



(HEAD OFFICE: BANGALORE)

**REQUEST FOR EXPRESSION OF INTEREST FOR  
EMPANELMENT OF VENDORS FOR  
"SUPPLY, INSTALLATION, COMMISSIONING AND  
MAINTENANCE OF  
PC BASED ENCODERS"**

EOI REFERENCE NO : EOI - 09/11-12  
DATE OF TENDER DOCUMENT : 08-12-2011  
DATE OF PRE BID MEETING : 22-12-2011 04.00 PM  
LAST DATE FOR SUBMISSION OF EOI : 10-01-2012 UPTO 3.00 PM  
DATE OF OPENING OF EOI : 10-01-2012 AT 3.30 PM  
NO. OF PAGES : 19

ISSUED BY : DEPUTY GENERAL MANAGER  
CANARA BANK  
ASSET PROCUREMENT & MANAGEMENT GROUP  
DIT-WING, HEAD OFFICE  
NAVEEN COMPLEX, 14, M G ROAD  
BANGALORE 560 001

Contact Numbers : Tel - 080-25590070  
Fax - 080-25596539  
Email: [hoditapm@canarabank.com](mailto:hoditapm@canarabank.com)  
(Senior Manager, Asset Procurement &  
Management Group)

The cost of EOI document is Rs.2000/- This document can be downloaded from Bank's website [www.canarabank.com/English/Scripts/EOI.aspx](http://www.canarabank.com/English/Scripts/EOI.aspx). In that event, the suppliers should pay the cost of the tender document by means of DD drawn on any scheduled Bank for Rs.2000/- in favour of Canara Bank, payable at Bangalore and enclose the same to EOI

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**CALENDER OF EVENTS**

Sl. No	EVENT	DATE
1	Date Of Issue	08.12.2011
2	Date Of Pre Bid Meeting	04.00 PM, 22.12.2011, THURSDAY
3	Date of Submission	03.00 PM, 10.01.2012, TUESDAY
4	Date of Opening of EOI	03.30 PM, 10.01.2012, TUESDAY

*Handwritten signature/initials*

**REQUEST FOR EXPRESSION OF INTEREST FOR EMPANELMENT FROM ELIGIBLE SUPPLIERS FOR SUPPLY, INSTALLATION, COMMISSIONING AND MAINTENANCE OF PC BASED ENCODERS OF VARIOUS SPEED.**

CANARA BANK, a premier Indian Public Sector Bank having Pan India presence (herein after referred as 'Bank'), invites Expression of Interest from reputed Suppliers of PC Based Encoders of various speeds for empanelment for a period of One year from the date of empanelment.

A vendor submitting the proposal in response to this EOI shall hereinafter be referred to as Bidder.

Interested Bidders who are dealing in Supply, Installation, Commissioning and Maintenance of PC Based Encoders who are complying with the following Eligibility Criteria may respond.

**A. ELIGIBILITY CRITERIA**

Sl No	Eligibility Criteria	Documents to be submitted with this EOI
1	The Bidder should have national presence with minimum experience of 5 years (upto 31/03/2011) in the activity of supply installation and maintenance of PC Based Encoders	Manufacturer / Dealer / Distributer Certificate. The registration no. of the firm /company along with Sales Tax no./ Valid IT Certificate /Certificate of Incorporation
2	Bidders shall be the Original Equipment Manufacturers (OEM) of PC Based Encoders  (OR)  An authorized dealer	If the applicant is Manufacturer, they should have manufacturing and testing facilities of international standards and should enclose the details of locations where the manufacturing and testing facilities are available.  If the bidder is an Authorised Dealer, an Authorisation letter from their OEM to deal/market their product in India and it should be valid for a minimum period of 6 years including empanelment period from the date of empanelment. Letter from the OEM to that effect is to be submitted from the OEM that in the event of termination dealership, the OEM will make necessary arrangement to service the equipment supplied.

*(Handwritten signature/initials)*

Sl. No	Eligibility Criteria	Documents to be submitted with this EOI
3	The turnover of the Bidder should be minimum ₹ 2 Crores per year during last two financial years. The major revenue should be from IT equipment sale.	1. The Bidder must produce a certificate from the Company's Chartered Accountant to this effect (with segmented balance sheet showing product wise turnover). 2. Audited balance Sheet for last 2 Years
4	The OEM shall have valid ISO certificate as on date.	Copy of valid ISO Certificate. In respect of Dealer, ISO Certificate of the OEM to be enclosed.
5	The applicant shall have local office in Bangalore and own personnel / Service Support Centers (with minimum 2 Technical Staff at each center) to liaison various activities like installation, commissioning and maintenance etc. at minimum <u>30 locations (Circle Office Locations - list attached) of our Bank covering/ supporting rural and semi-urban centers all over the country and for the remaining centers an undertaking letter to be submitted stating that support will be provided by the bidder.</u>	The Bidders to furnish their existing service centre infrastructure details like contact details with postal address, no. of engineers, jurisdiction of the engineer etc besides Local Contact Person Name, Address, Phone No, Mobile No, Email etc.
6	The bidder should have supplied at least 50 PC Based encoders each year in last two years (up to 30.09.2011)	Proof of Orders issued by Banks to be submitted.

1	Non Interest EMD for ₹ 1,00,000/- (Refundable)	By way of DD favoring "Canara Bank" payable at Bangalore/ Bank Guarantee in lieu of EMD as per Annexure I. If the EMD is in the form of Bank Guarantee, the same should be valid for minimum period of 6 months from the last date of submission of offer with a claim period of 3 months.
2	Application fees for ₹ 2,000/- (Non Refundable)	By way of DD favoring "Canara Bank" payable at Bangalore.

*(Handwritten signature)*

- Failure to produce the documents as necessary proof along with the EMD and Application fee while submission of EOI proposal shall render the applicant ineligible for empanelment.
- The Bidder should submit separate DDs one each for EMD and Application Fee, if DDs are submitted.

## B. SCOPE OF EMPANELMENT

- a. Empanelment would be for following item
  - i. PC Based Encoders of various Speed
- b. During empanelment period, Bank reserves the right de-empanel any vendor. Bank's decision will be final in this regard.
- c. During the empanelment period, Bank will float limited tenders amongst the empanelled vendors and seek responses for various requirements. Individual tender/s will contain detailed terms and conditions, instructions and scope of work. Bank may float limited tenders for Rate Contract towards supply of encoders across the country.
- d. If the service provided by the vendor is found to be unsatisfactory or if at any time it is found that the information provided for empanelment or for any tender is false or if irregularities shown by the vendor when applying for the tenders, the Bank reserves the right to remove such vendors from the empanelled list without giving any notice to the vendor in advance.

## C. EMPANELMENT PROCEDURE

The vendor will be empanelled as per the following process:

- a. Vendors satisfying the eligibility criteria will be short listed and will be empanelled with the Bank after due scrutiny of documents submitted by the bidder.
- b. Empanelment would be done nationally.
- c. The Bidder who has not satisfactorily completed any of the earlier contracts with Canara Bank will not be eligible for participation in this empanelment.
- d. The empanelment will be valid for one year or till the completion of next empanelment process whichever is earlier.

## D. INSTRUCTIONS TO THE APPLICANTS

1. The response should be submitted in a structured format as per the checklist appended and it should be paginated. Each page of the application



- should be signed by person/s on behalf of the organization having necessary authorisation / PA 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 Bid)
2. Any alterations, erasures, overwriting, blanking out or discrepancies in figures etc may render the EOI submission as invalid.
  3. A pre-Bid meeting of the intending bidders will be held at 04.00 pm on Thursday 22<sup>nd</sup> December 2011 at Canara Bank, Conference Hall, II Floor, Naveen Complex, 14 M G Road, Bangalore - 560 001 to clarify any point/doubt raised by them in respect of this EOI. No separate communication will be sent for this meeting. All communications regarding points requiring clarifications and any doubts shall be given in writing to the Deputy General Manager, DIT Wing, HO Bangalore by the intending bidders before 3.00 PM on Friday 16<sup>th</sup> December 2011.
  4. The Sealed envelope containing the response to EOI along with the required documents shall be superscribed on the top of the envelope "Empanelment of PC Based Encoders in response to EOI 09/11-12 dated 08.12.2011". The EOI response should be deposited in the Tender Box kept at Canara Bank, DIT Wing, First floor, Naveen Complex, 14 M G Road, Bangalore - 560 001, on or before Tuesday, 10<sup>th</sup> January 2012, 3:00 PM. The Bids should be addressed to:  
  
**THE DEPUTY GENERAL MANAGER  
CANARA BANK  
ASSET PROCUREMENT & MANAGEMENT GROUP  
DIT - WING, NAVEEN COMPLEX,  
14, MG ROAD, BANGALORE - 560 001**
  5. The EOI will be opened in the presence of the applicants on Tuesday 10<sup>th</sup> January 2012 at 3.30 PM at Canara Bank, 2nd Floor, Conference Hall, Naveen Complex, 14 M G Road, Bangalore. The applicant's representative may be present during the bid opening at our office address mentioned above well in time along with the authorization letter from the company. The applicants may note that no further notice in this regard will be given. Further, in case the Bank does not function on the aforesaid date due to unforeseen circumstances or Holiday, then the EOI will be accepted up to 3.00 PM on the immediate next working day and EOIs will be opened at 3.30 PM at the same venue on the same day. The response not received in conformity with the above will not be evaluated.



6. The short listed applicants will be notified in due course. Only shortlisted applicants will be invited to participate in the tender for supply, installation and commissioning of PC Based Encoders of various Speeds to the Bank. No interim enquiries will be entertained. The decision taken by the Bank shall be final and no representation or correspondence shall be entertained.
7. Canara Bank reserves the right to accept / reject any or all expression of interest received in response to this advertisement without assigning any reasons, whatsoever.
8. Non-submission of DD/ Bank Guarantee for ₹ 1,00,000/- towards EMD or DD for ₹ 2,000/- towards the cost of Application or both for this EOI will render the EOI application submitted by the vendor as rejected.
9. The EMD of all the Bidders will be returned after finalization of Empanelment.
10. Please note that the members of the Bank's existing panel who desire to be considered on the new panel are also required to respond this " Expression of Interest"

#### **E. CHECKLIST**

Interested applicant/s conforming to the above requirements may respond by furnishing the following.

1. Covering Letter as Per Annexure A
2. Applicant's Profile - Annexure B.
3. List of Offices / Branches and Authorized Service provider /Franchisees across the country. - Annexure C & Annexure D.
4. List of major clients and the quantum of orders with approximate value executed to various organisations including Major PSU Banks and other financial institutions for the last 3 years. - Annexure E
5. Brands of encoders Annexure F.
6. Copy of the Authorization letter from the OEMs for marketing / supplying PC Based Encoder s- Annexure - G
7. A non-interest bearing refundable EMD of ₹ 1,00,000/- by Demand Draft favoring Canara Bank payable at Bangalore/Bank Guarantee as per Annexure I .
8. Compliance Statement as per Annexure J.
9. Write up on the Company's experience / expertise in Supply, Installation, commissioning and maintenance of PC Based Encoders of various Speeds (max 2 pages)
10. 2 Years Audited Balance sheet & Profit and Loss A/cs. Certificate from the Company's Chartered Accountant stating that the company has an Annual Turnover of Rs. 2 crore from Sale of PC based Encoders alone shall be attached.

*[Handwritten signature]*

11. Copy of valid ISO certificate. In respect of distributor / dealer ISO certificate of the OEM.
12. The documents in support of Eligibility Criteria, wherever required as mentioned in this EOI.



R Rajendran  
Deputy General Manager







ANNEXURE - A

Covering letter format

Offer Reference No:

Date:

To  
The Deputy General Manager,  
Canara Bank,  
Asset Procurement & Management Group,  
DIT, Naveen Complex, 14 M G Road,  
Bangalore - 560 001, Karnataka

Dear Sir,

**Tender Ref: EOI 09/11-12 DT: 08-12-2011**

Having examined the EOI document including all Annexure the receipt of which is hereby duly acknowledged, we, the undersigned, offer to empanel our company to supply, deliver and commission PC Based Encoders in conformity with the said EOI.

If our offer is accepted, we undertake to supply, install, commission and Maintain PC based Encoders to the Bank for the given period.

We enclose a Demand Draft / Bank Guarantee in lieu of EMD for ₹ 1,00,000/- in favour of Canara Bank as EMD.

We agree to abide by and fulfill all the terms and conditions of the EOI and in default thereof, to forfeit and pay to you or your successors, or authorized nominees such sums of money as are stipulated in the conditions contained in EOI.

We enclose a list of clients in India (giving their full addresses) where the model quoted by us now have been supplied by us and the name and addresses of our Bankers.

Our PAN number for Income Tax is \_\_\_\_\_.

We are registered with the Sales Tax/Service Tax authorities and our registration numbers are as follows.

Sales Tax/VAT Registration Number is \_\_\_\_\_.

Service Tax Registration Number is \_\_\_\_\_.

Our Bank Details

Name and Style of Bank Account :

Name of the Bank and Branch address :

Account Number :

RTGS / NEFT Code :

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

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2011

Signature \_\_\_\_\_

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



Annexure B

APPLICANT'S PROFILE

Category for which applying Empanelment in our Bank out of following items: { Mention (YES/NO) against each item}		
S.No.	Category / Item	Mention (YES/NO)
1	PC BASED ENCODERS	
	i. 30 DPM Speed	
	ii. 50 DPM Speed	
	iii. 85 / 100 DPM Speed	
	iv. Any Other speed	

Sl. No.	Particulars	Details (At Page no.)
<b>A</b>	<b>Profile</b>	
1	Name of the Applicant	
2	Status of Applicant (Company, Partnership, Prop., etc)	
3	Classification [i.e. Manufacturer (OEM), Authorized agent, dealer, others, please specify]	
4	Whether in technical collaboration with foreign company? If so give details	
5	If the applicant is a sole distributor / vendor, valid authorization letter from OEMs to deal / market their product in India and date up to which the agreement is valid	
6	Year of Establishment & Details of Registration (attach Documentary Proof)	
7	Number of years experience in Encoder Business	
8	Address	
9	Telephone number	
10	Fax number	
11	Email Address	
12	Website address of the Company	
13	Key person (s) with contact details a)Head Office / registered Office  b)Bangalore Office	
14	Authorized Official with Name, Designation, Contact Phone No/Mobile No / FAX No. etc for the EOI	
15	Sales Tax Number	
16	Income Tax Number	
17	3 Years Audited Balance sheet and Financial Statements	
18	Annual turnover from Hardware / Software Integration alone for the last three years (certificate from Auditor).	

*[Handwritten signature]*

19	Brief Financial Particulars for the last 3 financial years			
	Year	2009-2010	2010-2011	
	Net Profit /Loss			
	Total Turnover (PC Based Encoder)			
	Revenue earned from PC Based encoder Business			
20	Enclose copies of Income Tax registration and last Income Tax clearance certificate			

<b>B</b>	<b>Technical Experience and Expertise</b>			
1	Write up on the Company's experience/expertise in supply, installation, integration, commissioning and maintenance of PC based Encoders of various speed covering technical skills & capability of the company (max 2 pages)			
2	Location and Address of Manufacturing / Assembling Plant			

<b>C</b>	<b>Certifications</b>			
1	Copy of ISO 9001 and above. In respect of distributor / dealer ISO certificate of the OEM.			
2	Whether blacklisted by any Government or any Government agencies or Banks in India			

<b>D</b>	<b>Details of personnel</b>			
1	No. of Employees (Permanent / Under Contract) with Dept.-wise break-up [i.e. Production, Quality control, Marketing, Installation & Commissioning, Service, Spare parts, Administrative, etc]			

<b>E</b>	<b>At Service Centres of the applicant all over India</b>			
1	No. of skilled employees			
2	No. of unskilled employees			
3	No. of engineering employees			
4	No. of administrative employees			
5	List of special repair/ workshop facility available			
6	Any other information			

Wherever applicable 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 to be rejected.

Signature of the Authorized Signatory with date & seal



LIST OF BANK'S CIRCLE OFFICE LOCATIONS

Sl. No.	CO Locations	Whether Direct Service Support available (Yes/No)	Whether Service Support through Franchisee available (Yes/No)
1	Agra		
2	Ahmedabad		
3	Bangalore Metro		
4	Bangalore Rural		
5	Bhopal		
6	Bhubaneswar		
7	Calicut		
8	Chandigarh		
9	Chennai		
10	Coimbatore		
11	Dehradun		
12	Delhi		
13	GOA		
14	Gulbarga		
15	Guwahati		
16	Hubli		
17	Hyderabad		
18	Jaipur		
19	Karnal		
20	Kolkata		
21	Lucknow		
22	Madurai		
23	Mangalore		
24	Meerut		
25	Mumbai		
26	Mysore		
27	Nagpur		
28	Patna		
29	Pune		
30	Ranchi		
31	Shimoga		
32	Trivandrum		
33	Trichy		
34	Vishakapatnam		

Signature of the Authorized Signatory with date & seal



**SERVICE SUPPORT DETAILS**

Sl. No	Name of the Service Centre	Address and Telephone No's of the Service Agent Supporting the Centre in Col 2	In respect of column 3 please state whether own branch or franchise	Status of Office Working Days and Hours	Number of Software engineers	No of Hardware engineers	No of Administration Staff
1	2	3	4	5	6	7	8

(Enclose necessary documentary proofs)

Important Note:

- (i) Please specify whether the service support will be rendered by the Bidder/Dealer/Franchise.
- (ii) If the Service Support information is not furnished strictly as per the format above, the Bid submitted may be treated as non responsive.
- (iii) Please specify whether the Service support is available at all Circle Offices of the Bank as per list enclosed as per Annexure C.

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

*[Handwritten signature]*

Annexure - E

LIST OF APPLICANT'S MAJOR CUSTOMERS IN LAST 3 YEARS AND REFERENCES

Sl. No.	Name and complete Postal Address of the Customer (Purchaser)	Name, Designation, Telephone, Fax, Telex Nos., e-mail address of the contact person (customer)	Nature and Description, Quantity of Goods ordered by the customer during last 3 years	Value of Goods ordered in last 3 years	Whether reference Letter Enclosed
1	2	3	4	5	6

(Enclose necessary documentary proof)

Signature of the Authorized Signatory with date & seal



Annexure - F

BRANDS OF ENCODERS

(For which the Bidder is OEM / Authorised Dealer - Certificate from the principal should be enclosed in case of Authorised Dealers)

Sl No.	Items	Details
1	PC BASED ENCODERS	
	i. 30 DPM Speed	
	ii. 50 DPM Speed	
	iii. 85 /100 DPM Speed	
	iv. Any Other speed	

Signature of the Authorized Signatory with date & seal

→ at  
✓

ANNEXURE -G - Manufacturer's Authorization Form (MAF)

No. \_\_\_\_\_ dated \_\_\_\_\_

To  
The Deputy General Manager,  
Asset Procurement & Management Group,  
DIT-Wing, Canara Bank,  
Naveen Complex, 14 M G Road,  
Bangalore-560 001  
Karnataka

Dear Sir,

Tender Reference No.EOI 09/11-12 Dated 08.12.2011

We \_\_\_\_\_ who are established and reputed manufacturers of PC Based Encoders having speed of \_\_\_\_\_ (mention various speeds available) having factories at 1. \_\_\_\_\_ and 2. \_\_\_\_\_ Do hereby authorize M/s \_\_\_\_\_ (Name and address of the Agent/Dealer) to offer their quotation, negotiate and conclude the contract with you against the above invitation for tender offer.

We hereby extend our full guarantee and warranty as per terms and conditions of the EOI and the contract for the equipment and services offered against this invitation for tender offer by the above firm.

Yours faithfully

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

(Name of Manufacturers)

Note: This letter of authority should be on the letterhead of the manufacturing concern and should be signed by a competent person of the manufacturer.





ANNEXURE - H - Authorization letter format

The Deputy General Manager  
Canara Bank,  
Asset Procurement & Management Group  
DIT Wing  
Naveen complex, 14 MG Road  
Bangalore - 560 001

Date \_\_\_\_\_

Dear Sir,

SUB: Authorization Letter for attending the Bid Opening

REF: Your EOI No: 09/11-12 Dated 08.12.2011.

This has reference to your above EOI for Empanelment of vendors for supply, installation, commissioning and maintenance of PC Based Encoders.

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

The specimen signature is attested below:

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

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

\_\_\_\_\_  
Name of Authorizing Authority



**BANK GUARANTEE FORMAT FOR EARNEST MONEY DEPOSIT**

To

.....  
.....  
.....  
.....

WHEREAS \_\_\_\_\_(Name of Bidder) (hereinafter called "the Bidder" has submitted its Bid dated \_\_\_\_\_ (Date) for the execution of (Name of Contract)\_\_\_\_\_ (hereinafter called "the Bid") in favour of \_\_\_\_\_ hereinafter called the "Employer";

KNOW ALL MEN by these presents that we, \_\_\_\_\_(name of the issuing Bank), a body corporate constituted under the \_\_\_\_\_having its Head Office at \_\_\_\_\_amongst others a branch/office at \_\_\_\_\_ (hereinafter called "the Bank" are bound unto the employer for the sum of Rs \_\_\_\_\_(Rupees \_\_\_\_\_only) for which payment well and truly to be made to the said Employer, the Bank binds itself, its successors and assigns by these presents;

THE CONDITION of this obligation is:

If the bidder withdraws or amends their offer of empanelment before finalization of empanelment by the employer,

We undertake to pay to the Employer up to the above amount upon receipt of his first written demand without the Employer having to substantiate his demand, provided that in his demand the Employer will note that the amount claimed by him is due to him owing to the occurrence the above condition.

Notwithstanding anything contained herein

- i) Our liability under this Bank Guarantee shall not exceed Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_only)
- ii) This Bank Guarantee is valid up to \_\_\_\_\_ and
- iii) We are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only and only if you serve upon us a written claim or demand on or before \_\_\_\_\_(mention period of guarantee as found under clause (ii) above plus claim period)

Dated \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

SIGNATURE OF THE BANK



Annexure J

Compliance Statement

Sl. No	Description	Complied Yes/No
1	Scope of Empanelment	
2	Empanelment procedure	
3	Instructions to the Applicants	

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

