



NOTICE INVITING APPLICATIONS FOR EMPANELMENT
OF
CONSULTANTS, CONTRACTORS AND SUPPLIERS

NOTICE TYPE : DOMESTIC TENDER NOTICE
AUTHORITY TYPE : PUBLIC SECTOR BANK

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ISSUED BY
CANARA BANK, CIRCLE OFFICE
GENERAL ADMINISTRATION
SECTION
PLOT NO 4 PSP Area, Near AIIMS, Saket Nagar Bhopal-462026
Tel: 0755-2671035
e-mail: premcobpl@canarabank.com;



Name of the Work	EMPANELMENT OF CONSULTANTS, CONTRACTORS AND SUPPLIERS
Earnest Money deposit	NIL
Issue of tender document	04.03.2023
Last date of submission of bid	27.03.2023 till 05:00 PM
Pre-bid meeting	14.03.2023 at 3.30 PM
Tender documents (soft copy)	Can be downloaded free of cost from Canara Bank's website from 04.03.2023 till last date of submission or from eprocure.gov.in or https://canarabank.com/tenders.aspx and & Central Public Procurement (CPP) portal www.eprocure.gov.in
Address of bid submission	Sealed envelopes to be submitted on or before 27.03.2023 by 3.30 PM to the office of: The Assistant General Manager, Canara Bank, GENERAL ADMINISTRATION Section, Circle Office, BHOPAL, PLOT NO 4 PSP Area, Near AIIMS, Saket Nagar Bhopal-462026 Tel: 0755-2671035



DOCUMENT FOR EMPANELMENT

This document consists of the following:

- a. Notice inviting applications for empanelment of consultants, contractors and suppliers
- b. General rules and instructions to the intending applicants
- c. Application format for empanelment

Applications are invited in the prescribed format for empanelment of consultants, contractors and suppliers for executing the works of the Bank's Branches/offices coming under the Circle Office, Bhopal. It is proposed to maintain separate panels of consultants, contractors and suppliers for the following specialization of works:

1. Consultants:

- a) Architects
- b) Civil / Structural engineers/consultants

2. Contractors/suppliers for following works:

- a) Interior furnishing
- b) Civil Engineering
- c) Electrical/ Electrification
- d) Modular furnishing
- e) Fire Alarm & Fire Fighting system
- f) CCTV & Burglar Alarm System
- g) Fire Extinguisher Equipments
- h) Air Conditioners supply and Maintenance
- i) Glow Sign Boards
- j) UPS & Battery system

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".

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



The document can be downloaded from the website of Bank namely www.canarabank.com or from & Central Public Procurement (CPP) portal www.eprocure.gov.in.

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 (Categoryname) -2023** and shall be submitted to the above mentioned office of CANARA BANK on or before **27.03.2023** upto **03.30 pm.**”

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

Date: 04.03.2023

DEPUTY GENERAL MANAGER



GENERAL RULES AND INSTRUCTIONS TO THE INTENDING APPLICANTS

1. Generally, the routine works of the Bank are awarded/ procurements are made on calling competitive tenders/quotations from the empanelled contractors/suppliers and in case of emergency works/ works of small magnitude, the Bank may opt to award the work/ procure supply from any of the empanelled agencies, depending on the 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 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 consultants, contractors and suppliers/ vendors in the existing panel should also apply afresh for empanelment. The Consultants/ Contractors/ Suppliers, who intend to apply for more than one category, have to apply for each category using separate application forms and submit in independent covers 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 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 authorized 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, market reputation, empanelment with other Banks PSUs, Govt. institutions, manpower & logistical support of the applicant, their financial capabilities, quality consciousness, etc and if found necessary may also include inspecting the works undertaken by them for which, necessary co- ordination shall be made by them. Based on the details furnished and inspection of works, eligibility criteria, the applicants will be empanelled. Decision of the Bank regarding selection/ rejection for empanelment will be final and binding and no further correspondence will be entertained. The empanelled contractors will only be informed by post.
9. If, information and details furnished by applicants are found to be false at any time in future or any information withheld, which comes to the notice of the Bank at a later date, the empanelment of such applicant will be cancelled immediately.
10. Applications received after the due date and time are liable for rejection.
11. The consultants/contractors/suppliers having their office in the geographical jurisdiction of the Circle office Zone wise as mentioned above will only be considered. The empanelment shall be valid up to 3 YEARS under normal circumstances provided there is no disciplinary/ de-empanelment clause raised against them.
12. The present empanelment is mainly for works for value upto the limits mentioned in respective categories. In case of any high value works, Bank may undertake the works by project specific pre-qualification exercise.
13. Canara Bank reserves its right to reject any/ or all the applications without assigning any reasons whatsoever.
14. The 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.



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

A. SCOPE OF WORK

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

Note: 1. In the categories of consultants, other things being equal, the consultants having 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.

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.

Sl No	CATEGORY	VALUE OF THE WORKS UPTO WHICH THE CONSULTANT CAN PARTICIPATE (AMOUNT IN LAKHS)			
		CLASS- A	CLASS-B	CLASS- C	CLASS- D
1	Architects	100.00	50.00	10.00	-
2	Civil/ structural Consultant	100.00	50.00	10.00	-

ARCHITECTS :

SCOPE OF WORK:

The scope of work for the **Architectural consultants** includes planning, designing, supervising & execution of Interior works of branch offices, other infrastructure creation works for the offices and residences, quarters/ buildings of the Bank, providing the specifications of the materials, assisting the Bank in finalizing the contractor and supervision of the interior works, if sought by the Bank. The panel architects services will also be availed for planning, designing and execution of



redevelopment of Bank's Own buildings including obtaining the approval for the same from the local Authorities in coordination with the Bank. The architect must have good working knowledge and exposure to relevant Government, Central Vigilance Guidelines (CVC) & IBA Guidelines.

Eligibility Criteria:

1. Graduate/ Post graduate diploma in Architecture with minimum 5 years of experience in the respective field as on 31.12.2022. The Architects with specialization in Interior designing will be preferred.
2. The Architect must have registered with the Council of Architecture and have experience in designing and supervising interior works for the Banks/ Financial Institutions/software companies with lighting details, electrical, data-cabling and Air- conditioning layouts in last 5 years of at least:

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

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

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

3. Engineering/consultanting firms having personnel architects having required qualification and meeting the other eligibility criteria can also apply.
4. The average annual turnover (from professional fee) for the last 3 financial years shall not be less than Rs. 3.00 lakhs.
5. Should be an assessee of Income Tax & GST department

CONSULTANT- CIVIL/ STRUCTURAL ENGINEERING CONSULTANT:

Scope of work:

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

The scope of Civil/ structural Engineering Consultants also include assessment of repairs, renovation (in some cases involving structural evaluation) and recommending correct rectification works, periodical evaluation of buildings for structural conditions, if necessary by undertaking necessary structural studies and submitting technical assessment reports suggesting remedial measures, preparation of tender papers and assisting the Bank in undertaking repair works with or without their site supervision.



Eligibility Criteria:

1. Graduate in Civil/ structural Engineering with minimum 5 years of experience in planning, designing and supervision of buildings, sanitary and plumbing services and other allied works as on 31.12.2022. The consultant with post graduation in Structural Engineering with experience in repairs and rehabilitation of the structures will be considered for structural repair works.
2. Should have experience in planning, designing and supervision of major repair works including water proofing works of buildings during last 5 years of at least:

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

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

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

3. Engineering/consulting firms having personnel structural engineers having required qualification and meeting the other eligibility criteria can also apply.
4. The average annual turnover (from professional fee) for the last 3 financial years shall not be less than Rs. 3.00 lakhs.
5. Should be an assessee of Income Tax & GST department



CONTRACTORS AND SUPPLIERS:

Cost wise Sub- Classification:

It is proposed to classify each category of contractors depending on their past performance, technical and financial capabilities of the contractor. The contractors empanelled under lower class/category will not be eligible to participate for the works of higher class/category. However, the contractors classified under higher class can participate for works under lower class. The various categories and the cost limits are furnished below:

CATEGORY	UPTO WHICH THE CONTRACTORS CAN PARTICIPATE (AMOUNT IN LAKHS)			
	CLASS-A	CLASS-B	CLASS-C	CLASS-D
1. INTERIOR FURNISHING	100.00	50.00	10.00	-
2. CIVIL ENGG. WORKS	200.00	100.00	50.00	10.00
3. ELECTRICAL WORKS	30.00	10.00	5.00	3.00
4. MODULAR FURNISHING	30.00	10.00	5.00	3.00
5. FIRE ALARM & FIRE FIGHTING SYSTEM (for individual trade)	10.00	5.00	2.00	0.50
6. CCTV & BURGLAR ALARM SYSTEM (for individual trade)	5.00	3.00	1.00	0.50
7. FIRE EXTINGUISHER SUPPLIER	5.00	3.00	1.00	0.50
8. AIR CONDITIONER SUPPLIER	20.00	10.00	5.00	2.00
9. GLOW SIGN BOARDS	3.00	1.00	0.50	0.25
10. UPS & BATTERY	10.00	5.00	3.00	2.00

***Contractors dealing with works of no. 5 & 6 in above table altogether will be preferred.**



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

The applicant should have the following minimum eligibility criteria:

- i) The applicant should have undertaken below indicated amount of works in **Government departments/public sector undertaking/central autonomous bodies/state autonomous bodies/financial institutions and other reputed private firms during last 5 years prior to 31.12.2022:**
 - Three similar completed works costing not less than the amount equal to 40% of the cost limit in the respective Class **OR**
 - Two similar completed works costing not less than the amount equal to 50% of the cost limit in the respective Class **OR**
 - One similar completed work costing not less than the amount equal to 80% of the cost limit in the respective Class.
- 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 at least **two times** the value of the class limit in the respective category during last 3 years ending with **31.03.2022**.
- iv) **The CONTRACTORS must have their offices/establishments in state of MP or CHHATISGARH. Also they have to submit proof of establishment like electricity bill, lease deed etc.**
- v) The Applicant **should have experience of minimum of 5 years in the respective field. Work orders/bills/completion certificate should be attached supporting the experience.**
- vi) The proof of the office/establishments must be dated prior to the date of issuing this tender.
- vii) The supplier shall provide details of the personnel, equipment, manufacturing facilities.
- viii) The applicant shall Submit solvency certificate from nationalized / scheduled Bank issued within one year for an amount equal to 50% of the respective category.

Based on the assessment of details furnished like works undertaken, technical & financial capabilities, selection will be made. From such panel, competitive offers/tenders will be called for specific works. The following are specific to each discipline of works. The following mentioned scope of work are indicative and are not exhaustive. Bank may entrust the contractor any other work related to their field apart from below mention scope.

1. **Interior Furnishing works:** The scope of work of Contractors for Interior works mainly consists of original works, alterations and renovations involving erection of partitions work both wood & aluminum, counters, paneling, false ceiling, cavity flooring, storage units, furniture and fabricated workstations and other allied works for furnishing of our various branches and offices of the Bank.



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

2. **Civil Engineering works:** The scope of work of Civil Contractors broadly is to undertake new constructions, redevelopment of existing properties, periodical repairs & renovations, earthwork, masonry, plastering, RCC and PCC work, flooring, painting, plumbing & sanitary, demolition works, structural steel fabrication, wood work (doors and windows only), waterproofing works of terrace, lift well, toilets etc. and other allied works for residences and offices of the Bank.
3. **Electrical Contractors:** The scope of work for Electrical Contractors is to undertake branch offices internal raw power and UPS power wiring, panel board for LT applications, will be mainly used for internal and external electrification, associated cabling, copper plate earthing, wiring for air-conditioners, UPS, liasioning with local Electricity Board officials for obtaining of additional power, breakdown repair, interior wiring for computerized office environment and other allied works.

The electrical works also involves domestic electrical works attending to LT side, liasioning with local Electrical Boards 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 should be local license holder from MP or CHHATISGARH state authority/local authority and should be familiar with IE rules and regulations. Copy of local license for electrification & electrical/supervision works should be attached.

4. **Modular furnishing & ready supply items:** The Companies/ Agencies/ authorized franchisees, having well established manufacturing & marketing facilities in the area of modular work stations, low height & full height partitions with MS / Aluminum frame works, post forming & edge banding facilities etc., in modular furnishing works and who have executed such works are eligible to apply. Considering the products profiles, manufacturing facilities, business turn over, the eligible agencies will be empanelled. The applicants are requested to furnish the full details of the company's product profile, client list details of major projects executed with documentary proof.
5. **Fire alarm & fire fighting system:** 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 the installations.
6. **CCTV & Burglar alarm system :** The scope of work of the CCTV, Burglar detection and alarm contractors mainly involves all original works, alterations and modifications involving supply, installation, testing and commissioning of CCTV& Burglar detection



and alarm system for various branch Offices / buildings and maintaining and servicing of the installations.

7. **Fire extinguishing equipments:** The suppliers should have minimum of 5 years experience in supplying various type of Fire fighting equipments with different Capacity to large Offices. Also the suppliers should have experience in maintenance of all type of Fire extinguishers. If Bank requires imported FE the vendor should have the direct dealership of the products he needs to be supplied.
8. **Air condition equipments supplier & maintenance:** The Air-conditioner units suppliers shall be the manufacturers/ authorized suppliers and service providers of various type AC units like window units, split units, Cassette, ductable split, package air-conditioners, VRF units, centralized units and should be direct dealer and have good service network in the MP & CHHATISGARH State and should be capable of supply, installation & maintenance of units after installation throughout the state.
9. **SIGNAGE BOARDS::** The scope of works includes fabrication, supply, erection, fixing and maintenance of various sized branch name boards like box type glow sign (back Lit) boards, non lit Boards, Front lit boards using Bank approved make Flex material and vinyl material, One way visibility vinyl stickers etc. The agencies who have experienced in these type of works may apply. The agencies who have owned computerized vinyl cutting machines, flex tightening machines, fabrication facilities will be preferred.
10. **UPS & BATTERY:** The scope of work of the UPS & battery suppliers mainly involves designing UPS system according to load requirement of various branches, providing and supplying UPS and battery system along with all other necessary parts /accessories. The suppliers will also need to periodically maintain the UPS and Battery system of different makes and as per requirement of the bank. The vendor should be ready to provide service across all parts of state of MP & CHHATISGARH. The suppliers will also be entrusted to buyback old UPS and battery system.

NOTE::

If contractors, consultants are otherwise eligible but not registered for GST, will not be considered for empanelment. In case the firm/company etc. is not having G.S.T number, contractor should apply for G.S.T number and submit a copy for the acknowledgement form along with a declaration for having applied for G.S.T registration. Shortlisted vendor must submit GST Number before commencement of work.



APPLICATION FORMAT

APPLIED FOR EMPANELMENT OF::

(Write correct choice Consultants/Contractors/Suppliers)

CATEGORY (type of work) ::

(Class if any)

1. Name of the Applicant:

2. Address of Corporate Office:

3. Address of Registered Office:

4. Address of Local Office:

5. Telephone No. /Mobile/ E-Mail :

6. Constituency of the Firm : company/ Partnership / proprietary

7. Name of the Proprietor/ Partners/ Directors (with professional qualifications, if any):

Name	Designation	Qualification



8.

a) Name of the Proprietor/ Partners/ Directors

(with professional qualifications, if any):

I)

II)

III)

b) Year of establishment :

8. Whether registered with Registrar of

Companies/ firm. If so, No. & Date :

9. Registration with Tax Authorities :

a) Income-tax No. PAN NO, TIN NO;

(furnish copies of Income-tax returns)

b) Goods and Services Tax : GST No :

(Furnish the latest copies of the returns filed)

c) Registration Number with Council of Architects
in case of Architects or Professional bodies
in case of other consultants :



10. Names of the Bankers with address :

I)

II)

Turnover of the Company/firm (Please attach copy of audited balance sheet and profit and loss account for three years).

Sl. No.	Year	Turnover
1	2019-20	
2	2020-21	
3	2021-22	

11. Registration with Government / Public Sector / Banks

NAME OF THE ORGANISATION	NATURE OF WORKS	VALUE OF WORKS	DATE OF REGISTRATION

12. What are your fields of activities? Mention the fields on preference Basis1)

2)

3)

13. Details of the qualifying works executed during the last 5 years (please mention only such works whichqualifies for eligibility criteria)

Sl. No.	Name of Work	Work executed for (name of the organization with address, concerned office and telephone number)	Nature of work (in brief)	Location of the work	Actual Value of the works	Stipulated time for completion	Actual time for completion	If work left incomplete or terminated (furnish reasons)

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

14. Details of present works under execution (enclose copies of work orders issued by clients)

Sl. No.	Name of Work	Work in progress for (name of the organization with address, concerned office and telephone number)	Nature of work (in brief)	Location of the work	Actual Value of tender	Stipulated time for completion

15. Key personnel permanently employed in your organization:

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



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

NAME OF THE OFFICIAL	ORGANISATION & ADDRESS	CONTACT NUMBERS

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

18. In case of Architects, copy of valid license issued by Council of Architecture to be enclosed.

19. Furnish the details of litigation/ Arbitration cases resulting from the Contracts executed in the last seven years or currently under execution in the following format.

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



DECLARATION

1. All the information furnished by me / us here above is correct to the best of my knowledge and belief.
2. I / we have no objection if enquiries are made about the work listed by me / us in the accompanying sheets / annexure.
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 :

SIGNATURE OF THE APPLICANT

Date :

NAME & DESIGNATION

SEAL OF ORGANISATION



Checklist (To be filled by Applicants and attach relevant documents)

- | | |
|---|--------|
| 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. Whether solvency certificate from the bankers is enclosed? | Yes/No |
| If yes, No. of certificates enclosed | _____ |