

কানাড়া বেঙ্ক
ভাৰত চৰকাৰৰ এটি সংস্থা

केनरा बैंक
भारत सरकार का उपक्रम

Canara Bank
A Government of India Undertaking



চিণ্ডিকেট সিণ্ডিকেট Syndicate

DOCUMENT FOR
EMPANELMENT OF

ARCHITECTS/ CONTRACTORS / SUPPLIERS / VENDORS

Premises & Estate Section

Circle Office

Dee Bee Grande, Panjabari Road, Six Miles

Guwahati - 781022

Phone 0361 - 2334020/+91 9402168214/7050559575

Email: pecoguw@canarabank.com



PREMISES & ESTATE SECTION
CIRCLE OFFICE, PANJABARI ROAD, GUWAHATI-781022

NOTICE INVITING APPLICATIONS FOR EMPANELMENT OF ARCHITECT/ CONTRACTORS, SUPPLIERS/VENDORS

Applications are invited in the prescribed format for empanelment of Contractors , Suppliers and agencies for various works coming within the jurisdiction of the Circle Office Guwahati of Canara Bank i,e in the all seven North Eastern states namely Assam, Meghalaya, Manipur, Tripura, Mizoram, Arunachal Pradesh, Nagaland. For details log on to Bank Website <http://www.canarabank.com/> or contact at the above office.

EXISTING EMPANELLED CONTRACTORS / SUPPLIERS & VENDORS ETC NEED TO APPLY AGAIN.

1. Architect.
2. Contractors.
 - a) Furnishing Works
 - b) Electrical & Data Cabling Works
3. Suppliers.
 - a) Glow sign Boards
 - b) Security equipment suppliers and service providers (Fire alarm, Burglar alarm, Auto Dialer, CCTV surveillance systems etc).
 - c) Fire Extinguisher suppliers, refilling & servicing
 - d) Pest control services
 - e) Courier Services

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 architects, consultants, contractors and suppliers may download from website of Bank namely <http://www.canarabank.com/> and the document fee of Rs 590.00 in the form of Demand Draft favoring ‘Canara Bank’ payable at Guwahati, may be submitted along with the duly filled in application document. The document submitted without the prescribed fee will be summarily rejected.

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 21.07.2021 up to 04.00 PM. Separate application forms are to be submitted for different categories of contractors & suppliers.

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

Date: 06/07/2021

ASSISTANT GENERAL MANAGER

1.0. The empanelment of Consultants, contractors and suppliers are proposed for the Architects, Electrical, Interior works and other allied works of routine nature in the Branches and offices of the Bank coming under the Circle Office, Guwahati. Generally, the routine works of the Bank are awarded/procurements are made on calling competitive tenders/quotations from the empanelled contractors/suppliers. However, the Bank has the right to award the work/procure supply from any of the empanelled agencies, depending on the exigencies of the work and also opt for open tendering process for any particular work, depending on the nature & magnitude of the work.

2.0. This document consists of the following:

- 2.1. Notice inviting applications for empanelment of contractors and suppliers
- 2.2. General rules and instructions to the intending applicants
- 2.3. Scope, cost wise sub-classification and eligibility criteria for each category.
- 2.4. Application format for empanelment

3.0. The complete document as detailed above, complete in all respects, should be submitted by the intending applicants within the stipulated date and as per the instructions given in the Notice inviting applications. 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.

The checklist given along with the application should be duly filled up and should be submitted along with applications and supporting documents. The applications without documents of checklist are liable for rejection.

4.0. The Contractors/suppliers, who intend to apply for more than one type of vendors, have to apply for each type using separate application forms and others.

5.0. 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.

6.0. Documentary proof with respect to the details furnished in the application form regarding eligibility criteria shall be furnished along with the application form. In this regard, copies of the work order and completion certificate and/or such documents shall be submitted. Incomplete applications or applications **without proper proofs for establishing their credentials** will be summarily rejected and no correspondence will be entertained in this regard.

7.0. If the application is made by a partnership firm, a certified copy of the partnership deed, current address of the firm and the full names and current addresses of all the partners of the firm shall also accompany the application.

8.0. If the application is made by a limited company, it shall be signed by a duly authorized person holding the power of attorney for signing the application in which case certified copies of the power of attorney and the certification of incorporation, Memorandum of Articles of Association shall accompany the application.

9.0. The empanelment shall be made for a specific category as per the application received supported by documentary proofs. For different category the applicant has to apply using separate application form.

10.0. 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.

11.0. 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.

12.0. Applications received after the due date and time is liable for rejections.

13.0. The consultants/contractors/suppliers having their office in the geographical jurisdiction of the Circle office as mentioned above will only be considered. If Corporate / Registered office is outside of north-east (except Sikkim) then at-least local office with full support shall be situated in North-East (except Sikkim). The empanelment shall be valid up to 3 YEARS under normal circumstances provided there is no disciplinary/ de-empanelment clause raised against them.

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

SCOPE, COST WISE SUB-CLASSIFICATION AND ELIGIBILITY CRITERIA FOR CONTRACTORS / ARCHITECTS.

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 Categories & Cost limits are furnished below.

Sl.no	Particulars	Category A	Category B	Category C	Category D	Category E
		Upper limit	Upper limit	Upper limit	Upper limit	Upper limit
1.	Furnishing Works	50.00 lacs	30.00 lacs	10.00 lacs	5.00 lacs	1.00 lacs
2.	Electrical & Data Cabling Works	50.00 lacs	30.00 lacs	10.00 lacs	5.00 lacs	1.00 lacs
3.	Architect	50.00 lacs	30.00 lacs	10.00 lacs		

Eligibility Criteria Common To All Categories contractors & suppliers:

Sl. no	Eligibility criteria	Documents required
1.	The applicant must be empanelled with Govt. organizations, central autonomous bodies, state autonomous bodies PSUs, Govt. Banks etc. The firm should be registered/licensed with appropriate government authority.	Copy of a valid empanelment sanction. Copy of Registration/incorporation certificate. Copy of license.
2.	The applicant must have experience in related works of at least 3 years as on 31.03.2021. However new firm (experience less than 3 years.) having good experience of their category may be considered as per Bank's requirement.	Copy of work orders prior to or of 31.03.2021.
3.	The applicant must have carried out following cost of works during the last 2 years as on 31.03.2021. <ul style="list-style-type: none"> One work/project costing 80% of the category cost limit. 	Copies of work orders and work completion certificates.
	<ul style="list-style-type: none"> Two works/projects costing 50% of the category cost limit. 	Copies of work orders and work completion certificates.

	<ul style="list-style-type: none"> Three works/projects costing 40% of the category cost limit. 	
4.	The applicant must have average annual turnover of at least 30% of the category cost limit for last three financial years i.e 2017-18, 2018-19 & 2019-20.	Copy of CA certificate certifying the average annual turnover for last three financial year's i.e 2017-18, 2018-19 & 2019-20. Copies of Audited Balance sheet and P/L A/c statement.
5.	The applicant must have a solvency certificate of at least 5 lacs.	Copy of solvency certificate issued by the applicant's bank.
6.	The applicant should be an assessee of Income Tax and must possess GST Registration.	Copy of PAN card & GSTIN Registration certificate.

Eligibility Criteria for CATEGORY D & E for Contractors*:

Sl. no	Eligibility criteria	Documents required
1.	The firm should be registered/licensed with appropriate government authority.	Copy of Registration/incorporation certificate. Copy of license.
2.	No experience is required. Fresher can also apply.	Copy of work orders prior to or of 31.03.2021 may be submitted if available.
3.	The applicant should be an assessee of Income Tax and must possess GST Registration.	Copy of PAN card & GSTIN Registration certificate.

***Note:** Contractors/firms empanelled under Category D & E will be under scrutiny by the bank for 1 year with regard to their workmanship, quality, timeliness and other related parameters. If found satisfactory/favorable they may be upgraded to higher categories in the future empanelment exercises as per their application. If found contrary/unfavorable they may also be removed from the panel list in future.

COPE, COST WISE SUB-CLASSIFICATION AND ELIGIBILITY CRITERIA FOR SUPPLIERS.

Empanelment of suppliers is sought for the following categories of works under various cost limits. The vendor 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 Categories & Cost limits are furnished below.

Sl.no	Particulars	Category A	Category B	Category C
		Upper limit	Upper limit	Upper limit
1.	Glow sign Boards	10.00 lacs	05.00 lacs	02.00 lacs
2.	Security equipment suppliers and service providers (Fire alarm, Burglar alarm, Auto Dialer, CCTV surveillance systems etc).	10.00 lacs	05.00 lacs	02.00 lacs
3.	Fire Extinguisher suppliers, refilling & servicing	10.00 lacs	05.00 lacs	02.00 lacs
4	Courier Services	10.00 lacs	05.00 lacs	02.00 lacs
5.	Pest Control Services	10.00 lacs	05.00 lacs	02.00 lacs

ELIGIBILITY CRITERIA SUPPLIERS: FOR GLOW SIGN BORAD/SECURITY EQUIPMENTS (CCTV/ALARM etc.) / COURIER SERVICES/FIRE EXTINGUISHERS/PEST CONTROL SERVICE:

Sl. no	Eligibility criteria	Documents required
1.	The supplier should be an OEM/Direct Dealer/Supplier of the items having wide dealer and service network in the geographical jurisdiction of Guwahati Circle and in NE state,	Letter of Authorization for dealers valid for a further period of minimum three years from 31.03.2021.
2.	The suppliers must have an experience of at least 3 years. However new firm (experience less than 3 years.) having good experience of their category may be considered.	Copies of work orders prior to 31.03.2021.
3.	The applicant should be an assesses of Income Tax and must possess GST Registration.	Copy of PAN card & GSTIN Registration certificate.

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.

SCOPE OF THE WORKS:

ARCHITECTS:

- Graduate/Post Graduate diploma in Architecture/Civil Engineering with minimum 5 years of experience in the respective field as on 31.03.2021. The Architects with specialization in Interior designing of Bank's & other PSU will be preferred.

- 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.

Note:: The Architect who meet the other requirements but not exactly meeting any of the above criteria may also be considered for empanelment but they will be allowed to quote for the works up to Rs.10.00 lakhs only.

INTERIOR FURNISHING WORK:

The scope of work of Contractors for Interior works mainly include original works, alterations and renovations of the branch premises involving erection of partitions work both wood & aluminium, counters, paneling, false ceiling, cavity flooring, storage units, furniture and fabricated workstations and other allied furnishing works.

ELECTRICAL CONTRACTORS:

The scope of work for Electrical Contractors is to undertake HT as well 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 board for obtention of additional power, breakdown repair, interior wiring for computerized office environment and other allied works like data cabling. The electrical works also involves domestic electrical works attending to LT side, liasoning with state electricity board in case of meter burnouts 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, mixers, washing machines etc. will be added advantage. Electrical contractors shall have necessary permits / license from concerned office and familiar with IE rules & regulations and guidelines.

SUPPLY AND FIXING OF GLOW SIGN BOARD

The scope of work includes supply, Installation and maintenance of Glow Sign Board, ACP, Non Lit Boards, Name Boards and various other Bank Signage as required from time to time. They should have qualified artwork designing team. The vendor should have sufficient knowledge in Sign board area, quality product and having good skills workers in this field.

SUPPLY AND INSTALLATION OF SECURITY SYSTEM (FIRE ALARM, BURGLAR ALARM, AUTO DIALER, CCTV SURVEILLANCE SYSTEMS ETC)

scope of work for Contractors of the Fire detection and alarm System, Burglar Alarm System, Auto Dialer System and CCTV etc (as applicable) mainly involves all original works, alterations and modifications involving supply, installation, testing and commissioning for branches / offices of a Bank / Government Departments / Public Sector Undertaking / Central Autonomous Bodies / State Autonomous Bodies / Financial Institutions or other reputed firms. The suppliers should have minimum of 3 years experience in supplying various type of Fire detection and alarm System / Burglar Alarm System /Auto Dialer System / CCTV system / equipments with different Capacity to large Offices. Also the suppliers should have sufficient staff and satisfactory experience in maintenance of all type of such Security equipment systems as applicable. They should have qualified dealer of security equipments as per ISI/BIS standard with dedicated team to provide service in entire NE states. The vendor should have sufficient knowledge having good skills workers in this field.

COURIER SERVICES:

Courier Service Provider should have office in the geographical Jurisdiction of Guwahati City and good service network in Urban, Semi urban and Rural areas of north eastern state. They should have all India presence. Office in other important cities of NE states will be preferred. Proof of address with copy of lease agreement for proof of ownership should be attached in support of this. The Courier agency should have provided satisfactory service in the respective region to any of the Scheduled Banks / Financial institutions / Government Departments having all India network etc. Order copies OR Satisfactory certificate from the clients with number years of service should be attached. The Courier Agency having the facility of Web tracking of the Courier / Consignments will be preferred.

SUPPLY/REFILLING OF FIRE EXTINGUISHER

Scope of work for Contractors of the Fire Extinguishers mainly supply, installation, testing and commissioning & refilling for branches / offices of a Bank / Government Departments / Public Sector Undertaking / Central Autonomous Bodies / State Autonomous Bodies / Financial Institutions or other reputed firms. The suppliers should have experience in supplying/refilling various type of Fire Extinguishers with different Capacity to large Offices. Also the suppliers should have sufficient staff and satisfactory experience in maintenance of all type of such Security equipment systems as applicable. If Banks requires imported Security items then the vendor should have the direct dealership of the products which he needs to be supplied.

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. 500000.00 and should have at least one single similar work costing not less Rs.100000.00 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.

Sign. of Vendor

APPLICATION FORMAT

APPLIED FOR EMPANELMENT OF::

(Write correct choice ARCHITECTS/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:

*Note: If Corporate / Registered office is outside of north-east (except Sikkim) then at-least local office shall be situated in North-East (except Sikkim). Proof of local address to be submitted.

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.

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

- I)
- II)
- III)

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 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 :

5. 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	2018-19	
3	2017-18	

6. Registration with Government / Public Sector / Banks

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

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

1)

2)

3)

8. Details of the works executed during the last 5 years (please mention only such works which qualifies 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.

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

10. Key personnel permanently employed in your organization:

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

11. 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

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

13. 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 / 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/ticked 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/VAT/Service tax Registration copy is enclosed? | Yes/No |
| 4. Whether requisite application fee by cash/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 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 from the bankers is enclosed? | Yes/No |
| If yes, No. of certificates enclosed | <div style="border: 1px solid black; width: 80px; height: 20px;"></div> |

