

DOCUMENT FOR
EMPANELMENT OF
ARCHITECTS
CONSULTANTS / CONTRACTORS / SUPPLIERS / VENDORS ETC

FOR THE YEAR 2024-2025

Premises & Estate Section
Head Office, 112 J C Road
Bengaluru - 560 002

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CANARA BANK
PREMISES & ESTATE SECTION
HEAD OFFICE, 112 J C ROAD
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NOTICE INVITING APPLICATIONS FOR EMPANELMENT

OF

ARCHITECTS/CONSULTANTS, CONTRACTORS, SUPPLIERS/VENDORS

1. Applications are invited in the prescribed format for empanelment of Architects, Civil/ Structural Consultants, Electrical Consultants, Civil Contractors, Electrical Contractors, Electrical Fixtures, Fittings and Equipments Suppliers, Furnishing Contractors, Water Proofing Contractors, Office Furniture/ Modular Furniture Suppliers, Air-Conditioning Suppliers and Service providers, Glow Sign Board Vendors, UPS Suppliers and Service providers, Multipurpose photocopier machine suppliers and service providers, Automatic Door Service Providers, Electronic gadgets suppliers and service providers, Public Addressing System suppliers and service providers, Agencies providing labours for miscellaneous activities at HO building, Pest Control Services, Fire Alarm Systems, Fire Extinguishers, Security Items suppliers, Private Security Services Agencies for various works coming within the jurisdiction of Canara Bank Head Office .

For details log on to Bank Website <http://www.canarabank.com/> or contact at the above office.

Existing empanelled Architects / Consultants / Contractors / Suppliers & Vendors / Service Providers etc need not apply afresh. However those who want to upgrade their category may submit fresh applications. The existing vendors will be reviewed before empanelling them for the year 2024-2025.

Details of Categories

- 01) Consultants :**
- a) Architects
 - b) Civil/Structural Consultants
 - c) Electrical Consultants
 - d) Electrical Auditor

02) Contractors :

- a) Civil contractors
- b) Electrical contractors
- c) Furnishing contractors
- d) Water Proofing Contractors
- e) Glow Sign Board Vendors

03) Suppliers/ Vendors :

- a) Air-conditioners suppliers and service providers
- b) Office furniture/ Modular furniture suppliers
- c) Electrical Fixtures, Fittings and Equipments suppliers
- d) UPS suppliers and service providers
- e) Multipurpose photocopier machine suppliers and service providers
- f) Electronic gadgets suppliers and service providers
- g) Public Address system suppliers and service providers
- h) Fire Alarm Systems suppliers and service providers
- i) Fire Extinguishers suppliers
- j) Security items suppliers and service providers

04) Only Service Providers :

- a) Automatic door service providers
- b) Pest control services
- c) Landscaping services
- d) Labor suppliers for miscellaneous activities, shifting items at HO building
- e) Private Security Services Agency

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 architects, consultants, contractors, suppliers/ vendors and service providers may collect the **“Document for empanelment”** from the above office on all working days from 14.05.2024 to 04.06.2024 10:00 AM to 05:00 PM by paying **non-refundable** fee of **Rs. 590/-** (Five Hundred Ninety only) by way of Demand Draft favouring **“Canara Bank Head Office” Payable at Bengaluru.**

Alternatively, the document can also be down loaded from the website of Bank namely <http://www.canarabank.com/> from 14.05.2024 to 04.06.2024 and the document fee of **Rs 590/-** (Five Hundred Ninety only) in the form of Demand Draft favouring ‘Canara Bank Head Office’ payable at Bengaluru, may be submitted along with the duly filled in application document. The document submitted without the prescribed fee will be summarily rejected. Applicants

who have already paid Rs 590/-, while purchasing the application directly from the above mentioned office of Bank, need not enclose DD while submitting the filled application form.

MSEs are exempted from paying application fee/cost, EMDs. For getting the benefits in case of MSE firms, shall submit relevant documents such as valid MSE registration Certificates and exemption certificate from relevant authorities.

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 Name)' and shall be submitted to the above mentioned office of CANARA BANK on or before 05.06.2024 up to 03:00 PM

Separate application forms are to be submitted for different categories.

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

Date: 14.05.2024

ASST. GENERAL MANAGER

GENERAL RULES AND INSTRUCTIONS TO THE INTENDING APPLICANTS

1.0. The empanelment of Consultants, Contractors, Suppliers and Service Providers are proposed for the Civil, Electrical, Interior works and other allied works of routine nature in our offices coming within the jurisdiction of Canara Bank Head Office. Generally, the routine works of the Bank are awarded/procurements are made on calling competitive tenders/quotations from the empanelled contractors/suppliers. However, the Bank has the right to award the work/procure supply from any of the empanelled agencies, depending on the exigencies of the work and also opt for open tendering process for any particular work, depending on the nature & magnitude of the work.

2.0. This document consists of the following:

- 2.1. Notice inviting applications for empanelment of consultants, contractors, suppliers/vendors and Service providers.
- 2.2. General rules and instructions to the intending applicants.
- 2.3. Scope, cost wise sub-classification and eligibility criteria for each category.
- 2.4. Application format for empanelment.

3.0. The complete document as detailed above, complete in all respects, should be submitted by the intending applicants within the stipulated date and as per the instructions given in the Notice inviting applications. 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 Annexure 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.

The checklist given along the application should be duly filled up and should be submitted along with applications. The applications without checklist are liable for rejection.

4.0. The Consultants/Contractors/Suppliers/Service Providers, who intend to apply for more than one category, have to apply for each category using separate application forms.

5.0. 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.

6.0. Documentary proof with respect to the details furnished in the application form regarding eligibility criteria shall be furnished along with the application form. In this regard, copies of the work order and completion certificate and/or such documents shall be submitted. Incomplete applications or applications without proper proofs for establishing their credentials will be summarily rejected and no correspondence will be entertained in this regard.

7.0. If the application is made by a partnership firm, a certified copy of the partnership deed, current address of the firm and the full names and current addresses of all the

partners of the firm shall also accompany the application.

8.0. If the application is made by a limited company, it shall be signed by a duly authorized person holding the power of attorney for signing the application in which case certified copies of the power of attorney and the certification of incorporation, Memorandum of Articles of Association shall accompany the application.

9.0. The empanelment shall be made for a specific category as per the application received supported by documentary proofs. For different category the applicant has to apply using separate application form.

10.0. The evaluation will be based on the experience of the consultants/ contractors / suppliers/ service providers and their financial capabilities and may also include inspecting the works furnished by them for which, necessary co-ordination shall be made by them. Based on the details furnished and inspection of works, eligibility criteria, the consultants/ contractors/ suppliers/ service providers will be empanelled. Decision of the Bank regarding selection / rejection for empanelment will be final and binding and no further correspondence will be entertained. Only the empanelled contractors will be informed by post.

11.0. 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.

12.0. Applications received after the due date and time is liable for rejections.

13.0. The consultants/contractors/suppliers/service providers having their office in the Karnataka state will only be considered. The empanelment shall be valid up to one year from the date of issue of empanelment letter under normal circumstances provided there is no disciplinary/ de-empanelment clause raised against them.

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

SCOPE, COST WISE SUB-CLASSIFICATION AND ELIGIBILITY CRITERIA FOR CONSULTANTS

A.SCOPE-OF-WORK

The scope of work for the **Architectural Consultants** include designing interior layout plans for the offices of the Bank, providing the specifications of the materials, assisting the Bank in finalizing the contractor and supervision of the interior works ,if sought by the Bank. Some time the panel architects services will also be availed for planning, designing and execution of extension of Banks own buildings involving the approval for the same from the local Authorities.

The services of **Civil Engineering/Structural consultants** will be used for planning, estimation and execution, maintenance of Civil works of Bank's own buildings, measurement of carpet area of the Branch/office premises.

The services of **Electrical consultants** will be used for planning and execution of the electrical works for the Bank branches/offices including procurement of electrical equipments like Generators, UPS, Transformers and other allied items.

The services of **Electrical Engineering Auditors** will be used by the Bank for electrical audit & related works

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.70.00 lakhs, Civil works costing up to Rs.100.00 lakhs, Electrical works & Air-conditioning works up to Rs.50.00 lakhs. However, the Bank has right to avail the services of any consultant from out side the panel depending on the circumstances.

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.

CATEGORY	UPTO WHICH THE CONSULTANTS CAN PARTICIPATE (AMOUNT IN LAKHS)			
	Class D	Class C	Class B	Class A
1) ARCHITECTS	10.00	20.00	40.00	70.00
2) CIVIL ENGG. / STRUCTURAL CONSULTANTS	10.00	30.00	50.00	100.00
3) ELECTRICAL WORKS	5.00	10.00	30.00	50

Eligibility:

The consultant should have the following minimum eligibility criteria:

- i) The consultant should have provided consultancy services for similar works:
For one project costing 80% of the class limit **or**
For two projects costing 50% of the class limit **or**
For three projects costing 40% of the class limit
during the last five years as on 31.12.2023.
- ii) The consultant should be an assessee of Income Tax, Service tax, etc.
- 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. Applicant should submit copies of Audited/ Provisional Balance Sheets and tax return receipts. Solvency Certificate (not older than 6 months from the date of release of empanelment) of value of category applied for is to be mandatorily enclosed.

iv) For Class- D & Others

The applicant should have the following minimum eligibility criteria :

The applicant should have undertaken works in Government departments/ public sector undertaking/ central autonomous bodies/ state autonomous bodies/ financial institutions and other reputed private firms during last 2 years as on 31.12.2023

The applicant should be an assessee of Income Tax. Should submit copy of the Income Tax PAN with valid registration number. Also, the applicant, if registered, should submit copy of the GST registration certificate.

ARCHITECTS

- Graduate/Post Graduate diploma in Architecture/Civil Engineering with minimum 5 years of experience in the respective field as on 31.12.2023. The Architects with specialization in Interior designing will be preferred.
- The Architect must have registered with the council of Architecture and have experience in designing and supervising interior works for the Banks/ Financial Institutions/software companies with lighting details, electrical, data-cabling and Air-conditioning layouts.

CIVIL ENGG/ STRUCTURAL CONSULTANTS

- Graduate in civil/structural Engineering with minimum 5 years of experience in the respective field as on 31.12.2023.
- The Civil Engg Consultant with post graduation in structural Engineering with experience in repairs and rehabilitation of the structures will be preferred. They should have experience in planning, designing and supervision of major repair works including water proofing works of buildings.

ELECTRICAL CONSULTANTS

- Graduate in Electrical Engineering with minimum 5 years of experience in the respective field as on 31.12.2023.
- Should have experience in planning, designing and supervising of electrical works like Office automation related Electrification works/LT/HT substation installation works generators/ motors/ UPS/ lifts/ Air-Conditioning/ conducting Electrical Audits or such other related works of at least:
- Applicants having Energy Auditor's / Energy Manager's licence issued by the relevant Govt. Authorities will be preferred.

ELECTRICAL ENGINEERING AUDITORS (BEE CERTIFIED) :

- Graduate in Electrical engineering with minimum 5 years of experience in the electrical auditing field as on 31.12.2023.
- The Auditor must be Bureau of Energy Efficiency (BEE) Certified and should have experience in conducting electrical audit for the Banks, Financial Institutions and other reputed organisation/s.
- Electrical firms having engineering department with personnel having required qualification and meeting the other eligibility criteria can also apply.

SCOPE, COST WISE SUB-CLASSIFICATION AND ELIGIBILITY CRITERIA FOR CONTRACTORS

A. SCOPE OF WORK:

The scope of work of **Contractors for Interior works** mainly involves erection of partitions, counters, paneling, false ceiling, cavity flooring, furniture and fabricated workstations and other allied works for furnishing of branches and offices of the Bank.

The panel of **Civil Engineering Contractors** will be mainly used for 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) and other allied works for branches, Bank owned residences and offices of the Bank.

The panel of **Electrical Contractors** will be mainly used for internal and external electrification, associated cabling, earthing, wiring for air-conditioners, UPS, liaisoning with BESCO or other state electricity board for obtention of additional power, breakdown repairs and other allied works for various branches/ offices of the Bank.

The scope of work of the **Fire detection and alarm contractors** mainly involves supply, installation, testing and commissioning of fire detection and alarm system for various branches / Offices of the bank.

B. COST WISE SUB-CLASSIFICATION:

It is proposed to classify each category of contractors depending on their past performance, technical and financial capabilities of the contractor. The contractors empanelled under lower class/category will not be eligible to participate for the works of higher class/category. However, the contractors classified under higher class can participate for works under lower class.

CATEGORY	UPTO WHICH THE CONTRACTORS CAN PARTICIPATE (AMOUNT IN LAKHS)			
	Class D	Class C	Class B	Class A
1) INTERIOR FURNISHING WORK	1.00	10.00	30.00	50.00
2) CIVIL ENGG. WORKS	1.00	10.00	30.00	50.00
3) ELECTRICAL WORKS	1.00	10.00	30.00	50.00
4) WATER PROOFING WORKS	1.00	2.00	10.00	20.00
5) GLOW SIGN BOARDS	1.00	2.00	10.00	20.00

FURNISHING

- The contractor who intends to apply for Class-D (petty works) should have minimum two years' experience prior to 31.12.2023, in furnishing works including repairs/renovation/remodeling of partitions, paneling, false ceiling, Furniture's, counters for branches / offices of a Bank, reputed private organizations or financial Institution. He should have executed at least one single similar work costing not less Rs.20000.00 during the last one year.
- 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's, work stations, counters for branches/ offices of a **Bank/ Government departments/public sector undertaking/central autonomous bodies/state autonomous bodies/financial institutions or other reputed firms** during last 5 years prior to 31.12.2023:
 - a) Three similar completed works costing not less than the amount equal to **40%** of the cost limit in the respective Class **OR**
 - b) Two similar completed works costing not less than the amount equal to **50%** of the Cost limit in the respective Class **Or**
 - c) One similar completed work costing not less than the amount equal to **80%** of the cost Limit in the respective Class.
- Except for Class-D, the contractors for other classes should
 - a) Be an assessee of Income Tax and should have registered with Goods and Services Tax department. Submit income tax clearance certificate or copy of the income tax returns and Goods and Services tax registration certificate with valid registration number.
 - b) Have well established work shop for preparing the furnishing/ furniture items at Karnataka
 - c) Have the average annual financial turnover of at least two times the cost limit in the respective class during last 3 years ending with 31.03.2024.
 - d) Submit Solvency certificate from Nationalized/ scheduled bank issued within one year for an amount equal to the cost limit in the respective category.

CONTRACTORS FOR CIVIL/WATER PROOFING WORKS

1. The contractor intends to be empanelled under Class-D should have minimum two years experience prior to 31.12.2023 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, residences and offices of any Banks, reputed private organization and financial Institutions. He should have executed at least one single similar work costing not less Rs.20000.00 during the last one year.

2. 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, residences and offices of the Bank / Government departments/public sector undertaking/central autonomous bodies/state autonomous bodies/financial institutions during last 5 years prior to 31.12.2023.

- a) Three similar completed works costing not less than the amount equal to 40% of the cost limit in the respective Class **OR**
- b) Two similar completed works costing not less than the amount equal to 50% of the Cost limit in the respective Class **Or**
- c) **One similar completed work costing not less than the amount equal to 80% of the cost Limit in the respective Class**

3. Except for Class-D, the contractors for other classes should

- a. Have well-established office in the respective centre with adequate engineering staff.
- b. Be an assessee of Income Tax and should have registered with Goods and Services Tax department. Submit income tax clearance certificate/copy of the income tax returns and Goods and Services tax registration certificate with valid registration number.
- c. Have the average annual financial turnover of at least two times the cost limit in the respective class during last 3 years ending with 31.03.2024.
- d. Submit solvency certificate from Nationalized/ scheduled bank issued within one year for an amount equal to the cost limit in the respective category.

ELECTRICAL CONTRACTORS

- Contractors who intends to apply for Class-D (petty works) should have wireman license issued by the Electrical Inspectorate and have the 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 / offices of a bank during the last two years prior to 31.12.2023. He should have completed at least one similar single work costing Rs.20000.00 during the last one year.
- The electrical contractors who apply for Class - A, B & C Should have valid A-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/offices of Bank/Government departments/public sector undertaking/central autonomous bodies/state autonomous bodies/financial institutions during last 5 years

ending with 31.12.2023 as under:-

- a) Three similar completed works costing not less than the amount equal to **40%** of the cost limit in the respective class **OR**
- (b) Two similar completed works costing not less than the amount equal to **50%** of the cost limit in the respective class **OR**
- (c) One similar completed work costing not less than the amount equal to **80%** of the cost limit in the respective category.

- Except for Class-D, the contractors for other classes should

- a) Have well-established office in the respective centre with adequate Engineering staff
- b) Be an assessee of Income Tax and should have registered with Goods and Services Tax Department. Submit Income Tax clearance certificate/copy of the income tax returns and Goods and Services tax. Registration certificate with valid Registration number.
- c) Have the average annual financial turnover of at least two times the cost limit in the Respective class during last 3 years ending with 31.03.2024.
- d) Submit solvency certificate from Nationalized /Scheduled bank issued within one year for an amount equal to cost limit in the respective class.

GLOW SIGN BOARDS CONTRACTORS

- Contractors who intends to apply for Class-D (petty works) should have minimum two years experience prior to 31.12.2023 in fabricating and supplying Glow Sign Boards at various branches or offices of Bank/Government departments/public sector undertaking/central autonomous bodies/state autonomous bodies/financial institutions. He should have executed at least one single similar work costing not less Rs.20000.00 during the last one year.
- The Glow Sign Board contractors who apply for Class - A, B & C should have the experience of successfully completed fabrication and supply of Glow Sign Boards of following quantum of works for branches/offices of Bank/Government departments/public sector undertaking/central autonomous bodies/state autonomous bodies/financial institutions during last 5 years ending with 31.12.2023 as under:-
 - a) Three similar completed works costing not less than the amount equal to **40%** of the cost limit in the respective class **OR**
 - (b) Two similar completed works costing not less than the amount equal to **50%** of the cost limit in the respective class **OR**
 - (c) One similar completed work costing not less than the amount equal to **80%** of the cost limit in the respective category.
- Except for Class-D, the contractors for other classes should

- a) Have well-established office in the respective centre with adequate Engineering staff
- b) Be an assessee of Income Tax and should have registered with Goods and Services Tax Department. Submit Income Tax clearance certificate/copy of the income tax returns and Goods and Services tax. Registration certificate with valid Registration number.
- c) Have the average annual financial turnover of at least two times the cost limit in the Respective class during last 3 years ending with 31.03.2024
- d) Submit solvency certificate from Nationalized /Scheduled bank issued within one year for an amount equal to cost limit in the respective class.

Note:

All class of contractors must be Income Tax Assessee. The contractors empanelled under Class-D also 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.

SCOPE, COST WISE SUB-CLASSIFICATION AND ELIGIBILITY CRITERIA FOR SUPPLIERS/ VENDORS AND SERVICE PROVIDERS

The general eligibility criteria and cost wise sub-classification for the suppliers and service providers of Air-conditioners, Office furniture/ Modular furniture, Electrical Fixtures, Fittings and Equipments supplier, UPS vendors, Multipurpose photocopier machine vendors, Electronic gadgets, Public Address system supplier , Fire alarm vendors, Fire extinguishers suppliers, Security Items supplier vendors is as under:-

- The vendors applying for class-D should have minimum 2 years experience of supplying and servicing the respective product of worth not less than Rs. 75000.00 prior to 31.12.2023 and should have at least one single similar work costing not less Rs.20000.00 during the last one year.
- The vendors applying for class A, B & C should have minimum 5 years experience of supplying and servicing the respective product and should have undertaken work as under:-

- (a) Three similar completed works costing not less than the amount equal to **40%** of the cost limit in the respective class **OR**
- (b) Two similar completed works costing not less than the amount equal to **50%** of the cost limit in the respective class **OR**
- (c) One similar completed work costing not less than the amount equal to **80%** of the cost limit in the respective category.

Cost wise sub-classification for the vendors in the category Suppliers and Service Providers is as under:-

	COST WISE SUB-CLASSIFICATION (AMOUNT IN LAKHS)			
	CLASS D	CLASS C	CLASS B	CLASS A
SUPPLIERS & SERVICE PROVIDERS	1.00	5.00	10.00	25.00

- Except for Class-D, the contractors for other classes should
 - a) Have well-established office in the respective centre with adequate support staff.
 - b) Be an assessee of Income Tax and should have registered with Goods and Services Tax Department. Submit Income Tax clearance certificate/copy of the income tax returns and Goods and Services tax. Registration certificate with valid Registration number.
 - c) Have the average annual financial turnover of at least two times the cost limit in the Respective class during last 3 years ending with 31.03.2024.
 - d) Submit solvency certificate from Nationalized /Scheduled bank issued within one year for an amount equal to cost limit in the respective class.

Note

All class of vendors must be Income Tax Assessee. The vendors empanelled under Class-D also 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.

SCOPE AND ELIGIBILITY CRITERIA FOR SERVICE PROVIDERS

AUTOMATIC DOOR SERVICE PROVIDERS

- a) The service provider should have minimum 2 years experience of servicing automatic doors and should have completed servicing worth not less than Rs. 75000.00 prior to 31.12.2023 and should have at least one single similar work costing not less Rs.20000.00 during the last one year.

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.

PEST CONTROL SERVICES

- The service provider should have minimum 3 years experience in Pest Control service for all types of insects, rodents and snakes and should have completed servicing worth not less than Rs. 500000.00 and should have at least one single similar work costing not less Rs.50000.00 during the last one year prior to 31.12.2023.

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.

LANDSCAPING SERVICES

- The service provider should have minimum 3 years experience in landscaping services of area not less than 10,000 Sft and should have completed landscaping work worth not less than Rs. 500000.00 and should have at least one single similar work costing not less Rs.50000.00 during the last one year prior to 31.12.2023.

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.

LABOUR SUPPLIERS FOR MISCELLANEOUS ACTIVITIES

- The service provider should have minimum 3 years experience in providing labours and should have completed manual work worth not less than Rs. 500000.00 and should have completed work costing not less than Rs.100000.00 during the last one year prior to 31.12.2023.

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.

PRIVATE SECURITY SERVICES AGENCIES

1. For empanelment or short-listing of Private Security Agencies (PSA), the following criteria shall be applied. For this purpose PSAs shall submit proof documents along with the tender and PSAs not submitting proof documents and/or not conforming to any of these parameters will not qualify for short listing:

- a. **PSAs should be either registered companies or registered partnership firms for providing security guards services.**
- b. PSAs should have obtained a license in accordance with section 4 and 7 of the Private Security Regulation Act 2005, Karnataka Private Security Agencies Rules, 2008.
- c. Registration with Directorate General of Resettlement will be given preference.
- d. PSAs should have **their own PSARA accredited infrastructure** for providing training to guards or shall have tie up with any such agencies for the same.
- e. PSA should have minimum 5 years experience in supplying Security Guards for various organizations and as on 31.12.2023 should have minimum 100 security guards deployed in Bengaluru.

- f. PSAs should have credible Supervisory Infrastructure and network.
 - g. PSAs should be an Income Tax assessee and should have submitted IT returns for the **last three years**.
 - h. PSAs should have audited Profit & Loss Accounts for the past three years and the average turnover of the PSA in the last three years should not be less than 100.00 Lakhs every year.
 - i. PSAs should have Registration under Shops & Establishments Act Karnataka. (which is issued before 31.03.2024) PSAs should have necessary registrations with Labour Department and other Govt. Departments for compliance of all statutory/Govt requirements applicable to security agencies.
 - j. PSAs should have a valid certificate from ESI Corporation and should have been allotted with a code number by the ESIC.
 - k. PSAs should have a valid certificate under EPF & Miscellaneous Provisions Act 1952 and the PSA should have been submitting EPF contribution online.
 - l. PSAs should have Documents proving compliance of Minimum Wages Act 1948 and other Labour laws and rules.
 - m. PSAs should have at least Two telephone numbers along with Mobile, fax/ Email facility at their branch office/head office at Bangalore as specified in sub para (i) above and the office should be manned 24 x 7.
 - n. PSA shall not be owned or controlled by any director or office/employee of the Bank or their relative having the same meaning as assigned under section 6 of the Companies Act 1956.
 - o. The PSA should not have incurred loss in the last three years.
2. a) PSAs are required to furnish a copy of the Electronic Challan-Cum-Return (ECR) for EPF contribution for a Wage Month not older than two months prior to the tender opening date.
- b) PSAs are required to furnish a copy of the previous **“Return of Contributions”**(Form-5) submitted to the ESIC or a copy Electronic Contribution History Sheet submitted to the ESIC in case of online contribution.
 - c) PSAs are required to furnish a copy of the past Wage Slip, not older than three months, of any of their employees deployed as a Security Guard with any Principle Employment.
 - d) PSAs will be required to produce all original documents kept in his office for verification by authorized staff of Bank whenever they visit PSA’s Office for

inspection of training infrastructure and other credentials of PSAs.

Annexure - I

APPLICATION FORMAT

APPLIED FOR EMPANELMENT OF ::

(Write correct choice CONSULTANTS/
CONTRACTORS /SUPPLIERS/SERVICE
PROVIDERS)

CATEGORY (type of work) ::

(Please mention exact category)

(Class for which applying A,B,C,D) :

1. Name of the Applicant :
Address Main Office :

Telephone No. Main Office :
Residence :
Mobile :
Fax :
E-Mail :

2. a) Status of the Firm(Whether company/
Partnership / proprietary) :

b) Name of the Proprietor/ Partners/ Directors
(with professional qualifications, if any):

I)
II)
III)

c) Year of establishment :

3. Whether registered with Registrar of
Companies/ firm. If so, No. & Date :

4. Registration with Tax Authorities :

a) Income-tax No. PAN NO, TIN NO;
(furnish copies of Income-tax returns)

b) Goods and Services Tax Registered : If yes GST No :
(Furnish the latest copies of the returns filed)

c) Registration Number with Council of Architects
in case of Architects or Professional bodies

in case of other consultants :
 5. Names of the Bankers with address :

I)

II)

Turnover of the Company/firm (Please attach copy of audited balance sheet and profit and loss account for three years).

Sl. No.	Year	Turnover
1	2023-24	
2	2022-23	
3	2021-22	
4	2020-21	

6. Registration with Government/ Public Sector/ Banks

NAME OF THE ORGANISATION	NATURE OF WORKS	VALUE OF WORKS	DATE OF REGISTRATION

7. What are your fields of activities? Mention the fields on preference Basis

1)

2)

3)

8. Details of the works executed during the last 5 years (please mention only such works which qualifies for eligibility criteria)

S No.	Name of Work	Work executed for (name of the organization with address, concerned office and telephone number)	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)

Note: Copies of satisfactory completion certificate obtained from the client shall be enclosed.

9. Details of present works under execution (enclose copies of work orders issued by clients)

10. Key personnel permanently employed in your organization:

S No.	Name	Qualifications	Experience	Particulars of work done	Employed in your firm since	Any other

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.

NAME OF THE OFFICIAL	ORGANISATION & ADDRESS	CONTACT NUMBERS

12. In Case of Electrical contractor copy of valid license issued by the Electrical Inspectorate to be enclosed.

13. 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.

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

DECLARATION

1. All the information furnished by me / us here above is correct to the best of my knowledge and belief.
2. I / we have no objection if enquiries are made about the work listed by me / us in the accompanying sheets / annexures.
3. I / We agree that the decision of CANARA BANK in selection of consultants/contractors/Suppliers/service providers 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

Checklist (To be filled by Applicants)

- | | |
|---|--------|
| 1) Have you mentioned the category for which you have applied in the application form? | Yes/No |
| 2) Have you signed in all the sheets? | Yes/No |
| 3) Whether copy of PAN/VAT/Service tax Registration copy is enclosed? | Yes/No |
| 4) Whether requisite application fee by cash/DD is paid? | Yes/No |
| 5) Whether enclosed valid Electrical License in case of electrical contractor/ Council of Architecture in case of Architects? | Yes/No |
| 6) Whether enclosed proof for year of establishment? | Yes/No |
| 7) Whether proof for average annual financial turnover enclosed? | Yes/No |
| 8) Whether documentary proof for having undertaken the works is enclosed? | Yes/No |
| 9) Whether solvency certificate from the bankers is enclosed? | Yes/No |

Annexure - II

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