

CANARA BANK
Premises & Estate Section
Circle Office,
Ground Floor, Luv-Kush Tower
Exhibition Road,
PATNA – 800 001
Phone : (91) (0612) 2323405, 2321787
Email : premisesopat@canarabank.com
Web : <https://www.canarabank.com>

DOCUMENT
FOR
EMPANELMENT
OF
ARCHITECTS, CONSULTANTS, CONTRACTORS & SUPPLIERS





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NOTICE INVITING APPLICATIONS FOR EMPANELMENT
OF
ARCHITECTS, CONSULTANTS, CONTRACTORS AND SUPPLIERS

Applications are invited in the prescribed format for empanelment of Architects, Consultants, Contractors and Suppliers for executing various works coming under the jurisdiction of Canara Bank, Circle Office, Patna (Bihar state) with five regional Offices at Patna - I, Patna – II, Gaya, Muzaffarpur and Purnea. It is proposed to maintain separate panels of Architects, Consultants, Contractors and Suppliers for the following specialization of works:

1. Consultants:

- ❖ Architectural Consultant

2. Contractors:

- ❖ Interior furnishing contractors
- ❖ Civil Engineering contractors
- ❖ Electrical contractors
- ❖ Fire alarm, Burglar Alarm & Fire fighting,
- ❖ Fire extinguishing equipments
- ❖ Old record lifting vendor

3. Suppliers

- ❖ Air-conditioner suppliers
- ❖ Modular furniture suppliers
- ❖ Office Ready Furniture Suppliers
- ❖ Security Items (CCTV Suppliers)
- ❖ Glow Sign Board vendor

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 the consultants, contractors and supplier/vendors who have earlier empanelled against our Bank last advertisement also need to apply afresh along with submitting the prescribed application fee. Existing Bank empanelled vendors also need to apply afresh in duly filled document.



The eligible and interested consultants, contractors and suppliers may collect the **"Document for empanelment"** from the following offices by paying non-refundable fee of **Rs.590/-** (Five Hundred Ninety only) by way of Demand Draft favouring **"Canara Bank, Circle Office, Patna"** Payable at Patna.

Senior Manager, Canara Bank, Premises & Estate Section , Circle Office, Ground Floor, Luv – Kush Tower, Exhibition Road, PATNA – 800 001.

Alternatively, the document can also be downloaded from the website of Bank namely www.canarabank.com in a tender link and the document fee of Rs.590.00 as detailed above (in the form of DD) may be submitted along with the duly filled in document. The document submitted without the prescribed fee DD will be summarily rejected. Applicants who to pay Rs.590/- while purchasing the application directly from the above mentioned offices of Bank and enclose DD (Demand Draft) while submitting the filled in application form.

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 16.10.2020 upto 3.00 P.M.**

No Brokers will be entertained. Bank reserves the right to accept/reject any or all of the offers without assigning any reasons thereof.

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

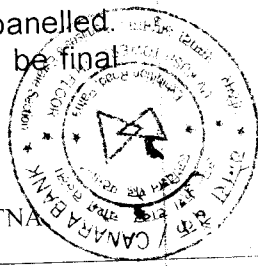
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ASSISTANT GENERAL MANAGER



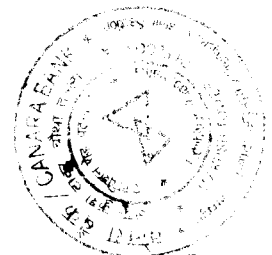
GENERAL RULES AND INSTRUCTIONS TO THE INTENDING APPLICANTS:

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 emergent works/ works of small magnitude, the Bank may opt to award the work/procure supply from any of the empanelled agencies, depending on the exigencies of the work on nomination basis and also has the right for open tendering process for any particular work, depending on the nature & magnitude of the work.
2. The details of the applicants and their experience shall be furnished in the prescribed "Application Format" only. Wherever required and if the space provided is not sufficient, particulars can be furnished in Annexures but such details shall be clearly mentioned in the respective columns of the Application Format. Applicant shall enclose latest copies of brochures and technical documentation giving additional information about the applicant. Each page of the document shall be duly signed by the Applicant or their authorized representative.
3. **The Consultants/Contractors/suppliers, who intend to apply for more than one category, have to apply for each category using separate application forms along with separate Demand Draft and submit in independent covers superscribing in the envelope the category of work applied for.**
4. No costs incurred by the applicant in applying, in providing necessary clarifications or attending discussions, conferences or site visits will be reimbursed by the Bank.
5. **Documentary proof 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 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.



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 registered post/ speed 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 rejections.
11. **The Applicants having their office in the State of BIHAR only will be considered. The empanelment shall be valid for a period of three year from the date of intimation letter to the shortlisted contractors.**
12. The present empanelment is mainly for works for value upto the limits mentioned in respective categories. In case of any high value works, Bank may undertake the works by project specific pre-qualification exercise.
13. Canara Bank reserves its right to reject any / or all the applications without assigning any reasons whatsoever.



SCOPE, ELIGIBILITY CRITERIA AND RELATED DETAILS :**CONSULTANTS**

The professionals experienced in planning, designing, preparation of tender documents, supervision of works wherever required, assisting the Bank in techno-commercial aspect with exposure to Government & Central Vigilance Guidelines will be preferred.

Eligibility:

The consultant should have the following minimum eligibility criteria:

- i) The consultant should have provided consultancy services for similar works for
 - One project costing 80% of the class limit or
 - Two projects costing 50% of the class limit or
 - Three projects costing 40% of the class limit
 during the last three years prior to 31.03.2019.
- ii) The consultant should be an assessee of Income Tax, GST, etc.

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

a. Architects :

Scope: Architects' services include planning, designing, supervising & execution of Civil Engineering works, interior furnishing works, other infrastructure creation works for the offices/residences of the Bank, providing the specifications of the materials, assisting the Bank in finalizing the contractor and supervision of the interior works, if sought by the Bank. The panel architect's services will also be availed for planning, designing and execution of redeveloping of Banks own buildings involving the approval for the same from the local Authorities.

Eligibility:

1. Graduate/ Post graduate degree in Architecture with minimum 5 years of experience in the respective field as on 31.03.2020 (**Attach proof of copy**).
2. The Architect must have registered with the council of Architecture and should have experience in planning, designing and supervising Civil Engineering, Interior works for the Banks, Financial Institutions and for software companies (**Attach proof of copy**).
3. Architectural firms having engineering department with personnel having required qualification and meeting the other eligibility criteria can also apply.
4. Those Architects who is having experience for interior works in the Banks, Financial institutions will be given due preference (**Attach proof of copy**).



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 consultants will be availed as and when it is required depending on the magnitude and specialization required for the project.

It is proposed to avail services of consultants from the approved panel for the interior works costing up to Rs.50.00 lacs, Civil works costing up to Rs.50.00 lacs, Electrical works & Air-conditioning works upto Rs.50.00 lacs. However, the Bank has right to avail the services of any consultant from out side the panel depending on the circumstances.

Note: In all the above categories of consultants, if other things being equal, the consultants having the experience in the contract administration for Government, PSUs and Public Sector Banks and Financial Institutions will be preferred.

CONTRACTORS:

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

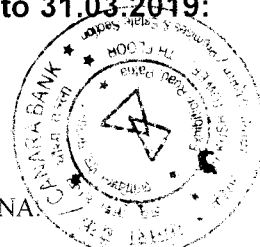
Sl No	CATEGORY	VALUE OF THE WORKS UPTO WHICH THE CONTRACTOR CAN PARTICIPATE (AMOUNT IN LAKHS)			
		CLASS-D	CLASS-C	CLASS-B	CLASS-A
1	CIVIL ENGG WORKS	2	10	30	50
2	ELECTRICAL WORKS	2	10	30	50
3	INTERIOR FURNISHING WORKS	2	10	30	50
4	MODULAR FURNITURE SUPPLIER	-	5	25	50
5	FIRE ALARM, BURGLAR ALARM & FIRE FIGHTING	2	5	25	-
6	FIRE EXTINGUISHING EQUIPMENTS	2	5	25	-
7	AIR CONDITIONING EQUIPMENTS	2	5	25	50
8	OFFICE READY FURNITURE SUPPLIERS	2	5	25	-
9	SECURITY ITEMS (CCTV)	-	10	25	NIL
10	GLOW SIGN VENDORS		2	10	20

Eligibility:

The applicant should have the following minimum eligibility criteria:

- 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 3 years prior to 31.03.2019:**

One work/project costing 80% of the class limit or



Two works/projects costing 50% of the class limit or

Three works/projects costing 40% of the class limit

- ii) The applicant should be an assessee of Income Tax and must possess GST Registration. Should submit copy of the income tax PAN, GST certificate with valid GST REGISTRATION NO.
- iii) The applicant shall have the average annual financial turnover of atleast 30% the value of the class limit in the respective category during last 3 years ending with 31.03.2019.
- iv) The Suppliers should be original manufacturers/ Suppliers of the items having wide dealer and service network in the geographical Jurisdiction of Bihar and Jharkhand state. They should be established in this field for minimum of 5 years ending with 31.03.2019.
- v) The supplier shall provide details of the personnel, equipment, and manufacturing facilities.

Based on the assessment of details furnished like works undertaken, technical & financial capabilities, selection will be made. From such panel, competitive offers/tenders will be called for specific works.

1. Interiors: The scope of work of Contractors for Interior works mainly 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 bank branches.

The Class A, B contractors shall have fully 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, painting, plumbing & sanitary, demolition works, structural steel fabrication, wood work (doors and windows only) waterproofing works of terrace, lift well, toilets etc. and other allied works for residences and offices of the Bank .

Except for Class-D, the contractors for other classes should have well-established office with adequate engineering staff.

3. Electrical Contractors: The scope of work for Electrical Contractors is to undertake HT (High Tension) as well as LT (Low Tension) 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 SBPDCL and NBPDCCL for obtention of additional power, breakdown repair, interior wiring for computerized office environment and other allied works.

The electrical works also involves domestic electrical works attending to LT side, liasoning with SBPDCL and NBPDCCL 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.

Electrical contractors shall have necessary permits / license from CEIG (Chief Electrical Inspector to Government) office and familiar with IE rules & regulations and guidelines of CEIG (Chief Electrical Inspector to Government). **(Attach proof of copy)**

4. Modular furnishing & ready supply items: The Companies/ Agencies/ authorised franchisees, having well established manufacturing & marketing facilities in the area of



modular work stations, low height & full height partitions with Mild Steel / Aluminium frame works, post forming & edge banding facilities etc., In modular furnishing works 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 & Firefighting 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. 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/ PSU/ Banks. 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.

7. Burglar Alarm: The suppliers should have minimum 5 years experience in supply and installation of Burglar Alarm system for various offices, Public Sector/ Private Sector Banks or Financial Institutions. The scope of work of the Burglar alarm suppliers mainly involves supply, installation, testing and commissioning of Burglar alarm system for various branches and maintaining and servicing of the systems.

8. Airconditioning equipments suppliers (Blue Star, Voltas, ETA, Videocon, Carrier, LG Panasonic, Havells & Hitachi) The Air-conditioning units suppliers shall be the manufacturers/ suppliers/service providers of window units, split units, ductable split, cassette unit, package air-conditioners and should be direct dealer and have good service network in Bihar and Jharkhand (**Dealership certificate from the OEM (Original Equipment Manufacturer) is mandatory and needs to be enclosed along with the application form, also applicant needs to mention in the application format separately for which brand the applicant has applied).**

9. Office Furniture Suppliers: The Companies / Agencies / authorized franchisees, having well established manufacturing & marketing facilities in the field of readymade office furniture items like computer operators chairs, executive chairs, conference chairs, almirahs, side racks, revolving chairs of various varieties, storage units, file racks, compactors, who have supplied / executed such ready items 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.

10. Supply and installation of Security items (CCTV): Bank undertakes installation of CCTV at its branches / offices. The bank is looking to empanel such contractors who are having prior experience of installation of SDVR (Surveillance Digital Video Recorders) based CCTV system in banks / financial institutions. The eligibility criteria are:

i) The supplier should have executed minimum of 50 standalone SDVR based CCTV system in any of the public sector banks / financial institutions in the state of Bihar and Jharkhand during the last three financial years ending on 31.03.2019.



- ii) The supplier should have after sales and service centre in the State of Bihar.
- iii) The supplier is not blacklisted in any of the Government Institution or public sector banks or financial institution.

11. Old record lifting vendors- The old record disposal vendor must have taken disposal of old inventory/ old record from private banks/ PSU Banks/ other Govt Institutions. Valid proof of copy of permission received is to be enclosed. Experience in segregation old records as per the Banks norms, shredding of record in presence of Bank officials, lifting of old record/ inventory after disposal as per the pre agreed rate. These services are required for various branches under Patna Circle.

11. Glow Sign Board vendors- The applicant shall be either original manufacturers of Flex, Vinyl, Biodegradable and eco friendly Cotton coated fabric used in Signage's or their Authorised dealers or converters. The Bidder to submit proof in this regard.- Certificate of Original Manufacturer Equipment / OEM's certificate for Authorised Distributor of (LG or SM or Avery or Arlon) or Converters.

The applicant should have at least minimum of 5 years experience as on 31.03.2019 in the activity of providing sign Boards to PSU Banks/ Pvt Banks. Order copies older than 5 years from the date of this advertisement is to be attached. Purchase order copies and satisfactory completion certificates clearly indicating the cost & nature of work executed, date of commencement & completion issued by the Clients/ Consultants may be enclosed.

The applicant should have a minimum Annual Turnover of Rs. 50.00 lakhs Per Year during years i.e. 2016-17, 2017-18, 2018-19. - Audited Balance Sheet and P & L Account for the three years mentioned. Certificate from Chartered Accountant for the last three financial years i.e. 2016-17, 2017-18, 2018-19 to be enclose.

Providing of Sign Boards to Central/ State Governments or Railways or such other Government organizations or Registered in Public sector units or Public sector Bank's or Financial Institutions or Reputed Corporate companies in India is required.

The above eligibility criteria are in addition to the prescribed under eligibility para (i) to (v) under eligibility for all applicant.

1. If other things being Equal, the professionally qualified contractors and the contractors who have undertaken the works for Govt organizations will be preferred
2. All class of contractors must be Income Tax Assessess. The contractors, otherwise eligible but not Income tax assesses, will not be considered for empanelment.



APPLICATION FORMAT

APPLIED FOR EMPANELMENT OF: CONSULTANTS/ CONTRACTORS /SUPPLIERS

CATEGORY (type of work) :

Architects, Consultants (Civil, Structural,
Electrical and Air-conditioning)
Contractors Civil /Interior furnishing/
Modular furnishing/ Electrical /Fire alarm
& fire detection/Fire extinguishers/
Burglar Alarm /Airconditioners
supply/Office Ready Furniture supply /
/Security items (CCTV)/ Electrical
fitting/ Fittings suppliers/ Glow sign
board/ Old record lifting vendor

Class (if any) :

1. Name of the Applicant :
Address :

Telephone No. :
Office :
Residence :
Mobile :
Fax :
E-Mail :
DD Details :

2.

a) Status of the Firm (Whether company/
Partnership / proprietary) :

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

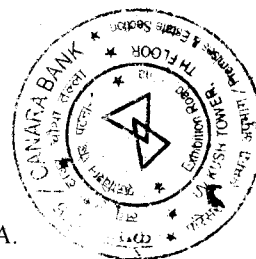
I)

II)

III)

c) Year of establishment :

3. Whether registered with Registrar of
Companies/ firm. If so, No. & Date :



4. Registration with Tax Authorities :

- a) Income-tax No. PAN/GIR NO
 b) Goods & Service Tax No
 (furnish copies of PAN, registration certificate)
 c) Registration Number (Enclose the copies)
 with Council of Architects,
 in case of Architects or Professional bodies:
 in case of other consultants
 in Electrical contractors, Registration No & CEIG No (A,B,C Class mandatory). :

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

S. N.	Year	Turnover
1	2016-17	
2	2017-18	
3	2018-19	
	Average	

6. Registration with Government / Public Sector / Banks

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

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

1)

2)

3)



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

S. No.	Name of Work	Work executed for (name of the organization with address, concerned office & telephone no)	Nature of work (in brief)	Location of the work	Actual Value of the works (Rs.)	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.

8. Key personnel permanently employed in your organization:

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

9. 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

DECLARATION

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

Place :

Date :

SIGNATURE OF THE APPLICANT
NAME & DESIGNATION
SEAL OF ORGANISATION



Checklist (To be filled by Applicants)

- 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/Goods & 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 existing canara bank empanelled vendor and applied fresh? Yes/ No

If yes, No. of certificates enclosed

Date:

Sign & Seal of applicant

