



(HEAD OFFICE: BANGALORE)

REQUEST FOR EXPRESSION OF INTEREST FOR EMPANELMENT OF VENDORS FOR
LAN/DATA CABLING WORK IN OUR BANK

EOI REFERENCE NO. : EOI - 02/2011-12
DATE OF EOI DOCUMENT : 10-05-2011
DATE OF PRE-BID MEETING : 17-05-2011
LAST DATE FOR SUBMISSION OF EOI : 26-05-2011 UPTO 3:00PM
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ISSUED BY : THE DEPUTY GENERAL MANAGER
CANARA BANK
ASSET PROCUREMENT & MANAGEMENT GROUP
DIT-WING, HEAD OFFICE,
NAVEEN COMPLEX, 14, M G ROAD,
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The cost of EOI document is Rs.1000/- This document can be downloaded from Bank's website www.canarabank.com. In that event, the suppliers should pay the cost of the tender document by means of DD drawn on any scheduled Bank for Rs.1000/- 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	10.05.2011 TUESDAY
2	Date of Submission of Queries for Pre Bid Meeting	01.00 PM, 14.05.2011 SATURDAY
3	Date Of Pre Bid Meeting	11.30 AM, 17.05.2011 TUESDAY
4	Date of Submission of EOI	03.00 PM, 26.05.2011 THURSDAY
5	Date of Opening of EOI	03.30 PM, 26.05.2011 THURSDAY

REQUEST FOR EXPRESSION OF INTEREST [EOI] FOR EMPANELMENT OF VENDORS FOR LAN/DATA CABLING WORK IN BANK

Canara Bank, a nationalized bank having a large network of computerized branches across the country is interested in further expanding its Local Area Network and Wide Area Network, as and when required in Head Office at J.C.Road, Department of Information Technology Wing at M.G.Road, Staff Training College at Basavanagudi, Data Center at K.R.Puram and other administrative offices at Bangalore. The corporate network is a TCP/IP network. Existing LAN solution having Fiber, UTP and Teleco cabling with various interfaces.

Canara Bank invites reputed vendors having office at Bangalore to submit their “Expression of Interest” who fulfill the eligibility criteria as given below for providing turnkey LAN/Data Cabling services.

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

Bidders with following credentials shall only respond to this invitation:

A. ELIGIBILITY CRITERIA

Sl. No	Eligibility Criteria	Documents to be submitted with this EOI
1.	The bidder may be Proprietor/ Partnership/ Ltd Company. The bidder should have Office in India and one of their Offices in Bangalore with minimum Three years’ experience (up to 31-03-2011) in doing LAN/Data cabling related business.	Manufacturer/Dealer / Distributor 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 LAN/Data Cabling items. (OR) An authorized dealer (OR) Cabling Solution provider	If the bidder is a 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 Authorized Dealer, an Authorisation letter from the leading OEMs of LAN/Data cabling to deal/market their product in India and valid as on date of EOI. If the bidder is a Cabling Solution provider, an Authorisation letter from the leading OEMs of LAN/Data cabling to deal/market their product in India and valid as on date of EOI.

3.	The Bidder should have annual turnover of Rs.25 lakhs from LAN/Data Cabling business alone for the last three financial years.	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 Three Financial Years i.e. 2007-08, 2008-09,2009-10
4.	The bidder should have implemented Network cabling solutions either fiber and/or UTP conforming to standards in the last three years FY-2008-09, FY-2009-10 and FY-2010-11 for large corporate, the Governments and Public Sector Units with at least 200 LAN points of connectivity in a single order	Proof of Orders issued by Banks, large Corporate & Public Sector units to be submitted.
5.	The bidder should have implemented Network cabling solutions either fiber and/or UTP conforming to standards during the period from 2008 to 2011 for large corporate, the Governments and Public Sector Units with at least 1000 LAN points in multiple orders	Proof of Orders issued by Banks, large corporate & Public Sector units to be submitted.

Further, all bidders will have to submit the following:

1	Non Interest EMD for ₹ 30,000/- (Refundable)	By Term Deposit for 60 days favouring 'Canara Bank EOI-Cabling' or Demand Draft favouring 'Canara Bank payable at Bangalore' or Bank Gurantee for 6 months as per Annexure VII.
2	Application fees for ₹ 1,000/- (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

1. The Empanelment would be for LAN/Data Cabling work required at Bank's Head Office, HO Annexe /Circle Offices, Data Centre in Bangalore, RSTC and other offices at Bangalore.

2. The Empanelment would be for a period of One Year. During Empanelment period, Bank will float limited tenders amongst the qualified empanelled vendors and seek responses for various requirements. Individual tender/s will contain detailed terms and conditions, instructions, location details and scope of work.
3. Bank has the right to award the work to any of the empanelled vendors, depending on the exigencies of the work / procurement and also opt for open tendering process for any particular work / procurement depending on the nature and magnitude of work / procurement.
4. During empanelment period, Bank reserves the right to de-panel, 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 tender, the Bank reserves the right to remove such vendors from the empanelled list without giving any notice to the vendor in advance. Bank's decision will be final in this regard.

C. EMPANELMENT PROCEDURE

1. 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. The empanelment will be valid for one year or till the completion of next empanelment process.
 - c. Bank may seek clarifications during evaluation if required.

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/ Power of Attorney to do so, duly affixing the company seal. Applications containing false or inadequate information are liable for rejection. (Copy of Power of Attorney or Authorization Letter from the company should be furnished along with the Bid)
2. Any alterations, erasures, overwriting, blanking out or discrepancies in figures etc may render the EOI submission invalid.
3. A pre-Bid meeting of the intending bidders will be held at **11.30 AM on Tuesday, 17th May 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 **01.00 PM on Saturday, 14th May 2011**. The Bank's reply for the pre-Bid queries will be published in our Bank's web site.

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 LAN/Data Cabling Vendors in response to EOI-02/2011-12 dated 10.05.2011”. 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 Thursday, 26th May, 2011, 03:00 PM. The responses will not be accepted directly.
5. The EOI responses should be addressed to:

**THE DEPUTY GENERAL MANAGER
CANARA BANK
ASSET PROCUREMENT & MANAGEMENT GROUP
DIT - WING, NAVEEN COMPLEX,
14, MG ROAD, BANGALORE - 560 001**
6. The EOI will be opened in the presence of the applicants on Thursday, 26th May 2011 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 03.00 PM on the immediate next working day and EOIs will be opened at 03.30 PM at the same venue on the same day. **The response not received in conformity with the above will not be evaluated.**
7. The short listed applicants will be notified in due course. Only shortlisted applicants will be invited to participate in the tender for LAN/Data Cabling works in 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.
8. 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.
9. The bidder shall furnish Earnest Money Deposit (EMD), a non-interest bearing refundable Term Deposit of ₹ 30,000/- [Rupees Thirty Thousand only] for 60 days, favouring “Canara Bank-EOI Cabling” /by way of demand draft favouring “Canara Bank” payable at Bangalore/ by way of Bank Guarantee for 6 months as per Annexure VII.
10. The EMD of the bidders will be returned on successful completion of the Empanelment process.
11. Non-submission of DD for ₹ 1000/- towards the cost of Application and EMD for this EOI will render the EOI application submitted by the vendor as rejected. While responding bidders are requested to furnish the proof in support of having implemented Network cabling solutions and have to provide the following details:

1. Manpower strength
2. Technical expertise
3. Experience of executing large projects in India in recent past with project and client details
4. Support and other services rendered
5. Technical specifications of Network cabling products.

E. CHECKLIST

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

1. Covering Letter as Per **Annexure I**
2. Applicant's Profile - **Annexure II.**
3. Write up on the Company's experience / expertise in Supply, Installation, commissioning and maintenance of LAN/Data Cabling work undertaken (max 5 pages).
4. **Three 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 ₹ **25 lakhs** from LAN/Data Cabling Business alone shall be attached.
5. 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 III.**
6. Brands of LAN/Data Cabling items-For which the Bidder is OEM/Authorized Dealer-Certificate from the principal should be enclosed in case of authorized Dealers- **Annexure IV.**
7. Authorisation Letter of the Bidders for attending the Bid opening - **Annexure V.** (to be carried by the person who is authorized to attend the Bid opening).
8. Copy of Power of Attorney or Authorization letter from the Company designating the authorized representative of the company for signing the bid document should be furnished along with the bid document.
9. Copy of the Authorization letter from the OEMs for marketing / supplying the cabling items.- **Annexure VI.**
10. Certificate of approval of ISO 9001 and above. In respect of distributor / dealer ISO certificate of the OEM.
11. A non-interest bearing refundable deposit of ₹ **30,000/-** by Term Deposit/ Demand Draft favouring Canara Bank payable at Bangalore/Bank Guarantee as per **Annexure VII.**
12. The documents in support of Eligibility Criteria, wherever required as mentioned in this EOI.

R Rajendran
Deputy General Manager

ANNEXURE - I

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,

EOI Ref: EOI 02/2011-12 DT: 10-05-2011.

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 LAN/Data Cabling work in conformity with the said EOI.

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

We enclose a Term Deposit for 60 days favouring 'Canara Bank EOI-Cabling' / Demand Draft favouring 'Canara Bank' payable at Bangalore / Bank Guarantee as per Annexure VII for ₹ 30,000/- as Non-interest bearing refundable deposit 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 LAN/Data Cabling work undertaken by us and now been completed by us and the name and addresses of our Bankers.

We also confirm that we have not been disqualified by any PSU bank for LAN/Darta Cabling related work.

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 _____.

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 II

APPLICANT'S PROFILE

Sl. No.	Particulars	Details (at Page no.)	
A	Profile		
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 LAN/Data Cabling 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 LAN/Data Cabling business alone for the last three years (certificate from Auditor).		
19	Brief Financial Particulars for the last 3 financial years		
	Year	2007-2008	2008-2009
	Net Profit/Loss		
	Total Turnover		
	Revenue earned LAN/Data Cabling Business		
20	Enclose copies of Income Tax registration and last Income Tax clearance certificate		

B	Technical Experience and Expertise	
1	Write up on the Company's experience/expertise in LAN/Data Cabling covering technical skills & capability of the company (max 5 pages)	
C	Certifications	
1	Copy of ISO 9001 and above. In respect of distributor / dealer ISO certificate of the OEM.	
D	Details of personnel	
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]	

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 found in the information submitted by us our tender is liable to be rejected.

Signature of the Authorized Signatory with date & seal

Annexure - III

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 - IV

BRANDS OF LAN/DATA CABLING ITEMS

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

Sl No.	Items	Details - Recommended for Enterprise Class Network
1	CAT 6 UTP Cable	
2	Fibre Cable & Connectors	
3	SMB	
4	Jack Panel	
5	Fiber patch panel	
6	Information Outlet	
7	Machine Crimped patch cards	
8	RJ 45 Connectors	

Signature of the Authorized Signatory with date & seal

ANNEXURE - V

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: 02/2011-12 dated 10-05-2011.

This has reference to your above EOI for Empanelment of vendors for LAN/Data Cabling work in Bank.

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

The specimen signature is attested below:

Specimen Signature of Representative

Signature of Authorizing Authority

Name of Authorizing Authority

ANNEXURE -VI

Manufacturer's Authorization Form (MOF)

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,

EOI Reference No.EOI 02/2011-12 dated 10-05-2011.

We _____ who are established and reputed manufacturers of
_____ 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 - VII

BANK GUARANTEE FORMAT FOR EARNEST MONEY DEPOSIT

To

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

WHEREAS _____(Name of Tenderer) (hereinafter called "the Tenderer" has submitted its tender dated _____ (Date) for the execution of (Name of Contract)_____ (hereinafter called "the Tender") 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 CONDITIONS of this obligation are:

- (a) If the Tenderer withdraws its Tender during the period of Tender validity specified in the Tender; or
- (b) If the Tenderer having been notified of the acceptance of his Tender by the Employer during the period of Tender validity;
 - (i) fails or refuses to execute the Agreement, if required; or
 - (ii) fails or refuses to furnish the performance security, in accordance with clause _____ of conditions of Contract.

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 of one or both of the two conditions, specifying the occurred condition or conditions.

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 & SEAL OF THE BANK