

**REQUEST FOR  
EXPRESSION OF INTEREST (EOI) FOR  
EMPANELMENT OF VENDORS FOR "LAN /  
DATA CABLING AT THE BRANCHES AND  
OFFICES OF CANARA BANK UNDER CIRCLE  
OFFICE PATNA LOCATED AT BIHAR"**

**CANARA BANK  
CIRCLE OFFICE  
PATNA**

**Request No.: ON-1216/2022-23  
Dated: 06-04-2023**

**Issued by: CANARA BANK  
TECHNOLOGY MANAGEMENT SECTION  
CIRCLE OFFICE, 3<sup>rd</sup> FLOOR, LUV KUSH TOWER,  
EXHIBITION ROAD, PATNA-800001  
Phone: 0612- 2321855  
Email: [tmscopat@canarabank.com](mailto:tmscopat@canarabank.com)**

**The Expression of Interest (EOI) document can be downloaded from  
Bank's website <https://canarabank.com/tenders.aspx>**

Date: 10.04.2023

DIVISIONAL MANAGER

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### **CALENDER OF EVENTS**

Sr.No	EVENT	DATE
1	Date of issue of application and available for download form Bank's Website <a href="https://canarabank.com/tenders.aspx">https://canarabank.com/tenders.aspx</a>	06-04-2023 2:00PM

3	Last date of Submission of EOI application	02-05-2023 upto 2:00 PM
7	For Tender <b>submission</b> related queries	<b>Contact Persons:</b> <b><u>Mr Rohit</u></b> (Mob No.: +91 7763819927)  <b><u>Mr Shadab</u></b> (Mob No.: +91 9354219325)  <i>(On working days 9 AM to 6 PM)</i> <a href="mailto:networkfmpat@canarabank.com">networkfmpat@canarabank.com</a> <a href="mailto:tmscopat@canarabank.com">tmscopat@canarabank.com</a>

**EXPRESSION OF INTEREST FOR EMPANELMENT OF VENDORS FOR LAN /DATA CABLING AT THE BRANCHES AND OFFICES IN PATNA CIRCLE (GAYA,MUZAFFARPUR,PURNEA & PATNA I &CHAPRA)**

Canara Bank Circle office Patna invites Expression of Interest (EOI) from companies/firms (**Applicants**) wishing to be considered for short listing for participating in bidding process for getting empanelled as vendor for providing **LAN / Data cabling work/services** at Canara branches at the branches and offices of Patna Circle ( Gaya, Muzaffarpur, Purnea & Patna I & Chapra). The vendors will be short listed on the basis of their technical competence, their presence in all areas of operation of Patna Circle and fulfilling undernoted minimum eligibility criteria. Please note that your responses should strictly conform to the stipulations finalized by the Bank. The eligibility criteria and format for empanelment will be placed on our website: <https://canarabank.com/tenders.aspx>  
**A vendor submitting the proposal in response to this RFP/EOI shall hereinafter be referred to as Bidder. Vendors offering Franchisee/ Sister/ Partner concern arrangement cannot participate.**

Only those bidders who fulfill the following credentials should respond to this invitation:

#### A. ELIGIBILITY CRITERIA

Sr. No	Eligibility Criteria	Documents to be submitted with this EOI
1	The Bidder must be a firm/ company	Copy of Certificate of Incorporation issued by Registrar of Companies and full address of the registered Office.
2	The Bidder should have a minimum of two years of experience in implementation of Network Cabling Solutions & support services to Corporate Clients / Government/ PSUs/ Banks in India as on date of submission of EOI.	Proof of Orders issued and completion by Banks/, large Corporate & Public-Sector units / Nationalized Banks during last two years to be submitted. Proof of profiles currently handled also to be given. Two references with following details for each reference to be provided: <ol style="list-style-type: none"> <li>1. Name of the organization</li> <li>2. Name of the Authorized Official</li> <li>3. Contact number of the Official</li> <li>4. E-Mail ID of Official</li> </ol>
3	The Bidder should have annual turnover of Rs 5 lakhs for the last three financial years.	The Bidder must produce audited balance sheet or Certificate from the Company's Chartered Accountant for the last three financial Years i.e. 2019-2020, 2020-21, 2021-2022.
4	The company / firm should not have been declared ineligible for corrupt and fraudulent practices by the Govt. of India / State Governments / Regulatory Agencies / or LEAs.	Declaration to be enclosed
5	PAN No of the Company	(Copy to be enclosed)
6	GST No of the Company	(Copy to be enclosed)

7	The Bidder should have an established office with sufficient experience in the geographical area of Bihar, sufficient number of adequately skilled personnel.	Should be able to provide evidence at their registered office (Representative of this office will conduct a physical inspection at their office / workshops)
10	ISO certification (if any)	Copy to be enclosed
11	ESI Certificate (if any)	Copy to be enclosed

**CARE:**

- Failure to provide the documents as necessary proof while submission of EOI proposal shall render the applicant ineligible for empanelment.
- The bidder with unsatisfactory record would not be entertained.
- The bidder should submit undertaking to provide support and services for a Minimum period of three years (Copy to be enclosed).
- The bidder should submit in writing that they agree to carry out the work anywhere in the Patna Circle Bihar.

**B. SCOPE OF EMPANELMENT:**

1. Empanelment would be for LAN / Data Cabling work required at the branches / offices of Patna Circle spread across the states of Bihar.
2. Empanelment will be for three years from the date of approval of panel & rates. During empanelment period, Bank reserves the right to de-panel and empanel fresh vendors as required.
3. If the service provided by the any empanelled vendor is found to be unsatisfactory or if, at any time, it is found that the information provided for empanelment is false, Bank reserves the right to remove such vendors from the empanelled list without giving any notice to the vendor. Bank's decision will be final in this regard.

## **SCOPE OF WORK-**

### **1. General condition of LAN Cabling :-**

The scope of work includes but not limited to the following:

- (a). Vendor should do cabling between racks with proper casing and all materials should be done. Vendor should mandatorily lay the cable on the cable tray, through ducts (Wherever available) and proper casing and flexible (steel/PVC) should be used.
- (b). Vendor should ensure that all cables are properly terminated/crimped and ensure there is no loose connection. Also it should be tested and verified at both ends.
- (c). Vendor should use Velcro and proper labeling stickers for easy identification. Labels should be permanent type.
- (d). Vendor must note that quantity of material mentioned in bill of materials is approximate only.
- (e). Vendor should do cabling between switch and endpoints (via jack panel) with proper casing and all materials should be used.
- (f). Vendor should ensure that all ports are properly terminated/crimped and ensure that there is no loose connection. In addition, it has to be tested and verified at both switch and endpoints.
- (g). Vendor should use 1m cable to connect from jack panel to switch and same should be dressed using Velcro ties (Important) not the plastic ties.
- (h). Vendor should do proper labeling of I/O ports. Series for I/O ports.
- (i). Vendor should remove unnecessary cables from jack panel.
- (j). Vendor should do proper chipping if required and must be closed neatly.
- (k). Vendor should ensure that the materials and the job execution should be completed within the allotted time, otherwise vendor will be penalized as per the time slab basis.
- (l). All data and voice are clearly and professionally caballed with matching labels at the face plate and at the patch panel.
- (m). The bidder should use suitable length of cable to connect from jack panel to switch and same should be dressed using Velcro ties.

### **2. Labour Related Instructions:**

- (a). Vendor should ensure that all the laborers who are executing project should have valid government approved ID card and should display whenever asked/enquired.
- (b). Vendor should provide the list of all laborers along with the details (Name, Contact Address, ID Proof, ID Card No)
- (c). Vendor is solely responsible for the safety of all the laborers who are involved while executing the project.

- (d). Vendor is solely responsible for any damage/faults created either mistakenly/unknowingly whatever might be the cause during execution of the project, and the same will be recovered from the vendor either from the involved project cost or additionally.
- (e). The Vendor has to provide the all active & passive components for carrying out end to end cabling work in structured manner in satisfaction of the Branch in a neat and clean manner in accordance with the ambiance of the Premises.
- (f). Vendors are advised (before quoting the rates) to visit & inspect the site of the proposed work. He must go through all specifications and documents. All rates shall be quoted in words & figures & any cutting over writing shall be signed.
- (g). All the cabling has be done through PVC conduit/casing and flexi-pipe and shall document the cabling PATH along with the equipment /rack layout. Concealed LAN cabling between ATM & Kiosks (if available, marked in the LAN layout) Network Device should be such that no foreign devices can be connected to ATM Cable. Installation of I/O box for ATM & Kiosks need not be done and Cables should be directly connected to Network room Patch panel.
- (h). Providing proper Gap that is required to be maintained between LAN & Electrical wiring to avoid any high voltage inductance in LAN.
- (i). properly planned and tee elbow joints to be installation wherever required in LAN cabling.
- (j). Vendor to ensure that all the components/parts/assembly used in the LAN establishment shall be original new components /parts/assembly only from respective OEMs of the products and that no refurbished/duplicate/second hand components/parts/assembly are being used or shall be used. In case of default and if Vendor is unable to comply with the above at any point of time, for the LAN Hardware / Services already billed, Vendor has to take back the LAN Hardware items without demur, if already supplied and return the money if any paid in this regard. Bank at its discretion to take further action in addition to recovery of the expenditure for any such misconduct by the Vendor. Bank shall not be responsible for any loss or damage to the vendor/ labor due to any natural calamity during the course of construction.

### **3. Network Rack Dressing:-**

- (a). Dressing of the Network Cables and Network Devices are to be done in the proper manner with tagging/numbering of cables and installation Patch Panel and cleaning of the Rack after completion.
- (b). Auto fall back of BSNL & Airtel/JIO link to be checked, by switching of each link Modem at a time after completion the activity.

### **A.EMPANELMENT PROCEDURE**

1. The Bidder will be empanelled as per the following process:
  - Bidder satisfying the eligibility criteria will be short listed and will be empanelled with the Bank after due scrutiny of documents submitted.
  - The panel shall be reviewed periodically, (at least once in a year) and Bank reserves rights to de-panel any Bidder depending on performance. The eligibility criteria may also be revised if so needed. The criteria/format for empanelment will be placed on Bank's website: <https://canarabank.com/tenders.aspx>. Interested and eligible parties can apply before the last date mentioned in the website regarding empanelment process.

- Bank may seek clarifications from the bidders during evaluation exercise, if required.

#### **PAYMENT TERMS:**

- Billing will be done for items / quantities actually consumed which may be more or less than the estimated quantity. No advance will be paid.
- 100% payment will be released within 30 days on receipt of Invoice and Installation & Commissioning Certificate duly signed by the Bank. For reasons of delays in installation and commissioning not attributable to the Bank the liquidated damages may be levied as found suitable.
- Payments will not be released for any part-shipment or part-completion of work order.
- PO for work order will be released by the respective CO /RO/ Branch /Office and payment will be made by PO issuing office directly to the vendor.

#### **B. INSTRUCTIONS TO THE APPLICANTS**

2. The response should be submitted in a structured format as per the checklist appended with number on every page. Each page of the application should be signed by person(s) on behalf of the organization having necessary Authorization / Power of Attorney to do so, duly affixing the company seal. Applications containing false or inadequate information are liable for rejection. (Copy of Power of Attorney or Authorization Letter from the company should be furnished along with the application.
3. Any un-authenticated, alterations, erasures, overwriting, blanking out or discrepancies may render the EOI submission invalid.
4. **Modification of EOI document:** At any time prior to the deadline for submission of EOIs, Canara may modify any part of this document. Such change(s) ,if any , may be in the form of an addendum/corrigendum and will be uploaded in Bank's website - <https://canarabank.com/tenders.aspx>. All such change(s) will automatically become part of this Request for EOI and binding on all applicants. Interested applicants are advised to regularly refer the Bank's URLs referred above.
5. **Extension of date of submission of EOIs:** Request for extension of date for submission of EOIs will not be entertained. However, the Bank at its discretion may extend the deadline in order to allow prospective applicants a reasonable time to take the amendment/changes, if any, into account.



6. The EOI response along with all required documents should be submitted to  
CANARA BANK  
TM SECTION PATNA, 3<sup>RD</sup> FLOOR, LUV KUSH TOWER  
EXHIBITION ROAD, PATNA-800001
7. The EOI will be processed by the Committee members at Canara Bank, TM section Circle office, Patna. **The response not received in conformity with the above will not be evaluated.**
8. The short-listed applicants will be notified in due course. Only shortlisted/empanelled applicants will be invited to participate .No interim enquiries will be entertained. The decision taken by the Bank shall be final and no representation or correspondence in this regard shall be entertained. Canara Bank reserves the right, at any time, to waive any of the requirements of this Request for EOI document if it is deemed in the interest of Canara Bank.
9. Canara Bank reserves the right to accept/reject any or all expression of interest(s) received in response to this advertisement without assigning any reasons, whatsoever.
10. Lodgment of an EOI is evidence of an applicant's consent to comply with the terms and condition of Request for EOI process and subsequent bidding process. If an applicant fails to comply with any of the terms, its EOI may be summarily rejected.
11. Any effort on the part of applicant to influence evaluation process may result in rejection of the EOI.
12. **The vendor shall bear all costs associated with submission of EOI, presentation/POC desired by the Bank. Bank will not be responsible or liable for any cost thereof, regardless of the conduct or outcome of the process.**
13. Applicants must advise the Bank immediately in writing of any material change to the information contained in the EOI application, including any substantial change in their ownership or their financial or technical capacity. **Copies of such relevant documents must be submitted/uploaded with their advices.** For successful applicants, this requirement applies until a contract is awarded as a result of subsequent bidding process.
14. Shortlisted applicants must not advertise or publish the same in any form without the prior written consent of Canara Bank.
15. Canara Bank shall have the right to cancel the EOI process itself at any time, without thereby incurring any liabilities to the affected applicants. Reasons for cancellation,

as determined by CANARA in its sole discretion include but are not limited to, the following:

## **B.CHECKLIST**

Interested applicant(s) conforming to the above requirements may respond by furnishing the following. (All documents/testimonials etc. to be uploaded in the designated website link mentioned in this document)

16. Covering Letter as per **Annexure I**
17. Applicant's Profile - **Annexure II**
18. Write up on the Company's experience / expertise in LAN / Data Cabling workundertaken (max 5 pages).
19. Certificate from the Company's Chartered Accountant/ Audited Balance Sheets, as applicable, for the last **Three Financial years**.
20. Proof of Orders issued and completion of such orders at large Corporate & Public Sector units / Nationalized Banks during last **two** years to be submitted. - **Annexure III**.
21. The registration number of the firm /company along with GST/CIN number/proof of Office address/ POs received at the given address is required to establish the address of the entity.
22. Testimonials and details of similar empanelment relationships, if any, with major corporate, especially those in the financial sector may be submitted.
23. An affidavit / self-declaration that the company/firm has not been blacklisted in the past by any major Corporate house / nationalized banks / other institutions to be submitted.
24. Copy of Power of Attorney or Authorization letter from the Company designating the authorized representative of the company for signing the EOI document should be furnished along with the EOI document, if required.

The documents in support of Eligibility Criteria, wherever required as mentioned in thisEOI must be submitted. **The applications/EOI without any of the documentary proof for any of the eligibility criteria is liable to be rejected.**

(Duly signed and stamped copy to be enclosed)

**ANNEXURE – I**  
(COVERING LETTER FORMAT)

Divisional Manager (TOE),  
TM section , 3<sup>rd</sup>Floor,  
Canara Bank Circle Office,Luv Kush  
Tower, Exhibition Road, Patna-  
800001

Having examined the EOI document including all Annexure the receipt of which is hereby duly acknowledged, we, the undersigned, offer to empanel our company/firm for LAN/Data Cabling work in conformity with the said EOI.

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

We agree to abide by and fulfill all the terms and conditions of the EOI.

GST Registration Number is .....

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

**Signature of the Authorized Signatory with date & seal**

(Duly signed and stamped copy to be enclosed)

**Annexure II**

**APPLICANT'S PROFILE**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Details (At Page no.)</b>
<b>A</b>	<b>Profile</b>	
1	Name of the Applicant	
2	Status of Applicant (firm/ company / organization, etc.)	
3	Year of Establishment & Details of Registration (attach Documentary Proof)	
4	Number of years' experience in Data Cabling and LAN Work	
5	Address	
6	Telephone number	
7	Email Address	
8	Website address of the Company, if any	
9	Key person (s) with contact details a) Head Office / registered Office	
10	Authorized Official with Name, Designation, Contact Phone No/Mobile No / FAX No. etc for the EOI	
11	GST Number & PAN Number	
12	Two Years Turnover certificate from Chartered Account.  <b>Or</b> Audited Balance Sheet, as applicable, for last two years.	

Wherever applicable, the bidders must submit documentary evidence to facilitate verification.

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

**Signature of the Authorized Signatory with date & seal**

(Duly signed and stamped copy to enclosed)

**ANNEXURE – III**

**LIST OF APPLICANT'S MAJOR CUSTOMERS IN LAST 2 YEARS AND REFERENCES**

Sl. No.	Name and complete Postal Address of the Customer (Purchaser)	Name, Designation, Telephone, Fax, Telex Nos., e-mail	Details of Cabling Jobs Done	Value of Cabling jobs done in last 2 years	Whether reference Letter Enclosed

**(Enclose necessary documentary proof)**

**Signature of the Authorized Signatory with date & seal**

**We certify that, if empanelled and finally selected, we shall provide materials specified as above. In case any discrepancy is found at any location after the work is done, our empanelment shall be cancelled and we shall be liable to be black-listed by the bank.**

**Signature of the Authorized Signatory with date & seal**

**AUTHORIZATION LETTER**

Authorization Letter Format has to be submitted in Company's Letter Head)

The Divisional Manager  
Canara Bank,  
Luv Kush Tower, 3<sup>rd</sup> floor,  
Exhibition Road Patna-800001

Date: \_\_\_\_\_

Dear Sir,  
Sub: Empanelment of Vendors for providing LAN cabling services and associated civil work at Canara Bank, Circle office Patna and its Annexe location in Bihar.

Ref:xxxxxxxxxxx

@@@

This has reference to your above EOI for Empanelment of vendors for providing LAN cabling services and associated civil work at Canara Bank, Patna and its Annexe locations in Bihar.

Mr./Miss/Mrs. \_\_\_\_\_ is hereby authorized to attend the bid opening of the above EOI \_\_\_\_\_ DT: \_\_\_\_\_ On \_\_\_\_\_ on behalf of our organization.

The specimen signature is attested below:

\_\_\_\_\_  
Specimen Signature of Representative

\_\_\_\_\_  
Signature of Authorizing Authority

\_\_\_\_\_  
Name & Designation of Authorizing Authority

## Non- Disclosure Agreement

(To be given on the Company's Letter Head)

WHEREAS, we, \_\_\_\_\_ having Registered office at \_\_\_\_\_, hereinafter referred to as the bidder are agreeable to provide IT Infrastructure services to Canara Bank, having its office at Luv Kush Tower, Exhibition Road Patna-800001, hereinafter referred to as the BANK and,

WHEREAS, the Bidder understands that the information regarding the Bank's IT Infrastructure shared by the BANK in their Request for proposal is confidential and/or proprietary to the BANK, and

WHEREAS, the Bidder understands that in the course of submission of the offer for the **"Empanelment of Vendors for providing LAN cabling services and associated civil work at Canara Bank, Patna and its Annex locations in Bihar"** and/or in the aftermath thereof, it may be necessary that the Bidder may perform certain jobs/duties on the Banks properties and/or have access to certain plans, documents, approvals or information of the BANK; NOW THEREFORE, in consideration of the foregoing, the Bidder specific access to the BANK'S property/ information. The Bidder will not publish or disclose to others nor use in any services that the Bidder performs for others, any confidential or proprietary information belonging to the BANK, unless the Bidder has first obtained the BANK'S written authorization to do so.

The Bidder agrees that notes specifications, designs memoranda and other data shared by the BANK or, prepared or produced by the Bidder for the purpose of submitting the offer to the BANK for the said solution, will not be disclosed during or subsequent to submission of the offer to the BANK, to anyone outside the BANK.

The Bidder shall not without the BANK'S written consent, disclose the contents of this Request for Proposal (Bid) or any provision thereof, or any specification, plan, pattern sample or information (to be) furnished by or on behalf of the BANK in connection therewith, to any person(s) other than those employed/engaged by the Bidder for the purpose of submitting the offer to the BANK and /or for the performance of the Contract in the aftermath. Disclosure to any employed/engaged person(s) shall be made in confidence and shall extend only so far as necessary for the purpose of such performance.

Date:

Place:

Signature with seal:

Name :

Designation :

Service Support Details

Sub: Empanlement of Vendors for providing LAN cabling services and associated civil work at Canara Bank,Circle office Patna and its Annexe location in Bihar.

Sl. No.	Location	Postal Address	Contact Details(including Name of Incharge and his Contact no. email etc)	Service Facilities Available (Describe)	No of Engineers	Jurisdiction
1	Bidders Head office details					
2	Patna office Details					

Date:  
Place:

Signature with seal:  
Name :  
Designation :