 in supplying various type of Fire extinguishers / fire hydrants / fire fighting equipments with different Capacity to large Offices. The supplier should either be an OEM or authorised dealer of reputed brands of fire extinguishers. A valid dealership certificate to that effect must be submitted along with the application. 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.

The applicant must have supplied machines with a combined order value amounting to 85% of the monetary limit for the class in which the applicant intends to apply during any one of the preceding three financial years ending on 31.03.2022. A Certificate from Chartered Accountant certifying the sales turnover in each of the last three financial years i.e., FY 2019-2020, 2020-2021 & 2021-2022 from sale of Fire extinguishers / fire hydrants / fire fighting equipment must be submitted along with relevant order copies.

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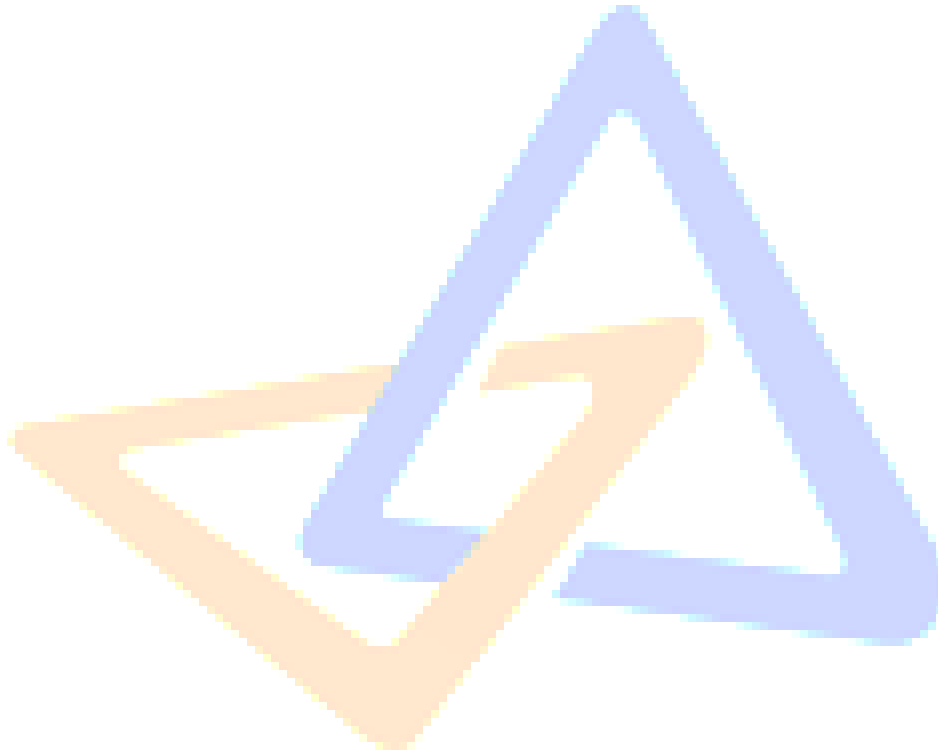
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राजेन्द्र सेंटर, सेक्टर-१२ ए/सीसी-१,
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Applicants having registration with Government E-Market Place Portal (GeM Portal) will be preferred.



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APPLICATION FORMAT

*Tick the applied Category & also the Class applied for

Sl. No.	CATEGORY	CLASS- C	CLASS- B	CLASS- A
ARCHITECTS / ELECTRICAL AUDITORS				
1.	Architects			
2.	Electrical Engineering Auditors (BEE Certified)			
CONTRACTORS / VENDORS				
1.	Interior Furnishing Works			
2.	Electrical Works			
3.	Air Conditioning Works			
4.	Destruction of Old Record			
5.	Note Counting / Sorting Machines			
6.	UPS & Batteries			
7.	CCTV System			
8.	Fire & Burglar Alarm System & Access Control Systems			
9.	Fire Extinguisher/ Hydrant System			

1. Name of the Applicant : _____

2. Address : _____

3. Telephone Nos.

Office : _____

Residence : _____

Mobile : _____

E-Mail Id : _____

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3. a) Status of the Firm
(Whether company/
Partnership / proprietary): _____
- b) Name of the Proprietor/ : I) _____
Partners/ Directors : II) _____
(With professional : III) _____
Qualifications, if any) :
- c) Year of establishment : _____
4. Whether registered with
Registrar of Companies/ firm : _____
- If Yes, then Regn. No. & Date : _____
5. Registration with various Authorities
- a) Income-tax No PAN NO : _____
(Furnish copies of
Income-tax returns)
- b) Goods & Service Tax (GST) No. : _____
(Furnish the latest
copies of the returns
filed)
- c) Any other Tax/ Registration
Levied by Government : _____
- d) Registration Number
(Enclose the copies)
- With Council of Architects/
Members of the Indian

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Institute of Architecture,
(In case of Architects) : _____

BEE Certificate No.
(In case of Electrical Auditors) : _____

Contractor's Registration No.
(In case of Electrical Contractors): _____

Names of the Bankers (With address):

I) _____

II) _____

(Enclose solvency certificate of the amount for the category applied)

6. Turnover of the Company/ firm :
(Please attach copy of audited
Balance sheet and profit and
Loss account for three years)

Sl. No.	Year	Turnover (In Lacs Rs.)
1	2019-20	
2	2020-21	
3	2021-22	
	Average	

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7. 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)

8. Registration with Government Organisations/ Public Sector Banks:

NAME OF THE ORGANISATION	NATURE OF WORKS	VALUE OF WORKS/ FINANCIAL LIMIT (In Lacs Rs.)	REGISTRATION NO. WITH DATE

9. What are your fields of activities? Mention the fields on preference basis

- 1) _____
2) _____
3) _____

10. Details of the works executed during the last 5 years (please mention only such works which qualifies for eligibility criteria)

SN	Name of Work	Work executed for (name of the)	Nature of work	Location of the	Actual Value of	Stipulated time	Actual time for completion	If work left incomplete or

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	organization with address, concerned office and telephone number)	(in brief)	work	th e works	e for completi on	n	terminated (furnish reasons)
1.							
2.							
3.							

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)

12. Key personnel permanently employed

In your organization :

S N	Name	Qualifications	Experience	Particulars of work done	Employed in your firm since	Any other information

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दूरभाष /Tel: ०५६२ ३५००६२२ / 0562 3500622
ईमेल /Email: gacoagra@canarabank.com

(प्रधान कार्यालय: बेंगलुरु / HEAD OFFICE: BENGALURU)

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13. Furnish the names of three responsible clients/ persons to whom the major works carried out by the applicant with address and telephone number who will be in a position to certify about the quality as well as past performance of your organization

NAME OF THE OFFICIAL	ORGANISATION & ADDRESS	CONTACT DETAILS

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 details of litigation/ Arbitration cases resulting from the contracts executed in the last seven years or currently under execution in the following format:

Ref. No.: AGCO:P&E:EMP:2022-23:SR:DOC:1 dtd 14.08.2022

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YEAR	Award for or Against Applicant	Name of clients, cause of litigation and matter of dispute	Disputed Amount	Actual Awarded Amount

DECLARATION

1. All the information furnished by me / us here above is correct to the best of my knowledge and belief.
2. I / We have no objection if enquiries are made about the work listed by me / us in the accompanying sheets / annexures.
3. I / We agree that the decision of CANARA BANK in selection of contractors will be final and binding to me / us.
4. I / We have read & fully understood the 'General rules and 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 : SIGNATURE OF APPLICANT:

Date : NAME & DESIGNATION
SEAL OF ORGANISATION:

Checklist (To be filled by Applicants)

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परिसर एवं सम्पदा अनुभाग
अंचल कार्यालय,
राजेन्द्र सेंटर, सेक्टर-१२ ए/सीसी-१,
आवास विकास, सिकंदरा,
आगरा - २८२००७.

Premises & Estate Section
Circle Office,
Rajendra Centre, Sec-12-A/CC-1,
Awass Vikas, Sikandra,
Agra - 282007.

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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 ?	Yes/No
3.	Whether copy of PAN/GST Registration copy is enclosed ?	Yes/No
4.	Whether enclosed valid Electrical License in case of electrical contractor/ Council of Architecture in case of Architects ?	Yes/No
5.	Whether enclosed proof for year of establishment ?	Yes/No
6.	Whether proof for average annual financial turnover enclosed ?	Yes/No
7.	Whether documentary proof for having undertaken the works is enclosed ?	Yes/No
8.	If yes, No. of certificates enclosed	

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LIST OF DOCUMENTS/ CERTIFICATES/ ANNEXURES ATTACHED:
(To be filled by Applicants)

S. No.	Description	Page No.

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