



# CANARA BANK

PREMISES AND ESTATE SECTION,  
CIRCLE OFFICE,  
243, St. Mary's Campus, East Veli Street, Madurai-625001  
E-mail: pecomdu@canarabank.com

## DOMESTIC TENDER

Tender Reference No: COMDU/EMPT/RFP-1/2022

OFFER DOCUMENT FOR EMPANELMENT OF CONSULTANTS  
CONTRACTORS, SUPPLIERS & SERVICE PROVIDERS AT CANARA BANK  
CIRCLE OFFICE MADURAI



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**NOTICE INVITING TENDER**

The Canara Bank, Circle Office, Madurai invites sealed offer document for empanelment of consultants contractors, suppliers & service providers for works at branches, ATMs and own buildings located at various districts of Tamilnadu numbering approximately 440 plus.

Though adequate care has been taken while preparing the Tender Document, the Bidders shall satisfy themselves that the document is complete in all respects. Intimation of any discrepancy shall be given to this office immediately. If no intimation is received from any Bidder within seven (07) days from the date of notification of Tender Document, it shall be considered that the Tender Document is complete in all respects.

1.	Name of Work	EMPANELMENT OF CONSULTANTS CONTRACTORS, SUPPLIERS & SERVICE PROVIDERS
3.	Application fee for tender document	1,000/- Payable to Canara Bank, Circle Office, Madurai & payable at Madurai (DD to be enclosed along with the offer)
5.	Availability of tender document	In our website from 09.05.2022 to 31.05.2022
6.	Date and time for submitting the offer as per the format prescribed in the tender document	09.05.2022 (From 10:00 AM)
7.	Address at which the applications are to be submitted	Assistant General Manager, Premises and Estate Section, Canara Bank Circle office, 234, St. Mary's Campus, East veli st., Madurai - 625001
8.	Date and time of opening Bid	31.05.2022 by 03.30PM
10.	Place of opening Application	Canara Bank, Circle Office, Madurai.
12.	Bid Qualification Criteria	For qualifying in Bid, an entity should satisfy the eligibility criteria mentioned. So please read the document carefully before applying so that unnecessary applications can be avoided.
13.	For clarification and other details	Please contact : Premises & Estate Section, Canara Bank C.O. Madurai, Ph:- 0452 2337060, 2337060, 7042300514, 82088 97586

In case the date of opening of tenders is declared as a holiday, the tenders will be opened on the next working day at the same time.

Canara Bank has the right to accept/reject any/all tenders without assigning any reasons.

Sd/-  
For and behalf of Canara Bank  
Assistant General Manager



## NOTICE INVITING APPLICATIONS FOR EMPANELMENT OF CONSULTANTS, CONTRACTORS SUPPLIERS AND SERVICE PROVIDERS

Applications are invited in the prescribed format for empanelment of Architects/Consultants, Contractors, Suppliers and Service Providers for executing the works of the Bank's branches/offices coming under the jurisdiction of Circle Office, Madurai. Areas covered under the Circle is as below:

Sl. No:	Regional Office	Districts Covered
1	Tirunelveli	Tirunelveli, Tenkasi, Kanyakumari
2	Thoothukudi	Thoothukudi, Viruthunagar, Ramanathapuram
3	Madurai	Madurai
4	Trichy	Trichy, Ariyalur, Perambalur, Karur
5	Thanjavur	Thanjavur, Pudukottai, Srirangam, Tiruvarur
6	Theni	Theni
7	Dindigul	Dindigul

It is proposed to maintain separate panels of Architects, Consultants, Contractors and Suppliers for the following specialisation of works. Applicants having their office / Sales & Service centre at Tamilnadu & Neighbouring districts of Kerala state sharing borders with Tamilnadu will only be considered. (subject to approval of Competent Authority)

For details log on to Bank Website <http://www.canarabank.com>, Government of India Procurement Portal (<https://www.eprocure.gov.in>) or contact at the above office.

All consultants, contractors and supplier/vendors in the existing panel shall also apply afresh for this empanelment. Following are the categories for which empanelment is considered

### I. Consultants:

1	Architectural Consultant
2	Civil and structural engineering Consultant
3	Electrical/ Air-conditioning Consultant

### II. Contractors:

1	Civil Engineering Works
2	Interior Furnishing
3	Electrical Works

### III. Suppliers Cum Service Providers:

1	Air Conditioning Equipment Suppliers/ Service Provider
2	Fire extinguisher & fire fighting
3	CCTV
4	Fire and burglary alarm
5	Glow sign board

EMPANELMENT OF ARCHITECTS, CONSULTANTS, CONTRACTORS & SUPPLIERS

6	Modular furnishing
7	SMF and Tubular Batteries
8	Plumbing- petty works
9	Carpenter-petty work
10	Grill and fabrication works

IV. Only Service Providers:

1	Shifting of old furniture and records
2	Scrap vendors
3	AMC providers for AC
4	AMC providers for UPS and Inverters
5	AMC providers for CCTV, F&B systems
6	Courier and postal services
7	Vendors for Destruction of Old Records

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 consultants, contractors and suppliers may download the document from the website of the Bank namely [www.canarabank.com](http://www.canarabank.com) -Tender link and Government of India Procurement Portal (<https://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 <Category & Type of Work>**' and shall be submitted to the above mentioned office of Canara Bank on or before 31.05.2022 upto 3.00 PM. The Bank reserves the right to accept or reject any or all the applications without assigning any reasons thereof.

Date: 09.05.2022

ASSISTANT GENERAL MANAGER  
MADURAI CIRCLE



## 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 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 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 for the work orders and completion certificates or such other documents shall be submitted along with the application. Incomplete applications or applications without proper proof for establishing their credentials will be liable for rejection and no correspondence will be entertained in this regard.
6. The authorised person of the firm/ company shall sign in all the pages of the application with seal of the company/firm.
7. The empanelment will be made for a specific category depending on the credentials submitted. However, the applicant empanelled in higher category shall be eligible for works in the lower category.
8. The evaluation will be based on the experience, reputation, empanelment with other Banks, PSUs, Govt Institutions, manpower & logistical support of the applicant, their financial capabilities, quality consciousness, etc. and if found necessary may also include inspecting the works undertaken by them for which, necessary co-ordination shall be made by them. Based on the details furnished and inspection of works, eligibility criteria, the applicants will be empanelled. Decision of the Bank regarding selection / rejection for empanelment will be final and binding and no further correspondence will be entertained. 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 is liable for rejection.
11. The Applicants having their office / Sales & Service centre in the geographical jurisdiction of Madurai Circle (As Mentioned Above) and Neighbouring districts of



Kerala sharing borders with Tamilnadu (subject to approval of Competent Authority) will only be preferred.

12. The empanelment shall be valid for a period of three years from the date of intimation letter to the shortlisted contractors.

13. 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.

14. The applicant should be a profit making firm for the last 3 years as on 31.03.2022.

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

16. Firms should submit an undertaking (On their Letter Head) that they have not been "Blacklisted" by any of the Govt Authority / PSUs / PSBs duly signed by authorised signatory with company seal.

17. The Firm should open a current account with Canara bank on receiving enrolment letter after completion of the process. No payment for the work will be disbursed to any other bank accounts.

18. Empanelment provides an opportunity to firms to participate in the tender process invited from time to time for various routine works. Empanelment does not provide a guarantee for getting any work assigned. The Applicant should be in touch with the Premises and Estate section after the empanelment process.

19. As the process of Empanelment deals with the submission of documents and fulfilling the required eligibility criterion; the list of Empanelled Vendors will be made based on a score of 100 maximum points in 10 different parameters. The applicant, who scores minimum 40 points out of 100, will be considered successful, as per the following evaluation / scoring system

Sr. No:	Parameter	Scoring Criterion with Score Points
1	Age of the firm	More than 15 years 10 points
		15 to 10 year 8 points
		10 to 5 year 6 points
2	Turnover of the Company	100% of required criterion - 10 points
		80 to 90% of required criterion - 8 points
		70 to 80% of required criterion 7 points
		60 to 70% of required criterion 6 points
		50 to 60% of required criterion 5 points
		40 to 50% of required criterion 4 points
		30 to 40% of required criterion - 3 points
3	Compliance to Registered Authorities	All the required Licences available and returns filed - 10 points
		If few returns are not filed - proportionally reduce weightage
4	Number of Employees	Adequate as per the required eligibility (100%) - 10 Points

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		If permanent employees are less - proportionally reduce the weightage
5	Works Completed	All completed as per eligibility criterion - 10 Points If works are in progress - proportionally reduce the weightage
6	Expertise in field	Experienced staff and service as per the eligibility - 10 Points If any deficiency - proportionally reduce the weightage
7	Customer feedback	Best customer feedback as per eligibility - 10 Points If feedback is lacking - proportionally reduce the weightage
8	Documents submitted	Minimum 100% authentic and certified documents- 10 Points If documents are less - proportionally reduce the weightage
9	Empanelment Status	Valid empanelment in PSB with good track record 10 Points Valid empanelment in other Govt/Other PSUs as per eligibility 8 Points Valid empanelment in private / cooperative sector 5 Points

In cases where quantifiable information is NOT available / provided, for calculation of points, following proportionate scale will be used and accordingly the points will be awarded:

Excellent/ Best → Very Good → Good → Satisfactory → Bad → Very Bad/Worst  
(Highest Point) (Lowest Point)

The scores will be awarded on the basis of information provided, inquiries made by phone or email or similar means, feedback received from other counterparts and agencies, visits made and similar methods as approved by our authorities. This score may also be used for distribution of work in case of multiple firms are eligible by fulfilling the criterion.

### 20. PERFORMANCE EVALUATION OF EMPANELLED CONTRACTORS/ SUPPLIERS/ CONSULTANTS/ SERVICE PROVIDERS:

The performance of empanelled contractors, suppliers, consultants, service providers etc will be monitored regularly to assess their suitability/ functioning. Their rating of evaluation shall be based on their adherence to delivery schedules, consistency in quality and competitive costs, integrity and service rendered during warranty and Annual Maintenance contract period.

### 21. REMOVAL OF CONTRACTORS/ SUPPLIERS/ CONSULTANTS/ SERVICE PROVIDERS FROM PANEL:



Removal of empanelled contractors, suppliers, consultants, service providers etc from the list shall be considered on the following grounds:

- The performance is rated below par during the performance evaluation process.
- The firm fails or neglects to respond to three consecutive invitations to tender within the range of products for which it is registered.
- The firm fails to execute a contract/ order.
- The firm found not have the required technical man power/ equipment/machines.
- The firm is declared bankrupt or insolvent or willful defaulter.
- The firm fails to furnish the income tax clearance certificate or any other document when called for.

## **22. BAN AND BLACK LISTING:-**

When the misconduct of a firm or its continued poor performance, it is justified to impose ban on business relation with the firm or it's Blacklisting. This action will be taken after due consideration of all factors and circumstances of the case. Ban for a specified period of time may also be imposed by The Bank.

### **CRITERIA FOR EXEMPTION OF APPLICATION FEE/TURNOVER FOR CONTRACTORS/SUPPLIERS**

Purchase Preference to Micro and Small Enterprises (MSEs) and Start-ups and Purchase Preference linked with Local Content (PP-LC) shall be applicable subject to full compliance of other terms and conditions of the RFP and Contract. Following are the conditions applicable as per the Government of India Guidelines on Purchase Preference.

#### **1. Micro & Small Enterprises [MSEs]:**

Procurement through MSEs (Micro & Small Enterprises) will be done as per the Policy guidelines issued by the Ministry of Micro, Small & Medium Enterprises vide Gazette notification no. D.L.-33004/99 dated 23.03.2012 and as amended from time to time. Following are the conditions applicable as per the Government of India Guidelines. Vide Notification No. S.O. 2119(E) dated 26.06.2020 Ministry of Micro, Small & Medium Enterprises (MSME) issued the revised guidelines regarding criteria for classification of enterprises as Micro, Small & Medium Enterprises and their mandatory registration in Udyam Portal. All existing enterprises registered under EM-Part-II or UAM (Udhyog Adhar memorandum) required registering again on the Udyam Registration portal.

- 1.1. All MSME registered vendors are required to submit the Udyam Registration Certificate as a proof of registration in order to avail the benefits of a MSME firm.**
- 1.2. MSEs participating in tenders, quoting price within price band of L1+15% shall also be allowed to supply a portion of requirement by bringing down their price to L1 in a situation where L1 price is from someone other than MSE & such MSE shall be allowed to supply at least 20% of total tendered value. In case there are more than one MSEs within such price band and agree to bring down their price to L1, the 20% quantity is to be distributed proportionately among these Bidders.**
- 1.3. MSEs are exempted from paying Application fee/cost & EMD, subject to furnishing of valid certificate for claiming Exemption.**

## **2. Startup:**

- 2.1. Applicable for Indian Bidders only as defined in gazette notification no. D.L33004/99 dated 11.04.2018 of Ministry of Commerce and Industry and as amended from time to time.
- 2.2. As mentioned in Section-II of O.M. No.F.20/2/2014-PPD(Pt.) dated 20.09.2016 of Procurement Policy Division, Department of Expenditure, Ministry of Finance on Prior turnover and prior experience, relaxations may be applicable for all Startups [whether Micro & Small Enterprises (MSEs) or otherwise] subject to meeting of the quality and technical specifications specified in tender document.
- 2.3. Further, the Startups are also exempted from submission of Tender Fee and EMDs.
- 2.4. For availing the relaxations, bidder is required to submit requisite certificate towards Start up enterprise registration issued by Department of Industrial Policy and Promotion, Ministry of Commerce and the certificate should be certified by the Chartered Accountant (not being an employee or a Director or not having any interest in the bidder's company/firm) and notary public with legible stamp.
- 2.5. Bidder has to submit as self-declaration accepting that if they are awarded the contract and they fail to sign the contract, or to submit a performance security before the deadline defined in the RFP, they will be suspended for the period of three years from being eligible to submit Bids for contracts with Canara Bank.

## **SCOPE, COST WISE SUB-CLASSIFICATION AND ELIGIBILITY CRITERIA FOR ARCHITECTS/ CONSULTANTS**

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 the 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.

### **I. 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.

### **GENERAL ELIGIBILITY:**

The consultant should have the following minimum eligibility criteria:

- i. The consultant should have provided consultancy services for similar works during the last Five years prior to 31.03.2022 for:  
One project costing 80% of the class limit or



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Two projects costing 50% of the class limit or

Three projects costing 40% of the class limit

ii. The consultant should be an assessee of Income Tax, Service tax, etc.

Sl. No	Category	Value of the works up to which the consultant can participate (Amount in lakhs)		
		Class- C	Class- B	Class- A
1	Architects	30	50	100
2	Civil Engineering and structural Consultant	30	50	100
3	Electrical and air conditioning Engineering Consultant	10	30	50

### **ARCHITECTS:**

**Scope:** Architects' services include planning, designing, supervising & execution of Civil Engineering works, interior furnishing works, electrical and air conditioning works, strong room certification and other infrastructure creation works for the offices/residences of the Bank, providing specifications of materials, assisting the Bank in finalizing the contractor and supervision of interior works if sought by 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 31.03.2022.
2. The Architect must have registered with the council of Architecture/Members of the Indian Institute of Architecture and should have experience in planning, designing and supervising Civil Engineering, Interior, Electrical and air conditioning works for the Banks, Financial Institutions and for software companies.
3. Architectural firms having engineering department with personnel having required qualification and meeting the other eligibility criteria can also apply.

### **CIVIL AND STRUCTURAL ENGINEERING CONSULTANT:**

**Scope:** Civil Engineering consultants' services shall be used for planning, designing, estimation, tendering and supervision of execution of Buildings construction & repairs/ renovations/ maintenance and other Civil works of Bank's own buildings.

The scope of Structural Engineering Consultants 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, providing structural stability reports for Bank Buildings, providing structural fitness certificate to preparation of tender papers and assisting the Bank in undertaking repair works with or without their site supervision.

### **Eligibility:**

1. Graduate in Civil Engineering with post graduation in structural Engineering having minimum 5 years of experience in planning, designing of multi storied buildings and supervision of buildings, sanitary and plumbing services and other allied works as on

31.03.2022. The consultant with post graduation in structural Engineering with experience in repairs and rehabilitation of the structures will be preferred.

2. Should have experience in planning, designing and supervision of Civil Engineering Constructions repair/ renovation works including water proofing works of buildings. Experience in planning and estimation of multi storied buildings shall be an added advantage
3. Copy of license issued by competent authority of Government.
4. Copy of certificate of corporate member of civil engineering division of the Institution of Engineers, India.

#### **ELECTRICAL AND AIRCONDITIONING CONSULTANTS:**

**Scope:** The services of consultants will be used for planning and execution of the electrical and AC works for the Bank offices including procurement of electrical equipment like Generators, UPS, Transformers and other allied items, electrical auditing, energy audit and coordinating/ liasoning with State Electricity board in Tamilnadu.

The electrical system of the Bank owned buildings are with HT substation and some are supported by DG sets. Bank may propose to upgrade such electrical HT system. In such cases Bank may avail the services of consultants who have specialized in the field of electrical engineering with the knowledge on HT sub-station, internal electrical system for a computerized office environment, specialized electro-mechanical works like DG sets, lifts, Building Management System, air-conditioning, solar Projects etc.

#### **Eligibility:**

1. Graduate in Electrical Engineering with minimum 5 years of experience in the respective field as on 31.03.2022.
2. Shall possess Tamilnadu State electrical supervisor license (Grade A or B)
3. Should have experience in planning, designing and supervising of electrical works for computerized environment including experience in LT/HT works, generator and motors, UPS, lifts.

#### **GENERAL CONDITIONS APPLICABLE FOR ALL CONSULTANTS:**

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.100.00 lacs, Civil works costing up to Rs.100.00 lacs, Electrical works upto 50 Lacs & Air-conditioning works upto Rs.30.00 lacs. However, the Bank has right to avail the services of any consultant from outside 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.



**SCOPE, COST WISE SUB-CLASSIFICATION AND ELIGIBILITY CRITERIA FOR CONTRACTORS, SUPPLIERS CUM SERVICES AND ONLY SERVICES**

Empanelment of Contractors/suppliers is sought for the following categories of works under various cost limits. The contractors/suppliers empanelled under lower cost limit will not be eligible to quote for the works costing more than the limit. However, the contractors/suppliers empanelled under higher class can participate even for works/ supply in lower cost limits.

The various Categories & Cost limits are furnished below: -

(Rs in Lakhs)

Sl. No.	TYPE OF WORK	CLASS			
		D	C	B	A
<b>I</b>	<b>CONSULTANTS</b>				
1	Architectural Consultant	-	30	50	100
2	Civil Engineering Consultant	-	30	50	100
3	Electrical Consultant	-	10	30	50
<b>II</b>	<b>CONTRACTORS</b>				
1	Civil Engineering Works	1	10	30	50
2	Interior Furnishing	1	10	30	50
3	Electrical Works	1	10	30	-
<b>III</b>	<b>SUPPLIER CUM SERVICE PROVIDERS</b>				
1	Air Conditioning Equipment Suppliers/ Service Provider	-	5	10	25
2	Fire extinguisher & fire fighting	1	10	25	-
3	CCTV	1	10		
4	Fire and burglary alarm	1	10		
5	Glow sign board	1	5	10	15
6	Modular furnishing	1	5	10	25
7	SMF and Tubular Batteries	1	5	10	25
8	Plumbing- petty works	1	5	10	
9	Carpenter-petty work	1	5	10	
10	Grill and fabrication works	1	5	10	25
<b>IV</b>	<b>ONLY SERVICE PROVIDERS</b>				
1	Shifting of old furniture and records	1	5	-	-
2	Scrap vendors	-	-	-	-
3	AMC providers for AC	1	5	10	15
4	AMC providers for UPS and Inverters	1	5	10	15
5	AMC providers for CCTV, F&B systems	1	2	5	10
6	Courier and Postal Services	1	2	5	10
7	Vendors for Destruction of Old Records	-	-	-	-

### **General Conditions:**

**Eligibility:** The applicant should have the following minimum eligibility criteria:

i. The applicant should have undertaken works in Government Departments/ Public Sector Undertaking/ Central Autonomous Bodies/ State Autonomous Bodies/ Financial Institutions during last 5 years prior to 31.03.2022:

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

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

Three works/projects costing 40% of the class limit

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 30% the value of the class limit in the respective category during last 3 years ending with 31.03.2022.

iv. The Suppliers should be original manufacturers/ Suppliers of the items having wide dealer and service network in the geographical Jurisdiction of Tamilnadu State and Neighbouring districts of Kerala, sharing borders with Tamilnadu (subject to approval of Competent Authority). They should be established in this field for minimum of 5 years.

v. The supplier shall provide details of the personnel, equipment and manufacturing facilities.

vi. Submit Solvency Certificate from Nationalised /scheduled banks issued within one year for an amount equal to cost limit in the respective field (only for Class A, B &

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.

## **II. CONTRACTORS:**

### **1. CIVIL WORKS:**

**Eligibility:** The applicant should have the following minimum eligibility criteria:

i. The contractor intends to be empaneled under Class-D should have minimum two years' experience prior to 31.03.2022 in Civil Engineering works including all repairs in the building involving civil engineering works like earthwork, masonry, plastering, RCC, concrete works, painting, flooring, plumbing & sanitary, water proofing, demolition works, structural steel fabrication, woodwork (doors and windows only) for branches/ residential quarters/ offices of any Banks and financial institutions. He should have executed at least one single similar work costing not less than Rs.10,000.00 during the last one year.

ii. The contractor intends to apply for Category- A,B & C should have the experience of successfully completing the following quantum of works such as original works, alterations, repairs and renovations involving civil engineering works like earthwork, masonry, plastering, RCC, concrete works, painting,



flooring, plumbing & sanitary, water proofing, demolition works, structural steel fabrication, woodwork (doors and windows only) for branches, residential quarters and offices of the Bank/ Government departments/public sector undertaking/central autonomous bodies/state autonomous bodies/financial institutions during last 5 years prior to 31.03.2022.

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

**Scope:** 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

## **2. INTERIOR FURNISHING WORKS:**

**Eligibility:** The applicant should have the following minimum eligibility criteria:

- i. The contractor who intends to apply for Class-D (petty works) should have minimum two years' experience prior to 31.03.2022 in furnishing works including repairs / renovation / remodelling of partitions, panelling, false ceiling, furniture, counters for branches / offices of a Bank or financial Institution. He/she should have executed at least one single similar work costing not less than Rs.10, 000/- during the last one year.
- ii. The contractor who intends to apply for Class - A, B & C should have the experience of successfully completing following quantum of similar works such as original works, alterations and renovations involving partitions, panelling, false ceiling, cavity flooring, furniture, work stations, counters for branches/offices of a Bank / Government departments / public sector undertaking / central autonomous bodies / state autonomous bodies / financial institutions or other reputed firms during last 5 years prior to 31.03.2022

Except for Class D, the contractors for other classes should have well established work shop for preparing the furnishing/ furniture items. Class A, B contractors shall have full-fledged work shop for preparing the furnishing/ furniture items.

**Scope:** To undertake fresh works, alterations and renovations involving erection of partitions work both wood & aluminium, counters, panelling, false ceiling, cavity flooring, storage units, furniture and fabricated workstations and other allied works for furnishing of our bank branches.

## **3. ELECTRICAL WORKS:**

**Eligibility:** The applicant should have the following minimum eligibility criteria:

- i. The contractor who intends to apply for Class-D (petty works) should have wireman license issued by the Electrical Inspectorate and have two years' experience of successfully completing repairs in the building involving internal and external electrification associated cabling, earthing, wiring for air conditioners, UPS, breakdown repairs for branches/ residential quarters/ offices of a bank prior to 31.03.2022. He should have completed at least one similar single work costing not less than Rs.10,000/- during the last two years.
- ii. The contractor who intends to apply for Class - B & C Should have valid A/B class electrical contractors license issued by the Electrical Inspectorate and have the experience of successfully completed following quantum of works including original works, alterations and renovations involving internal and external LT

electrification, panel boards, associated cabling, earthing, wiring for air-conditioners, UPS, liaisoning with local Electricity Board for obtaining of additional power, breakdown repairs for branches / residential quarters/ offices of a Bank / Government departments/public sector undertaking / central autonomous bodies / state autonomous bodies / financial institutions during last 5 years prior to 31.03.2022.

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

**Scope:** To undertake HT as well as 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, liaisoning with State Electricity Boards or their allied bodies for obtention of additional power, breakdown repair, interior wiring for computerized office environment and other allied works.

The electrical works also involve domestic electrical works attending to LT side, State Electricity Boards or their allied bodies 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 shall have necessary permits / license from Electrical Inspectorate and familiar with rules & regulations of the electricity board.

### **III. SUPPLIERS AND SERVICE PROVIDERS:**

#### **1. AIR CONDITIONING, HVAC EQUIPMENTS SUPPLIER AND SERVICE PROVIDER:**

**Eligibility:** The suppliers should have minimum 5 years' experience in supply and installation of air conditioning systems for various offices, Public Sector/ Private Sector Banks, PSUs, Govt. organisations as mentioned in the main eligibility criteria

**Scope:** The Air-conditioning units suppliers shall be the manufacturers/ suppliers/service providers of window units, split units, ductable split, package air-conditioners, cassette air conditioners of Blue Star, Daikin, Hitachi, Voltas, O General, Carrier, LG, Samsung, Lloyd makes and should be direct dealer and have good service network so as to cater to the needs of all our branches/ATMs/Admin Units etc. They should have established service centers at Tamilnadu. (Dealership certificate from the OEM 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).

#### **2. FIRE EXTINGUISHERS & FIREFIGHTING SYSTEM SUPPLIER:**

**Eligibility:** The suppliers should have minimum of 5 years' experience in supplying various type of Fire fighting equipment with different Capacity to large Offices Public Sector/ Private Sector Banks, PSUs, Govt. organisations as mentioned in the main eligibility criteria. 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.

**Scope:** Supply and installation of fire extinguishers and fire fighting systems in offices/branches under the jurisdiction of Madurai Circle Office.



**3. CCTV SYSTEM SUPPLIER:**

**Eligibility:** The suppliers should have minimum of 5 years' experience in supplying various type of CCTV System with different Capacity to large Offices Public Sector/ Private Sector Banks, PSUs, Govt. organisations as mentioned in the main eligibility criteria. Also the suppliers should have experience in maintenance of all type of CTV systems. If Banks requires imported system, the vendor should have the direct dealership of the products he needs to be supplied.

**Scope:** Supply and installation of CCTV systems in offices/branches under the jurisdiction of Madurai Circle Office.

**4. FIRE AND BURGLARY ALARM SYSTEM SUPPLIER:**

**Eligibility:** The suppliers should have minimum of 5 years' experience in supplying various type of fire and burglary alarm system to Offices of Public Sector/ Private Sector Banks, PSUs, Govt. organisations as mentioned in the main eligibility criteria. Also the suppliers should have experience in maintenance of all type of F&B alarm systems.

**Scope:** Supply and installation of fire and burglary alarm systems in offices/branches under the jurisdiction of Madurai Circle Office.

**5. GLOW SIGN BOARD SUPPLIER:**

**Eligibility:** The suppliers should have minimum 5 years' experience in supply and installation of signage for various offices, Public Sector/ Private Sector Banks, PSUs, Govt. organisations as mentioned in the main eligibility criteria. Applicant should be **authorized converter** of any of the preferred make. Applicant shall submit authorized converter certificate along with application.

**Scope:** The work involves, supply, installations and maintenance of glow sign board of branches, Non Lit Boards, Name Boards and various other Bank Signage etc. 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. The contractor who has executed similar type of works for government department / Central / State /Autonomous bodies / financial institutions/ public sector banks will be given preference (as per the eligibility conditions). Similar works means all original works, alterations and modifications involving supply, installations, testing and commissioning of glow sign board related works for branches/ offices of a bank.

The preferred make of flex and Vinyl shall be 3M, LG, and Avery Dennison.

**6. MODULAR FURNISHING & READY SUPPLY ITEMS:**

**Eligibility:** The Companies/ Agencies/ authorized franchisees, having well established manufacturing & marketing facilities in the area of chairs, sofas, modular work stations, low height & full height partitions with MS / Aluminium 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.

**Scope:** Supply of chairs, sofa and installation of modular furniture as per design given by Bank or their consultant in offices/branches under the jurisdiction of Madurai Circle Office

All class of contractors must be Income Tax Assessee. The contractors, otherwise eligible but not Income tax assesses, will not be considered for empanelment.

All contractors, consultants should have registered for GST. If otherwise eligible but not registered for GST will not be considered for empanelment.

#### **7. SMF AND TUBULAR BATTERY SUPPLIERS:**

**Eligibility:** The suppliers should have minimum of 5 years' experience in supplying various type of Batteries viz. tubular, SMF of various capacities for branch, office, ATMs to Offices of Public Sector/ Private Sector Banks, PSUs, Govt. organisations as mentioned in the main eligibility criteria. Also the suppliers should have experience in maintenance of all type of batteries. The supplier should be capable of supplying battery to required site within 24 hrs in times of emergency. However reasonable time for delivery will be stipulated in individual orders.

The supplier should be an authorized dealer/ distributor of reputed branch batteries like Exide, Amaron, Luminous etc. as desired by bank.

**Scope:** Supply and Installation of fire and burglary alarm systems in offices/branches under the jurisdiction of Madurai Circle Office.

#### **8. PLUMBING - PETTY WORKS**

**Eligibility:** The contractor who intends to apply should have two years' experience of successfully completing plumbing repair works involving internal and external works associated with plumbing lines, waste lines, drainage & storage sump, pumps etc. and any other related works, preferably for branches/ residential quarters/ offices of PSBs/PSUs/Govt Offices etc. prior to 31.03.2022. He should have completed at least one similar single work costing not less than Rs.10,000/- during the last two years.

**Scope:** Repair works involving internal and external works associated with plumbing lines, waste lines, drainage & storage sump, pumps etc. and replacement of plumbing fittings.

#### **9. CARPENTRY - PETTY WORKS**

**Eligibility:** The contractor who intends to apply should have two years' experience of successfully completing works associated with repairing wooden and aluminium furniture and fixtures preferably for branches/ residential quarters/ offices of PSBs/PSUs/Govt Offices etc. prior to 31.03.2022. He should have completed at least one similar single work costing not less than Rs.10,000/- during the last two years.

**Scope:** Repairing wooden and aluminium furniture and fixtures like table, chairs, cupboards, counters, modular furniture, partitions etc.

#### **10. GRILL& FABRICATION WORKS**

**Eligibility:** The contractor who intends to apply should have two years' experience of successfully completing works associated with welding, fabrication, painting and repairing works MS, GI, Aluminium etc. preferably for branches/ residential



quarters/ offices of PSBs/PSUs/Govt Offices etc. prior to 31.03.2022. He should have completed at least one similar single work costing not less than Rs.10,000/- during the last two years.

**Scope:** Welding, fabrication, painting and repairing works MS, GI, Aluminium grills, shutter, structures etc.

#### **IV. ONLY SERVICES CATEGORY:**

##### **1. SHIFTING OF FURNITURE AND OLD REOCRDS**

**Eligibility:-**The contractor who intends to apply should have two years' experience of successfully completing works associated with The contractor who intends to apply should have two years' experience of successfully completing works associated with shifting of branches/ residential quarters/ offices of PSBs/PSUs/Govt Offices etc. prior to 31.03.2022.preferably for branches/ residential quarters/ offices of PSBs/PSUs/Govt. Offices etc. prior to 31.03.2022.

**Scope:** Shifting of furniture items like chair, tables, almirahs, safe, lockers etc., old records and any other movable items as and when required with utmost care without any damage or loss of item.

##### **2. SCRAP VENDORS FOR PURCHASE OF OLD FURNITURE, FIXTURES AND OTHER SCRAPS**

**Eligibility:-**It is essential that the agencies have office in Tamilnadu and should have necessary knowledge to work out the salvage value of scrap items so that they submit their logical/competitive quote to the Bank. Other conditions as in general eligibility criteria.

**Scope:** Purchasing, dismantling and Disposing of old furnishing and fixtures and other scrap items like false ceiling, obsolete electrical fittings / appliances, old furniture / partitions / panelling/ AC Units/ AC Ducts etc. that Bank intend to sell at its various branches/offices.

##### **3. ANNUAL MAINTENANCE WORKS FOR AC.**

**Eligibility:-**The contractor who intends to apply should possess technical qualification background in the field of Refrigeration engineering either in atleast IT or Diploma. The applicant should have minimum of two years experience in the field of servicing, installation and maintenance of Split, cassette and ductable ACs Experience in offices of PSBs/PSUs/Govt Offices etc. prior to 31.03.2022 will be given more priority.

**Scope:** undertaking low side work for installation of ACs supplied by bank, dismantling, refixing of ACs from branches, ATMs including necessary materials.

Providing AMC/CAMC service for existing as well as new ACs in Offices, Branches and ATMs for uninterrupted functioning. Breakdown calls to be attended on top priority.

##### **4. ANNUAL MAINTENANCE WORKS FOR CCTV, FIRE AND BURGLAR SYSTEM.**

**Eligibility:-**The contractor who intends to apply should possess technical qualification background in the field of CCTV, fire and burglar system either in at least IT or Diploma atleast a certificate of vocational training. The applicant should have minimum of two years experience in the field of servicing, installation and maintenance of CCTV, Fire and burglary alarm systems. Experience in offices of



PSBs/PSUs/Govt Offices etc. prior to 31.03.2022 will be given more priority.

**Scope:** undertaking installation work of CCTV, Fire and Burglary systems supplied by bank, dismantling, refixing of systems from branches, ATMs including necessary materials.

Providing AMC/CAMC service for existing as well as new CCTV, F&B systems in Offices, Branches and ATMs for uninterrupted functioning. Breakdown calls to be attended on top priority.

#### **5. ANNUAL MAINTENANCE WORKS FOR UPS AND INVERTER.**

**Eligibility:**-The contractor who intends to apply should possess technical qualification background in the field of electrical/ electronics engineering either in atleast IT or Diploma. The applicant should have minimum of two years experience in the field of servicing, installation and maintenance of inverters, UPS of various capacities ranging from 1KW to 50KW. Experience in offices of PSBs/PSUs/Govt Offices etc. prior to 31.03.2022 will be given more priority.

**Scope:** undertaking low side work for installation of machines/ batteries supplied by bank, dismantling, refixing of units from branches, ATMs including necessary materials. Providing AMC/CAMC service for existing as well as new UPS and inverter of various capacities in Offices, Branches and ATMs for uninterrupted functioning. Breakdown calls to be attended on top priority.

#### **6. COURIER AND POSTAL SERVICES:**

**Eligibility:**-The contractor who intends to apply should have minimum 5 years experience of successful operation in postal services with registered trade mark having established service centres in the districts mentioned in page 3 of this document. Only those having services to minimum 90% of these districts will be considered during evaluation. The applicant should produce experience of successful/ satisfactory association with offices of PSBs/PSUs/Govt Offices etc. prior to 31.03.2022 for a minimum period of 2 years.

**Scope:** Confidential and Ontime delivery of tapals with due diligence and handled with care. Daily collection of tapals/ parcels from branches/ offices all over the command area of Madurai circle. (Details as in page 3 of the document)

#### **7. SCRAP VENDORS FOR DESTRUCTION OF OLD RECORDS**

**Eligibility:**-It is essential that the agencies have office in Tamilnadu and should have necessary knowledge to segregate old records, slip bindles as per bank's policy and to make systematic disposal as per directions of RBI. Cost of the work will be as per rates standardization from time to time at the discretion of bank. Applicants should have necessary equipment like shredders and adequate man power for the work. The applicant should produce experience of successful/ satisfactory association with offices of PSBs/PSUs/Govt Offices etc. prior to 31.03.2022 for a minimum period of 2 years. Other conditions as in general eligibility criteria.

**Scope:** Segregation and shredding of all records, slip bundles or any other papers binded by rules of bank and RBI. The applicant should have capability to equip themselves with knowledge of the work related to changes in norms.



**APPLICATION FORMAT**

The Consultants/Contractors/Suppliers/service provider, 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.

Applied For	Sl. No	Category	Sl. No	Category
	I	Consultant	III	Suppliers cum Service Provider
	II	Contractors	IV	Only Service Provider

Sl. No.	TYPE OF WORK	CLASS			
		D	C	B	A
<b>I</b>	<b>CONSULTANTS</b>				
1	Architectural Consultant	-	30	50	100
2	Civil Engineering Consultant	-	30	50	100
3	Electrical Consultant	-	10	30	50
<b>II</b>	<b>CONTRACTORS</b>				
1	Civil Engineering Works	1	10	30	50
2	Interior Furnishing	1	10	30	50
3	Electrical Works	1	10	30	-
<b>III</b>	<b>SUPPLIER CUM SERVICE PROVIDERS</b>				
1	Air Conditioning Equipment Suppliers/ Service Provider	-	5	10	25
2	Fire extinguisher & fire fighting	1	10	25	-
3	CCTV	1	10		
4	Fire and burglary alarm	1	10		
5	Glow sign board	1	5	10	15
6	Modular furnishing	1	5	10	25
7	SMF and Tubular Batteries	1	5	10	25
8	Plumbing- petty works	1	5	10	
9	Carpenter-petty work	1	5	10	
10	Grill and fabrication works	1	5	10	25
<b>IV</b>	<b>ONLY SERVICE PROVIDERS</b>				
1	Shifting of old furnitures and records	1	5	-	-
2	Scrap vendors	-	-	-	-
3	AMC providers for AC	1	5	10	15
4	AMC providers for UPS and Inverters	1	5	10	15
	AMC providers for CCTV, F&B systems	1	2	5	10
6.	Courier and Postal Services	1	2	5	10
7.	Vendor for Destruction of old Records	-	-	-	-





(i)

(ii)

(iii)

c) Mode of Authorisation (Resolution / Partnership Deed / Registered Power of Attorney / Proprietor / Any Other (Please specify) :

(Please enclose documentary evidence as Annexure -D)

2. Whether registered with Registrar of Companies / firm if so, No & Date :

(Please enclose documentary evidence as Annexure -E)

3. Registration with Tax Authorities

a) Income-tax No. :

PAN/GIR NO

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

(Please enclose documentary evidence as Annexure -F (latest copies of Income-tax Clearance Certificate))

b) Goods & Service Tax :

(Please enclose

documentary evidence as

Annexure -G)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

c) Registration with ESIC/EPFO

(Please enclose documentary evidence as Annexure -H)

4. Turnover of the Company/firm (Please attach Copy of CA certificate as in format given in Appendix - I certifying the average annual turnover, copy of audited balance sheet and profit and loss account for last three financial years).

Sl. No.	Financial Year	Assessment Year	Turnover (in lacs)
1	2020-2021	2021-2022	
2	2019-2020	2020-2021	
3	2018-2019	2019-2020	
		Average	

**5. Registration with Government / Public Sector Undertakings/ Public Sector Banks  
(Please Attach Proof as Annexure - I)**

Name of The Organisation	Nature of Works	Value of Works	Date of Registration

**6. What are your fields of Core Competence? Mention the fields on preference Basis**

1)

2)

3)

**7. Key personnel permanently employed in your organization:  
(Please enclose documentary evidence as Annexure -J)**

Sl No	Name	Qualifications	Experience	Particulars of work done	Employed in your firm since	Mobile No / Contact No:
1.						
2.						



# EMPANELMENT OF ARCHITECTS, CONSULTANTS, CONTRACTORS & SUPPLIERS

3.						
4.						

8. Details of the qualifying works executed (Please mention only such works which qualifies for eligibility criteria and attach proof (completion certificates) as Annexure -K)

Sl. 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	Stipulated time for completion	Actual time for completion	If work left incomplete or terminated (furnish reasons)
1								
2								

# **EMPANELMENT OF ARCHITECTS, CONSULTANTS, CONTRACTORS & SUPPLIERS**

3								

**Note: Copies of satisfactory completion certificate obtained from the client shall be enclosed along with Client Certificate as per Appendix V in sealed cover.**

**9. Banker's details:**

- Name of Bank, Full address, telephone number and E-mail
- Account Number & Type
- IFSC Code

**10. Details of ongoing works (Please attach proof (work order copies) as Annexure -L)**

- 1)
- 2)
- 3)

**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 as in below format in separate sheet as Annexure - M.**

Name of The Official	Organisation & Address	Contact Numbers

**12. 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 as separate sheet as Annexure - N.**

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



# EMPANELMENT OF ARCHITECTS, CONSULTANTS, CONTRACTORS & SUPPLIERS


13. Copy of license from Electrical Inspectorate for electrical contractors/Council of Architecture in case of Architects/BEE certificate in case of Electrical Auditors/Labour license/Membership license for Structural Consultant/Authorised Converter certificate for signage/other required certificates for each category applied for (Please attach proof as Annexure - O)
14. Letter of Authorisation for dealers valid for a further period of minimum three years from 31.03.2022 (For Suppliers) (Please attach proof as Annexure - P)
15. Details of Solvency Certificate (Attach as Annexure - Q)
  - 1.
  - 2.
  - 3.

## 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: SIGNATURE OF THE APPLICANT  
 Date: NAME & DESIGNATION SEAL OF ORGANISATION

EMPANELMENT OF ARCHITECTS, CONSULTANTS, CONTRACTORS & SUPPLIERS  
**APPENDIX- I - CHARTERED ACCOUNTANTS CERTIFICATE FORMAT**

(In Letter Head of Auditor Firm)

No..

Date \_\_\_\_\_

To  
The Assistant General Manager,  
Canara Bank,  
Premises & Estate Section,  
Madurai - 625001

Dear Sir,  
Tender Reference No. \_\_\_\_\_

This is to certify that we, \_\_\_\_\_, vide our  
registration No. \_\_\_\_\_, Auditors of the company/firm  
M/s \_\_\_\_\_

do hereby certify that, the company/firm has turnover and net profit for last three financial Year from the type of work for which empanelment application is submitted is given as under:-

Financial Year	Assessment Year	Turnover (Rs. In Lacs)	Net profit after tax (Rs. In Lacs)
2020-21	2021-22		
2019-20	2020-21		
2018-19	2019-20		

The certificate has been based on information and documents produced before us.  
(Copy of the certified documents attached for your reference)

Yours faithfully

(Name & Signature with Seal)

For and on behalf of M/s \_\_\_\_\_ (UDIN: \_\_\_\_\_)

Place:

Note: This CA Certificate should be on the letter head of the Auditor Firm and should be signed by a competent person of the Firm.



EMPANELMENT OF ARCHITECTS, CONSULTANTS, CONTRACTORS & SUPPLIERS  
**APPENDIX - II -DECLARATION REGARDING BANNING / BLACKLISTING**

(Declaration to Be Submitted on Letter Head of the Bidder)

To,

The Assistant General Manager,  
Premises & Estate Section,  
Circle Office, Canara Bank,  
Madurai - 625001

Subject: Empanelment of Architects/Consultants, Contractors, Suppliers & Service Providers at Canara Bank Circle Office Madurai.

Ref: \_\_\_\_\_

I / We hereby declare that I / We have not been banned or blacklisted or debarred by any Government , Quasi Government Agencies, Public Sector Undertakings or Private Companies anywhere, anytime.

Should it be observed anytime during currency of the empanelment selection process or during period of empanelment of the work that I / We have been banned, blacklisted or debarred by any of the above Agencies, then I / We agree for forfeiture of our Empanelment by Canara Bank, without any recourse.

Dated:

Name & Signature of the Applicant

**APPENDIX - III - UNDERTAKING LETTER - 1**

To  
The Assistant General Manager,  
Canara Bank,  
Premises & Estate Section,  
Madurai - 625001.

Dear Sir,

This has reference to your above RFP published in your banks website and CPPP web site.

We hereby state that we M/s \_\_\_\_\_ have submitted the above offer documents duly filling at the appropriate places without making any alterations, corrections, omissions in the offer issued by the bank or downloaded from the web site.

Signature of tenderer



EMPANELMENT OF ARCHITECTS, CONSULTANTS, CONTRACTORS & SUPPLIERS  
**APPENDIX - IV - AFFIDAVIT FOR SOLE PROPRIETORSHIP OF FIRM**

(On Non-Judicial Stamp Paper of appropriate value in case the individual who is the sole proprietor of the firm)

I, ..... S/o.....Age.....years,  
occupation ..... business ..... R/o  
..... do hereby  
state on oath as under:

That I am residing in  
.....  
.....  
..... locality of District  
..... Since last ..... Years.

That I am the sole proprietor of a proprietary concern name and style as  
“.....” having its office at  
..... District ..... dealing in  
the business of Government's/Private civil contracts and ancillary works attached  
therefor.

Hence this affidavit.

Deponent .....

**Note: This Affidavit should be Notarised.**

APPENDIX - V - CLIENT'S CERTIFICATE

Name of Client with full address:

Details of work executed by: Shri / M/s

Sr. No.	Particulars	Remarks
1	Name of work with brief particulars	
2	Agreement No. and date	
3	Agreement amount	
4	Date of commencement of work	
5	Stipulated date of completion	
6	Actual date of completion	
7	Details of compensation levied for delay (indicate amount) if any	
8	Gross amount of the work completed and paid**	
9	Name and address of the authority under whom works executed	
10	Whether the consultant employed qualified staff	
11	i. Quality of work (indicate grading)	
	ii. Amount of work paid on reduced rates	
12	i. Did the consultant go for arbitration?	Outstanding / Very Good / Good / Satisfactory / Poor
	ii. If yes, total amount of claim	
	iii. Total amount awarded	
13	Comments on the capabilities of the	
	a) Technical Proficiency	Outstanding / Very Good / Good / Satisfactory / Poor
	b) Financial soundness	Outstanding / Very Good / Good / Satisfactory / Poor



**EMPANELMENT OF ARCHITECTS, CONSULTANTS, CONTRACTORS & SUPPLIERS**

	c) Mobilization of adequate T&P	Outstanding / Very Good / Good / Satisfactory / Poor
	d) Mobilization of manpower	Outstanding / Very Good / Good / Satisfactory / Poor

**Note:** All columns should be filled in properly please tick one of the multiple options.

**Signature of the Reporting Officer\* with office seal**

\*Officer of the rank of Asst. Executive Engineer/Assistant General Manager or equivalent

\*\* Supported by adequate proof of payments received by the contractor for the work done by them.

(Reports must be submitted in sealed cover addressed to The Assistant General Manager, Premises & Estate Section, Canara Bank Circle Office, Madurai - 625001)

**EMPANELMENT OF ARCHITECTS, CONSULTANTS, CONTRACTORS & SUPPLIERS**  
**APPENDIX - VI - DETAILS OF RELATIVES WORKING IN BANKS**

1. Details List of relatives working in Canara bank;

NAME OF THE OFFICIAL	DESIGNATION	ADDRESS OF THE OFFICE / BRANCH

2. Details List of retired Government / PSU/ Bank employees , employed  
by the tenderer / contractor :

NAME OF THE RETIRED OFFICIAL	DESIGNATION	NAME & ADDRESS OF THE PREVIOUS EMPLOYER

Signature of the Applicant



EMPANELMENT OF ARCHITECTS, CONSULTANTS, CONTRACTORS & SUPPLIERS  
**APPENDIX - VII - CERTIFICATE DENYING OWNERSHIP BY BANK EMPLOYEE**

---

To  
The Assistant General Manager,  
Canara Bank,  
Premises & Estate Section,  
Madurai - 625001.

Dear Sir,

This has reference to your above RFP published in your banks website and CPPP web site.

We also state that any one of the proprietor /partner /director of M/s\_\_\_\_\_ is not an employee/retired employee (retired within 2 years) of Canara/e-Syndicate Bank. We further declare that any addition to the ownership of M/s\_\_\_\_\_ will be intimated to Bank with due diligence.

Signature of Applicant

**CHECKLIST OF DOCUMENTS TO BE SUBMITTED (TO BE FILLED BY APPLICANTS)**

Name of Applicant's Firm:

Category Applied For:

Type of Work Applied for:

Sl. No:	Particulars	Whether attached Yes/No	Page Number
1.	Annexure - A		
2.	Annexure - B		
3.	Annexure - C		
4.	Annexure - D		
5.	Annexure - E		
6.	Annexure - F		
7.	Annexure -G		
8.	Annexure - H		
9.	Annexure - I		
10.	Annexure -J		
11.	Annexure - K		
12.	Annexure - L		
13.	Annexure - M		
14.	Annexure - N		
15.	Annexure - O		
16.	Annexure - P		
17.	Annexure - Q		
18.	Appendix - I		



**EMPANELMENT OF ARCHITECTS, CONSULTANTS, CONTRACTORS & SUPPLIERS**

19	Appendix - II		
20	Appendix - III		
21	Appendix - IV		
22	Appendix - V		
23	Appendix - VI		
23	Appendix - VII		

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 of tender document?	Yes/No
3	Whether MSE/ NSI/ KIV certificates and documents enclosed?	Yes/ No
4	Whether address proof for office in Tamilnadu state and Neighbouring districts of kerala sharing borders with Tamilnadu state enclosed?	Yes/ No
5	Whether copy of brochures and handouts of products (for equipment suppliers only) enclosed?	Yes/ No
6	Whether details of relatives of Bank Employee enclosed?	Yes/ No
7	Whether undertaking for not being "Black Listed" enclosed?	Yes/ No
8	Client's Certificates from clients for all the qualifying works in sealed official cover of the client. (Each client certificate must accompany work completion certificate)	Yes/No
9	Whether certificate denying ownership by Bank Employee enclosed?	Yes/ No
10	Whether all annexures and appendices as applicable are attached	Yes/No



Giesecke & Devrient India Private Limited  
Plot 2, EHTP, Sector 34, Gurugram - 122001, Haryana, India

To,  
Canara Bank  
P&E Section, Circle Office  
Madurai, Tamilnadu

Gurugram, 09.05.2022

**Subject: Proposal of AMC Renewal for Note Sorting Machine BPS C1 Model (1+1).**

Dear Sir/Madam,

In reference to the above-mentioned subject and PO ref Number GAW-197/TC-EPCS-23 and Madurai Circle renewal for subsequent maintenance, we would like to inform you that the Annual Maintenance Contract for the enclosed list of Desktop Note Sorting Machines which is installed at your various branches in Madurai Circle is going expire shortly.

Considering our long business relationship, we are pleased to submit our proposal for AMC renewal as per the below-mentioned terms

M/c No	Branch	M/c Qty	AMC PERIOD	Price per M/c & Annum
As per Annexure	Master	39	3 Years from AMC due date	18,215 + Tax

- GST will be applicable as per the date of invoicing...
- Billing terms will be **Post / Quarterly**.
- Preventive Maintenance Schedule will be **Quarterly**.

**The rest terms and conditions will remain the same as per the previously executed agreement.**

Requesting you to release the work order as earliest

With Best Regards  
For Giesecke & Devrient India Private Limited,

Vijay Guptha  
M

Digitally signed by Vijay  
Guptha.M  
Date: 2022.05.09 10:10:43  
+05'30'

Vijay Guptha.M  
Regional Manager-Service  
Ph- +91 88701 33555  
[vijay.guptham@gi-de.com](mailto:vijay.guptham@gi-de.com)

Sathesh  
Kumar.T

Digitally signed by  
Sathesh Kumar.T  
Date: 2022.05.09  
10:22:07 +05'30'

Sathesh Kumar.T  
Zonal Head – Service  
Ph - +91 9840831686  
[sathesh.kumart@gi-de.com](mailto:sathesh.kumart@gi-de.com)