



## GENERAL ADMINISTRATION SECTION CANARA BANK CIRCLE OFFICE, MANGALORE

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

REF: CB/PECOMLR/EMPANEL/001/2025

DATE: 24 JAN 2025

This document can be downloaded from Bank's website [www.canarabank.com](http://www.canarabank.com) and also from CPP portal: [www.eprocure.gov.in](http://www.eprocure.gov.in)

ISSUED BY

Assistant General Manager,  
General Administration Section,  
Canara Bank Circle Office, Balmatta Road,  
Mangaluru - 575001  
Phone: 0824-2423469  
Email: [pecomlr@canarabank.com](mailto:pecomlr@canarabank.com)  
Website: <https://canarabank.com/>

**CONTENTS**

NOTICE INVITING APPLICATIONS FOR EMPANELMENT OFCONSULTANTS, CONTRACTORS  
SUPPLIERS AND SERVICE PROVIDERS ..... 3

GENERAL RULES AND INSTRUCTIONS TO THE INTENDING APPLICANTS ..... 5

SCOPE, COST WISE SUB-CLASSIFICATION AND ELIGIBILITY CRITERIA FOR  
ARCHITECTS/ CONSULTANTS ..... 9

SCOPE, COST WISE SUB-CLASSIFICATION AND ELIGIBILITY CRITERIA FOR  
CONTRACTORS, SUPPLIERS CUM SERVICES AND ONLY SERVICES ..... 13

APPLICATION FORMAT ..... 19

APPENDIX- I - CHARTERED ACCOUNTANTS CERTIFICATE FORMAT ..... 27

APPENDIX - II -DECLARATION REGARDING BANNING / BLACKLISTING ..... 28

APPENDIX - III - UNDERTAKING LETTER ..... 29

APPENDIX - IV - AFFIDAVIT FOR SOLE PROPRIETORSHIP OF FIRM ..... 30

APPENDIX - V - CLIENT’S CERTIFICATE ..... 31

APPENDIX - VI - DETAILS OF RELATIVES WORKING IN BANKS ..... 33

APPENDIX - VII - CERTIFICATE DENYING OWNERSHIP BY BANK EMPLOYEE ..... 34

CHECKLIST OF DOCUMENTS TO BE SUBMITTED (TO BE FILLED BY APPLICANTS)..... 35

**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, Mangalore. Areas covered under the Circle is as below:

Region	Districts/UT Covered
Mangalore	Dakshina Kannada
Puttur	Dakshina Kannada
Madikeri	Kodagu
Hassan	Hassan
Chikkamagalur	Chikkamagaluru
Davanagere	Davanagere, Chitradurga

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 Karnataka will only be considered. Regional Offices/Area covered under Circle may vary according to Bank's policy and will be binding on empanelled Architects, Consultants, Contractors and Suppliers.

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 at Balmatta Road, Mangaluru - 575001.

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	Architects
2	Civil Engineering Consultant
3	Structural Engineering Consultant
4	Electrical Engineering Consultant
5	Air-conditioning Consultant

II. Contractors:

1	Civil Engineering Works
2	Interior Furnishing Works
3	Electrical Works

III. Suppliers Cum Service Providers:

1	Air Conditioning, HVAC Equipment Supplier and Service Provider
2	Fire Fighting and Extinguishing Equipment
3	Glow Sign Board Supplier

IV. Only Service Providers:

1	Pest Control Services
---	-----------------------

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>) and the document fee of **Rs. 1000/-** in the form of Demand Draft favouring 'Canara Bank Circle Office Mangalore' payable at Mangalore, may be submitted along with the duly filled in application document. The document submitted without the prescribed fee will be summarily rejected. Any modifications, corrigendums will be uploaded in Bank's website only and will be binding on all applicants and no separate communication will be issued in this regard.

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 28.02.2025 upto 3.00 PM. The Bank reserves the right to accept or reject any or all the applications without assigning any reasons thereof.

Date: **24.01.2025**

ASSISTSANT GENERAL MANAGER

Place: MANGALORE

## 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. All Architects, Consultants, Contractors and Suppliers in the existing panel shall also apply afresh.
4. The Consultants/Contractors/Suppliers, 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.
5. 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.
6. **Documentary proof for the work orders and completion certificates and 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.**
7. The authorised person of the firm/ company shall sign in all the pages of the application with seal of the company/firm.
8. The empanelment will be made for a specific category depending on the credentials submitted. However, the applicant empanelled in higher class shall be eligible for works in the lower class.
9. The evaluation will be based on the experience, reputation, empanelment with other PSB/Government Departments/ Public Sector Undertaking/ Central Autonomous Bodies/ State Autonomous Bodies/ Financial Institutions (Scheduled Commercial Private

Bank), 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.

10. 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.

11. Applications received after the due date and time is liable for rejection.

12. The applicant must ensure compliance of all labour laws and guidelines.

13. The Applicants having their office / Sales & Service centre in the geographical jurisdiction of Karnataka State will only be preferred.

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

15. 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.

16. **The applicant should be a profit making firm for the last 3 years as on 31.03.2024.**

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

18. The applicant may be called to Circle Office for clarification in documents submitted and they may visit as per the requirement of Bank. No TA//DA will be paid in this regard.

19. MSE's (Micro and Small Enterprise) / NSIC / KVI etc. are exempted from paying the processing fee of **Rs.1000/-** for which the concerned enterprise needs to provide necessary valid certificates / documentary evidence of the said work. For MSE's, Govt. of India provision shall be considered while evaluating the tender.

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

21. Applicant should be willing to supply and install the required items at uniform rates in all our branches in the jurisdiction of Mangalore Circle without additional / differential freight charges.

22. 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 General Administration section after the empanelment process.

23. 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 on the basis of information provided, inquiries made by phone or e-mail or similar means, feedback received from other counterparts and agencies, visits made and similar methods as approved by our authorities. If anyone of the criteria is not met, application may be rejected. Decision of Bank will be final and binding to all applicants.

**24. 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.

**25. 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.

**26. 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 its 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.



**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 PSB/Government Departments/ Public Sector Undertaking/ Central Autonomous Bodies/ State Autonomous Bodies/ Financial Institutions (Scheduled Commercial Private Bank) will be preferred.
2. The firms /companies meeting the eligibility criteria and having the qualified personnel as detailed above can also apply.

**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 and including **31.12.2024** for:

- One project costing 80% of the class limit or
- Two projects costing 50% of the class limit or
- Three projects costing 40% of the class limit

- ii. The consultant should be an assessee of Income Tax, GST, etc.

Various categories and cost limits are as given below:

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
2	Civil Engineering Consultant	--	30	50
3	Structural Engineering Consultant	10	30	50
4	Electrical Engineering Consultant	10	30	--
5	Air Conditioning Consultant	10	30	--

**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 the specifications of the materials, assisting the Bank in finalizing the contractor, supervision of the works and certification of the work if sought by the Bank. The panel architect's services will also be availed for planning, designing and execution of redeveloping of Banks own buildings involving the approval for the same from the local Authorities.

**Eligibility:**

1. Graduate/ Post graduate degree in Architecture with minimum **5 years** of experience in the respective field as on **31.12.2024**.
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 Interior, Electrical, Civil and air conditioning works for administrative offices/branches of banks, financial institutions etc.
3. Architectural firms having engineering department with personnel having required qualification and meeting the other eligibility criteria can also apply.

**CIVIL 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.

**Eligibility:**

1. Graduate in Civil Engineering with minimum **5 years** of experience in planning, designing and supervision of buildings, sanitary and plumbing services and other allied works as on **31.12.2024**. 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.

**STRUCTURAL ENGINEERING CONSULTANT:**

**Scope:** 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 specialisation (Post Graduation) in Structural Engineering having minimum **5 years** of post-qualification experience in planning, designing and supervision of buildings as on **31.12.2024**.
2. 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 CONSULTANTS:**

**Scope:** The services of Electrical consultants will be used for planning and execution of the electrical works for the Bank offices including procurement of electrical equipments like Diesel Generators, Transformers and other allied items, UPS/inverters/stabilizers, renewable energy (rooftop solar power plants), lift & elevators, electrical auditing, energy audit, power enhancement and coordinating/ liasoning with State Electricity board/ DISCOMs and their subsidiaries (If any) & such other local authorities.

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 **31.12.2024**.
2. Shall possess Karnataka State electrical supervisor license issued by State Electrical Inspectorate.
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 etc.

**AIR-CONDITIONING CONSULTANTS:**

**Scope:** The services of Air-conditioning consultants will be used by the Bank for planning, designing and supervision of the Air-conditioning works of the Bank offices.

**Eligibility:**

1. Graduate in Electrical/Mechanical/refrigeration engineering with minimum **5 years** of experience in the air-conditioning field as on **31.12.2024**.
2. Should have experience in planning, designing and supervising of air-conditioning works for computerized environment using split/ ductable splits/ VRF/package units /chiller plant etc.

**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.50.00 lacs, Civil works costing up to Rs.50.00 lacs, Electrical works upto 30 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 providing consultancy services for PSB/Government Departments/ Public Sector Undertaking/ Central Autonomous Bodies/ State Autonomous Bodies/ Financial Institutions (Scheduled Commercial Private Bank) 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: -

Sl. No	Category	Value of The Works Upto Which The Contractor can Participate (Amount In Lakhs)			
		Class- D	Class- C	Class- B	Class- A
<b>Contractors</b>					
1	Civil Engineering Works	1	10	30	50
2	Interior Furnishing Works	1	10	30	50
3	Electrical Works	1	10	30	-
<b>Suppliers cum Service Providers</b>					
1	Air Conditioning, HVAC Equipment Supplier and Service Provider	-	5	25	-
2	Fire Fighting and Extinguishing Equipment	-	5	10	-
3	Glow Sign Board Suppliers	1	5	10	-
<b>Service Providers</b>					
1	Pest Control Services	1	5	-	-

General Conditions:

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

- i. The applicant should have undertaken works in PSB/Government Departments/ Public Sector Undertaking/ Central Autonomous Bodies/ State Autonomous Bodies/ Financial Institutions (Scheduled Commercial Private Bank) during last 5 years prior to **31.12.2024**:

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. **GST registration is not mandatory for applicants of Class D category.**
- 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 **31.03.2024.**
- iv. The Suppliers should be original manufacturers/ Suppliers of the items having wide dealer and service network in the geographical Jurisdiction of Karnataka State. 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 & C)

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.

### **CONTRACTORS**

#### **CIVIL ENGINEERING 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 **31.12.2024** 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 PSUs, Govt. Institutions, PSBs and financial Institutions (Scheduled Commercial Private Bank). He should have executed at least two similar work costing not less than Rs. 40,000.00 during the last one year as on **31.12.2024.**
- 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 (Scheduled Commercial Private Bank) during last 5 years prior to 31.12.2024.

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

**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 31.12.2024 in furnishing works including repairs / renovation / remodeling of partitions, paneling, false ceiling, furniture, counters for branches / offices of any PSUs, Govt. Institutions, PSBs and financial Institutions (Scheduled Commercial Private Bank). He/she should have executed at least two similar work costing not less than Rs.40, 000/- during the last one year as on 31.12.2024.

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, paneling, 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 (Scheduled Commercial Private Bank) or other reputed firms during last 5 years prior to 31.12.2021.

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, paneling, false ceiling, cavity flooring, storage units, furniture and fabricated workstations and other allied works for furnishing of our bank branches.

**ELECTRICAL CONTRACTORS:**

**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 any PSUs, Govt. Institutions, PSBs and financial Institutions (Scheduled Commercial Private Bank) prior to 31.12.2024. He should have completed at least two similar works costing not less than Rs.40,000/- during the last one year as on 31.12.2024.

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 (Scheduled Commercial Private Bank) during last 5 years prior to 31.12.2024.

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 obtaining of additional power load, breakdown repair, interior wiring for computerized office environment and other allied works including data cabling 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 regulatory authorities/ DISCOMs etc.

### **SUPPLIERS CUM SERVICE PROVIDERS**

#### **AIR CONDITIONING, HVAC EQUIPMENTS:**

**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 etc 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 service centers at Karnataka. (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).

**GLOW SIGN BOARD:**

**Eligibility:** The suppliers should have minimum 5 years' experience in supply and installation of signages 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 (Scheduled Commercial Private Bank)/ 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.

**Class D:** The contractor intends to be empaneled under Class-D should have minimum two years' experience prior to **31.12.2024** in repair and maintenance of glow sign board of branches, Non Lit Boards, Name Boards and various other Bank Signage etc. He should have completed at least two similar works costing not less than Rs.40, 000/- during the last one year as on **31.12.2024**.

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

**SERVICE PROVIDERS**

**PEST CONTROL SERVICES**

**Scope:** The scope of work includes undertaking various Pest Control Activities such as insect/pest control, Anti-termite, Rodent control, Mosquito, cockroach, red ant & black ant, bedbugs, lizard, etc. control in various Branches/ residential quarters/ Offices of Bank throughout the jurisdiction of Mangalore Circle Office as required from time to time. They should have qualified team with latest technologies.

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

- i. The service provider who intends to apply for Class-D (petty works) should have two years' experience of successfully completing pest control services for all types of insects, rodents and snakes prior to 31.12.2024. He should have completed at least TWO similar works costing not less than Rs.40, 000/- during the last one year as on 31.12.2024.
- ii. The service provider who intends to apply for Class -C should have minimum 5 years' experience prior to 31.12.2024 in Pest Control services for all types of insects, rodents and snakes and should have completed servicing as per eligibility criteria.

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

The service provider should get the PAN number from Income Tax Authorities and GST number from Goods and Services Tax Department within 6 months from the date of empanelment failing which, they will not be allowed to quote for any further works.

**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	Service Provider

Sl. No.	TYPE OF WORK	CLASS			
		D	C	B	A
<b>I</b>	<b>CONSULTANT / ARCHITECT</b>				
1	Architects	-	-	30	50
2	Civil Engineering Consultant	-	-	30	50
3	Structural Engineering Consultant	-	10	30	50
4	Electrical Engineering Consultant	-	10	30	-
5	Air-conditioning Consultant	-	10	30	-
<b>II</b>	<b>CONTRACTORS</b>				
1	Civil Engineering Works	1	10	30	50
2	Interior Furnishing Works	1	10	30	50
3	Electrical Works	1	10	30	-
<b>III</b>	<b>SUPPLIER CUM SERVICE PROVIDERS</b>				
1	Air Conditioning, HVAC Equipment Supplier and Service Provider	-	5	25	-
2	Glow Sign Board Supplier	1	5	10	-
<b>IV</b>	<b>ONLY SERVICE PROVIDERS</b>				
1	Pest Control Services	1	5	-	-

**APPLICATION FORMAT**

**APPLIED FOR EMPANELMENT OF:**

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

(Category: Consultant/Contractors  
/Suppliers/Service Providers)

**Type of work:**

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

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

**Demand Draft Details:**

DD number: \_\_\_\_\_ Amount: Rs. \_\_\_\_\_ Issuing Bank: \_\_\_\_\_

**Class applied for (Tick applicable):**

**A / B / C / D**

1. Name of the

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

Organisation:

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

Address:

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

(Proof of office as per

Eligibility criteria to  
be attached as

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

Annexure - A)

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

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

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

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

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

Telephone Nos

Office :

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

Residence :

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

Mobile :

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

Others :

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

E-Mail :


1. a) Status of the Firm & Year of Establishment :

(Whether company (Pvt Ltd or Public Ltd)/ Partnership firm/ Proprietary/ Society)

**(Please enclose copy of partnership deed/Articles of Association/Memorandum of Association/Affidavit\* as Annexure -B)**

[\*Affidavit (as in Appendix - IV) in case of sole Proprietorship]

b) Name of the Proprietor/ Partners/Directors (With professional qualification, if any):

**(Please enclose documentary evidence as Annexure -C. ID Proof also to be attached)**

(i)

(ii)

(iii)

(iv)

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).

(Please Attach Proof as Annexure - I)

Sl. No.	Financial Year	Assessment Year	Turnover (in lacs)
1	2023-2024	2024-2025	
2	2022-2023	2023-2024	
3	2021-2022	2022-2023	
		Average	

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

Name of The Organisation	Nature of Works/ Category	Value of Works / Class	Date of Registration/ Validity

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

(Please enclose documentary evidence as Annexure -K)

1)

2)

3)

7. Key personnel permanently employed in your organization:

(Please enclose documentary evidence as Annexure -L)

Sl No	Name	Qualifications	Experience	Particulars of work done	Employed in your firm since	Mobile No / Contact No:
1.						
2.						
3.						
4.						

8. Details of the qualifying works executed:

(Please enclose documentary evidence as Annexure -M)

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								
3								

**Note:**

- Copies of satisfactory completion certificate obtained from the client shall be enclosed. Please mention only such works which qualifies for eligibility criteria and attach proof (Work order and completion certificates).
- For works executed in Financial Institutions (Scheduled Commercial Private Bank) attach Client Certificate as per Appendix V in sealed cover along with proof of TDS deducted.



**9. Banker's details:**

- a. Name of Bank, Full address, telephone number and E-mail
- b. Account Number & Type
- c. IFS Code

**(Please enclose documentary evidence as Annexure -N)**

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

- 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 - P.**

<b>Name of The Official</b>	<b>Designation</b>	<b>Organisation &amp; Address</b>	<b>Contact Numbers</b>

**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 - Q.**

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

13. Copy of license from Electrical Inspectorate for electrical contractors/Council of Architecture in case of Architects/Membership license for Structural Consultant/Authorised Converter certificate for signage/other required certificates for each category applied for **(Please attach proof as Annexure - R)**

14. Letter of Authorisation (Valid during period of applications) from dealers **(For Suppliers)**  
**(Please attach proof as Annexure - S)**

15. Details of Solvency Certificate **(Attach as Annexure - T)**

- 1.
- 2.
- 3.

#### D E C L A R A T I O N

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

**APPENDIX- I - CHARTERED ACCOUNTANTS CERTIFICATE FORMAT**

(In Letter Head of Auditor Firm)

No.

Date:

To

The Assistant General Manager,  
General Administration Section,  
Canara Bank Circle Office,  
Mangalore.

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)
2023-2024	2024-2025		
2022-2023	2023-2024		
2021-2022	2022-2023		

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.

**APPENDIX - II -DECLARATION REGARDING BANNING / BLACKLISTING**

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

To,  
The Assistant General Manager,  
General Administration Section,  
Canara Bank Circle Office,  
Mangalore.

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

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, Public Sector Banks 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**

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

To  
The Assistant General Manager,  
General Administration Section,  
Canara Bank Circle Office,  
Mangalore.

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.

Also, we M/s \_\_\_\_\_ hereby confirm that the following clause is understood and I hereby declare to submit separate application if I intend to apply for separate categories.

“The Consultants/Contractors/Suppliers, 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.”

Signature of tenderer

**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 Divisional Manager or equivalent

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

Reports must be submitted in sealed cover addressed to:-

The Assistant General Manager,  
General Administration Section,  
Canara Bank Circle Office, Balmatta Road, Mangaluru - 575001



**APPENDIX - VI - DETAILS OF RELATIVES WORKING IN BANKS**

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

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

Mention "NIL" if not applicable.

Signature of the Applicant

**APPENDIX - VII - CERTIFICATE DENYING OWNERSHIP BY BANK EMPLOYEE**

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

To  
The Assistant General Manager,  
General Administration Section,  
Canara Bank Circle Office,  
Mangalore.

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		

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

17	Annexure - Q		
18	Annexure - R		
19	Annexure - S		
20	Annexure - T		
21	Appendix - I		
22	Appendix - II		
23	Appendix - III		
23	Appendix - IV		
24	Appendix - V (Along with work order, completion certificates of respective works with proof of TDS deducted)		
25	Appendix - VI		
26	Appendix - VII		
27	Have you mentioned the category for which you have applied in the application form?		
28	Have you signed in all the sheets of tender document?		
29	Whether MSE/ NSI/ KIV certificates and documents enclosed?		
30	Whether address proof for office in Karnataka state enclosed?		
31	Whether copy of brochures and handouts of products (for equipment suppliers only) enclosed?		
32	Whether all annexures and appendices as applicable are attached		