

(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
(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. 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



CONTENTS

SI. No.	Details	Page No.
	INTRODUCTION	3
Α	ELIGIBILITY CRITERIA	3 - 4
В	SCOPE OF EMPANELMENT	5
С	EMPANELMENT PROCEEDURE	5
D	INSTRUCTIONS TO THE APPLICANTS	5 - 7
E	CHECKLIST	7 - 8
	ANNEXURE - A - COVERING LETTER FORMAT	9
	ANNEXURE - B - APPLICANT'S PROFILE	10 - 11
	ANNEXURE - C - LIST OF BANK'S CIRCLE OFFICE LOCATIONS	12
	ANNEXURE - D - SERVICE SUPPORT DETAILS	13
	ANNEXURE - E - LIST OF APPLICANT'S MAJOR CUSTOMERS IN LAST 3 YEARS AND REFERENCES	14
	ANNEXURE - F - BRANDS OF ENCODERS	15
	ANNEXURE - G - MANUFACTURER'S AUTHORIZATION FORM	16
	ANNEXURE - H - AUTHORIZATION LETTER FORMAT	17
	ANNEXURE - 1 - BANK GUARANTEE FORMAT FOR EMD	18
	ANNEXURE - J - COMPLIANCE STATEMENT	19

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





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

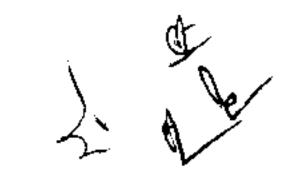
CANARA BANK, a premier Indian Public Sector Bank having Pan India presence (herein after referred as 'Bank'), invites Expression of Interest from reputed Suppliers of PC Based Encoders of various speeds for empanelment for a period of One year from the date of empanelment.

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

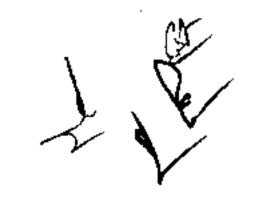
Sl	Eligibility Criteria	Documents to be submitted
No		with this EOI
1	The Bidder should have national presence with minimum experience of 5 years (upto 31/03/2011) in the activity of supply installation and maintenance of PC Based Encoders	Manufacturer / Dealer / Distributer Certificate. The registration 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)	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.
	An authorized dealer	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.





S1. 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 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.	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.





- 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.

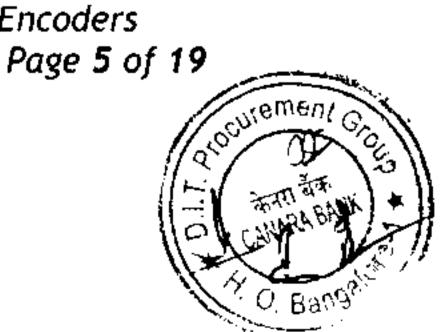
C. EMPANELMENT PROCEDURE

The vendor will be empanelled as per the following process:

- a. Vendors satisfying the eligility 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 22nd 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 16th 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, 10th 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 10th 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.
- 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.
- 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.





- 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



Offer Reference No:

ANNEXURE - A

Covering letter format

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 forefiet 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
<u>Our Bank Details</u>
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 thisday of2011
Signature
Signature of the Authorized Signatory with date & seal
Canada Danie DIT 110: Danielana - FOI fan Francisco - 4 Vandar fan DC Danielana
Canara Bank, DIT, HO: Bangalore - EOI for Empanelment of Vendors for PC Based Encoders

- Lot

Page 9 of 19



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			

SI. No.	Particulars	Details (At Page no.)
Α	Profile	
1	Name of the Applicant	
2	Status of Applicant (Company, Partnership, Prop., etc)	
_	Classification [i.e. Manufacturer (OEM), Authorized agent,	
3	dealer, others, please specify]	<u> </u>
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	
	Authorized Official with Name, Designation, Contact Phone	
14	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).	



19	Brief Financial Partic	ulars for the	last 3 financia	l years	
	Year	2009-2010	2010-2011		
	Net Profit /Loss	2007-2010	2010-2011		
	Total Turnover				
:	(PC Based				
	Encoder)				
	Revenue earned				
	from PC Based				
20	Enclose copies of Inc	ome Tax reg	istration and la	st Income Tax	·
20	clearance certificate	_	istration and ta	ist income rax	

В	Technical Experie				
1	Write up on the		-	•	
	supply, installation	•	•	•	
!	maintenance of P			•	
	covering technical	skills & cap	ability of the	company (max	
7	2 pages) Location and Addre	ace of Manuf	acturing / Ass	sembling Plant	
	Location and Addre	233 OI Mailui	acturing / Ass	sembling rant	
C	Certifications				
	Copy of ISO 9001 a	nd above. I	n respect of c	listributor /	
1	dealer ISO certifica				
	Whether blackliste			any	
2	Government agenc	ies or Banks	in India		<u></u>
D	Details of personn	el			
	No. of Employees (Permanent	/ Under Conti	ract) with	
	Deptwise break-u	, -	· –		
	Marketing, Installa		missioning, Se	rvice, Spare	
1	parts, Administrati	ve, etc]			
E	At Service Centre	s of the app	licant all ove	r India	
1	No. of skilled empl			· · · · · · · · · · · · · · · · · · ·	
2	No. of unskilled en	<u> </u>			
3	No. of engineering	<u> </u>			
4	No. of administration				
5	List of special repa		p facility ava	ilable	<u> </u>
6	Any other informat	- \ - \ \ - \	···· / ⁻		
Milhara	er applicable submit	daaumaatai	si asiidanaa ta	. taailitata waxifi	cation

Wherever applicable submit documentary evidence to facilitate verification.

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

Signature of the Authorized Signatory with date & seal



Page 11 of 19



Annexure - C

LIST OF BANK'S CIRCLE OFFICE LOCATIONS

SI. 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		
—	Gulbarga		
	Guwahati		
	Hubli		
	Hyderabad		
18	Jaipur	- 	
	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		





Annexure -D

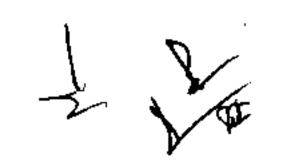
SERVICE SUPPORT DETAILS

Sl. No		_	column 3 please	Office	Number of Software engineers	No of Hardware engineers	No of Adminis tration Staff
4	2	3		F	,	7	
		3	4	5	0	/	8
	<u></u>	3	4	<u> </u>	D	/	8
		3	4	<u> </u>	D		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.



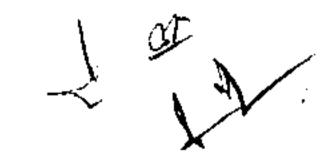


Annexure - E

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)



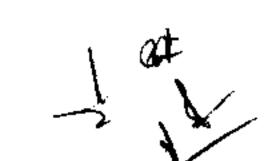


Annexure - F

BRANDS OF ENCODERS

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

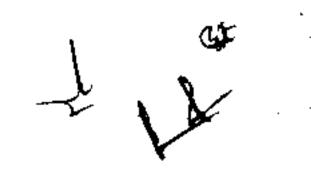
Sl No.	Items	Details
1	PC BASED ENCODERS	
	i. 30 DPM Speed	
	ii. 50 DPM Speed	
	iii. 85 /100 DPM Speed	
	iv. Any Other speed	





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

No	dated
To The Deputy Genera Asset Procurement DIT-Wing, Canara B Naveen Complex, 1 Bangalore-560 001 Karnataka	& Management Group, ank,
Dear Sir,	
Tender Reference	No.EOI 09/11-12 Dated 08.12.2011
of PC Based Encode available) having factor available) having factor bearing author Agent/Dealer) to each with you against the We hereby extend of the EOI and the	who are established and reputed manufacturers ers having speed of (mention various speeds actories at 1 and 2 rize M/s (Name and address of the offer their quotation, negotiate and conclude the contract e above invitation for tender offer. our full guarantee and warranty as per terms and conditions contract for the equipment and services offered against this er offer by the above firm.
(Name) For and on behalf of M/s	Yours faithfully
- · · · · · · · · · · · · · · · · · · ·	(Name of Manufacturers)
	f authority should be on the letterhead of the manufacturing be signed by a competent person of the manufacturer.
Canara Bank, DIT, HO	: Bangalore - EOI for Empanelment of Vendors for PC Based Encoders





ANNEXURE - H - Authorization letter format

The Deputy General Manager Canara Bank, Asset Procurement & Management Gr DIT Wing Naveen complex, 14 MG Road Bangalore - 560 001	oup
Dear Sir,	
SUB: <u>Authorization Letter for attendi</u>	ng the Bid Opening
REF: Your EOI No: 09/11-12 Dated 08.12.	.2011.
This has reference to your above Edinstallation, commissioning and maintena	OI for Empanelment of vendors for supply, ance of PC Based Encoders.
Mr. / Miss/Mrsattend the bid opening of the above organization.	is hereby authorized to e EOI onis on behalf of our
The specimen signature is attested below	v:
Specimen Signature of Representative	
Signature of Authorizing Authority	
Name of Authorizing Authority	



Annexure I

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 thehaving its Head Office atamongst others a branch/office at(hereinafter called "the Bank" are bound unto the employer for the sum of Rs(Rupeesonly) 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 or 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
Datedday of20
SIGNATURE OF THE BANK

Canara Bank, DIT, HO: Bangalore - EOI for Empanelment of Vendors for PC Based Encoders

Page 18 of 19



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.

