



**OFFER DOCUMENT FOR EMPANELMENT OF CONTRACTORS (INTERIOR,  
ELECTRICAL, AIR-CONDITIONING & GLOW SIGN BOARD) AND ARCHITECTS  
AT CANARA BANK CIRCLE OFFICE AGRA**

REF: GA/ON- 667/2025 DATED 01.03.2025

This document can be downloaded from Bank's website [www.canarabank.com](http://www.canarabank.com) under "Tenders" and enclosed along with Technical bid of this offer document.

**ISSUED BY**

General Administration Section,  
Canara Bank Circle Office  
Sec-12-A/CC-1, Awas Vikas  
Sikandra, Agra, PIN - 282007.  
TEL: 0562 -3500622  
Email : [gacoagra@canarabank.com](mailto:gacoagra@canarabank.com)  
Web : <http://www.canarabank.com>



## **EMPANELMENT DOCUMENT**

This document consists of the following:

- a) Notice inviting applications for empanelment of contractors (interior, electrical, air-conditioning & Glow Sign Board) and Architects.
- b) 'General rules and instructions' to the intending applicants.
- c) Application format for empanelment.

### **NOTICE FOR EMPANELMENT OF ARCHITECTS AND CONTRACTORS**

The General Administration Section of Canara Bank Agra Circle Office is managing Bank's branches/offices/other business and non business units spanning across various locations in different districts in the state of Uttar Pradesh. The branches/offices are further controlled down the line by 9 Regional Offices located in **Agra 1, Agra 2, Aligarh, Baghpat, Etah, Hapur, Muzaffarnagar, Meerut and Mathura**. The Section also manages various Bank Owned properties.

The intention of this notice of empanelment is to maintain a unanimous panel of contractors (interior, electrical, air-conditioning & Glow Sign Board) and Architects for various traits, the details of which are as under:

1. **ARCHITECTS:**

- a) Architects

2. **Contractors:**

- a) Interior furnishing Works
- b) Electrical Works (including voice & data comm. works)
- c) Air Condition Equipments
- d) Glow Sign Board

**All Architects & contractors in the existing panel, if any should also apply afresh for empanelment.**

The eligible and interested ARCHITECTS & contractors and suppliers may download "Document for empanelment" from the Bank's website [www.canarabank.com](http://www.canarabank.com) under "Tenders".

**Alternatively, the document can also be collected from the above office on payment of non-refundable fee of Rs.1000/- Plus GST @ 18% in the form of DD. In case the firm is MSME registered the fees will be waived if document proof is submitted along with the profile.**

The duly filled in application addressed to the Assistant General Manager, along with all the necessary supporting documents & a non-refundable application fee of Rs.1000/- Plus GST @ 18% in the form of DD favouring "Canara Bank, Circle Office" payable at Agra shall be submitted to the mentioned correspondence address before the stipulated date & time.

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) - 2025' and shall be submitted to the above mentioned office of CANARA BANK **on or before 30-04-2025 up to 05.00 pm.**

The Bank reserves the right to accept or reject any or all the applications without assigning any reasons thereof and their decision of selection will be final.

Date: 01-04-2025

Sd/-  
ASSISTANT GENERAL MANAGER  
CIRCLE OFFICE, AGRA



### GENERAL RULES AND INSTRUCTIONS

1. Generally, the routine works of the Bank are awarded/ procurements are made on calling competitive tenders/quotations from the empanelled contractors. In case of emergency works or works of small magnitude, the Bank may opt to award the work/ procure supply on nomination basis from any of the empanelled contractors, depending on the geographical suitability, exigencies of the work. Bank also has the right to adopt 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 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.
3. **All Architects & contractors in the existing panel should also apply afresh for empanelment. The Architects & contractors, 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.**
4. 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.
5. **Documentary proof with respect to the prequalification criteria shall be furnished along with the application form. In this regard, copies of the work orders and completion certificates and or such other documents shall be submitted. Incomplete applications or applications without proper proofs for establishing their credentials will be liable for rejection and no correspondence will be entertained in this regard.**
6. The authorised person of the firm/ company shall sign in all the pages of the application with seal of the company/ firm.
7. The empanelment will be made for a specific category depending on the credentials submitted. However, the applicant empanelled in higher category shall be eligible for works in the lower category.
8. The evaluation will be based on the experience, reputation, empanelment with other Banks, PSUs, Govt. institutions, 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. Only the empanelled contractors will be informed by post/E-Mail.
9. Firms should submit a undertaking (On their Letter Head) that they have not been “Blacklisted” by any of the Govt Authority/PSUs/PSBs duly signed by authorized signatory with company seal.
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 rejections.



12. The present empanelment is mainly for works for value up to the limits mentioned in respective categories. In case of any high value works, Bank may undertake the works by project specific pre-qualification exercise.
13. The applicants having their registered offices within the specified limits of Canara Bank's Circle Office and Regional Offices will be preferred.
14. The applicant must ensure compliance with the labour laws and guidelines.
15. Canara Bank reserves its right to reject any/ or all the applications without assigning any reasons whatsoever.
16. Empanelment with the Bank is in no way whatsoever a guarantee that the empanelled Architect/ contractor would be awarded all or any works desired to be executed by the Bank after their empanelment. Nor does the empanelment with the Bank entail that the Bank, in any way whatsoever, is bound to involve the panel Architect / contractor in the process of tendering, calling for quotations or any other similar exercise undertaken before award of work.
17. Although the empanelled Architects/contractors are expected to extend their services across all the districts under the control of Agra Circle Office, the applicants can consent to extend their services to specific Regional Office(s) (R.O.) of our circle depending upon the districts coming under them where they find it suitable to render services keeping in mind their location(s), manpower, material mobilization capacity etc.

\*\*\*\*\*

---

**Note:**

1. If other things are found equal, the professionally qualified applicants and the applicants who have undertaken the works for Government organizations will be preferred.
2. All class & types of applicants must be Income Tax Assessee. The applicants, otherwise eligible but not Income tax assesses, will not be considered for empanelment.
3. All applicants should be registered with Goods and service tax authorities. If they are otherwise eligible but not registered for goods and service tax, they will not be considered for empanelment.
4. On the top of the Proposal Envelope, it should be clearly mentioned the trait applied for.



## SCOPE, ELIGIBILITY CRITERIA AND RELATED DETAILS

Empanelment of Architects/Contractors is sought for the following categories of works under various cost limits. The Architects/Contractors empanelled under lower cost limit will not be eligible to quote for the works costing more than the limit.

However, the Architects/Contractors empanelled under higher class can participate even for works / supply in lower cost limits.

The various Categories & Cost limits are furnished below:-

SI No	CATEGORY	VALUE OF THE WORKS UPTO WHICH THE ARCHITECT CAN PARTICIPATE (AMOUNT IN LAKHS)			
		CLASS- C	CLASS- B	CLASS- A	CLASS- AA
1	Architects	10	30	50	100

S.NO.	CATEGORY	UPTO WHICH THE CONTRACTORS CAN PARTICIPATE (AMOUNT IN LAKHS)				
		CLASS- D	CLASS- C	CLASS- B	CLASS- A	CLASS- AA
1.	INTERIOR FURNISHING	2.00	10.00	25.00	50.00	100.00
2.	ELECTRICAL WORKS	2.00	10.00	30.00	50.00	NA
3.	GLOW SIGNAGE BOARD	1.00	2.00	5.00	20.00	NA
4.	AIR CONDITIONER	NA	5.00	10.00	50.00	NA

### Eligibility:

#### **a. Architects:**

**Scope:** Architects services include planning, designing, supervising & execution of Civil Engineering works, interior furnishing works, electrical works, air-conditioning/HVAC works, other infrastructure creation works for the offices/residences 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. The panel Architects 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 31.03.2025.
2. The Architects must have registered with the council of Architecture/Members of the Indian Institute of Architecture and should have experience in planning, designing and supervising Civil Engineering, Interior works for the Banks, Financial Institutions and for software companies.
3. Architectural firms having engineering department with personnel having required qualification and meeting the other eligibility criteria can also apply.

Note: In all the above categories of ARCHITECTS, if other things being equal, the ARCHITECTS having the experience in the contract administration for government, PSUs and Public Sector Banks and Financial Institutions will be preferred.



## **b. CONTRACTORS:**

Empanelment of Contractors is sought for the following categories of works under various cost limits. The contractors empanelled under lower cost limit will not be eligible to quote for the works costing more than the limit. However, the contractors empanelled under higher class can participate even for works in lower cost limits.

The various Categories & Cost limits are furnished below:

S.NO.	CATEGORY	UPTO WHICH THE CONTRACTORS CAN PARTICIPATE (AMOUNT IN LAKHS)				
		CLASS- D	CLASS- C	CLASS- B	CLASS- A	CLASS- AA
1.	INTERIOR FURNISHING	2.00	10.00	25.00	50.00	100.00
2.	ELECTRICAL WORKS	2.00	10.00	30.00	50.00	NA
3.	GLOW SIGNAGE BOARD	1.00	2.00	5.00	20.00	NA
4.	AIR CONDITIONER	NA	5.00	10.00	50.00	NA

### **Eligibility:**

The applicant should have the following minimum eligibility criteria:

1. 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 5 years as on 31.03.2025:

*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*

2. The applicant should be an assessee of Income Tax and must possess VAT Registration. Should submit copy of the income tax PAN, VAT, Goods & Service tax certificate with valid registration number.
3. 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 as on **31.03.2025**.
4. Submit Solvency Certificate from Nationalized/scheduled banks issued within one year for an amount two times to cost limit in the respective field (only for Class AA, Class A, B and C). It must be addressed to our bank.
5. The Suppliers should be original manufacturers/ Suppliers of the items having wide dealer and service network in the geographical Jurisdiction of Agra Circle Office jurisdiction and Delhi-NCR Region. They should be established in this field for minimum of 5 years.
6. The supplier shall provide details of the personnel, equipment and manufacturing facilities.
7. The supplier should provide work orders and completion certificate of all the work carried out.

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.



**Scope:**

1. **Interior Furnishing:** The scope of work of Contractors for Interior works mainly original works, alterations and renovations involving erection of partitions work both wood & aluminium, counters, panelling, false ceiling, vinyl flooring, storage units, furniture and fabricated workstations and other allied works for furnishing of our branches/offices/other units.

The Class AA, A, B & C contractors shall have fully fledged work shop for preparing the furnishing/ furniture items.

2. **Electrical Contractors:** The scope of work for Electrical Contractors is to undertake LT as well HT electrical works, providing panel board for LT applications, providing protective switchgear, internal and external electrification along with outlet points, associated cabling, copper plate/chemical earthing, point wiring for appliances/components like air-conditioners, UPS etc., providing electrical equipment like luminaries, fans, light fixtures etc. of reputed makes, networking for voice communication along with preparation of outlet points, networking for a computerized office environment along with preparation of outlet points, liaisoning with Electricity Dept. for requirements like obtaining additional power, fault management, metering and billing & any other requirements like breakdown repair and other allied works.

The electrical works also involves domestic electrical works which may be required at Bank's own buildings which include attending to any LT works, liaisoning with Electricity authorities according to the requirements, 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 refrigerators, mixer-grinders, washing machines etc. will be an added advantage.

**Electrical contractors shall have necessary permits / license from CEIG office or equivalent and must be familiar with IE rules & other relevant regulations and guidelines issued by various Govt. authorities.**

3. **Air Condition Equipments Suppliers:** The Air-conditioner units suppliers shall be the manufacturers/ suppliers/authorised dealers / service providers of window units, split units, ductable split, package air-conditioners and should be a direct authorized dealer and have good service network in the state of Agra Circle Office jurisdiction and Delhi-NCR Region. They should have service centres at major locations within the Agra Circle Office jurisdiction.
4. **Glow Sign / Signage Board vendors-** The applicant shall be either original manufacturers of Flex, Vinyl, Biodegradable and eco-friendly Cotton coated fabric used in Signage's or their Authorised dealers or converters. The Bidder to submit proof in this regard.- Certificate of Original Manufacturer Equipment / OEM's certificate for Authorised Distributor of (LG or 3M or Avery or Arlon) or Converters.

The applicant should have at least minimum of 5 years' experience as on 31.03.2025 in the activity of providing sign Boards to PSU Banks/ Pvt. Banks. Order copies within 3 years from the date of this advertisement are to be attached. Purchase order copies and satisfactory completion certificates clearly indicating the cost & nature of work executed, date of commencement & completion issued by the Clients/ ARCHITECTS may be enclosed.

-----





**Annexure-I**  
**APPLICATION FORMAT**

*\*Tick the applied Category & also the Class applied for*

Sl. No.	CATEGORY	CLASS- D	CLASS- C	CLASS- B	CLASS- A	CLASS- AA
1.	Architects	NA				
<b>CONTRACTORS:</b>						
1.	Interior Furnishing					
2.	Electrical Works					NA
3.	Air Condition Equipments					NA
4.	Glow Sign Board					NA

**PREFERRED REGIONAL OFFICE**

*(See Sl.No.17 of General Rules & Instructions):*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_

1. **Name of the Applicant** : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Address** : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Telephone Nos.**

Office : \_\_\_\_\_  
 Residence : \_\_\_\_\_  
 Mobile : \_\_\_\_\_  
 Fax : \_\_\_\_\_  
 E-Mail id : \_\_\_\_\_



2. a) Status of the Firm  
(Whether company/  
Partnership / proprietary) : \_\_\_\_\_
- b) Name of the Proprietor/ : I) \_\_\_\_\_  
Partners/ Directors : II) \_\_\_\_\_  
(With professional : III) \_\_\_\_\_  
Qualifications, if any):
- c) Year of establishment : \_\_\_\_\_
3. Whether registered with  
Registrar of Companies/ firm : \_\_\_\_\_
- If Yes, then Regn. No. & Date : \_\_\_\_\_
4. Registration with various Authorities
- a) Income-tax No PAN/ GIR NO : \_\_\_\_\_  
(Furnish copies of  
Income-tax returns)
- b) Goods & Service Tax Registration No. : \_\_\_\_\_
- c) Any other Tax/ Registration  
Levied by Government : \_\_\_\_\_
- d) Registration Number  
(Enclose the copies)  
With Council of Architects/  
Members of the Indian  
Institute of Architecture,  
In case of **Architects** : \_\_\_\_\_
- In case of **Electrical Contractors**,  
Registration No. : \_\_\_\_\_
5. Names of the Bankers (With address):
- I) \_\_\_\_\_
- II) \_\_\_\_\_
6. Details of solvency certificate enclosed:



7. Turnover of the Company/ firm :  
 (Please attach copy of audited  
 Balance sheet and profit and  
 Loss account for three years)

Sl. No.	Year	Turnover (In Lacs Rs.)
1	2022-23	
2	2023-24	
3	2024-25	
	<b>Average</b>	

8. Whether empanelled with \_\_\_\_\_ : \_\_\_\_\_  
 Canara Bank in any other Circle  
 (If yes, then furnish details of the Works executed along with Orders copies & Letter of  
 Empanelment)

9. Registration with Government Organisations/ Public Sector / Banks:

NAME OF THE ORGANISATION	NATURE OF WORKS	VALUE OF WORKS/ FINANCIAL LIMIT (In Lacs Rs.)	REGISTRATION NO. WITH DATE

10. What are your fields of activities? Mention the fields on preference basis

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_



**11. Details of the works executed during the last 3 years (please mention only such works which qualifies for eligibility criteria)**

SN	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.**

**12. Details of present works under execution:**  
(Enclose copies of work orders Issued by clients)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**13. Key personnel permanently employed**  
In your organization :

S N	Name	Qualifications	Experience	Particulars of work done	Employed in your firm since	Any other information



14. 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 DETAILS

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

Whether Enclosed: YES / NO

16. Furnish the details of litigation/ Arbitration cases resulting from the contracts executed in the last 5 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 contractors will be final and binding to me / us.
4. I / We have read & fully understood the 'General rules and 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 APPLICANT

Date :

NAME & DESIGNATION  
SEAL OF ORGANISATION



**Checklist** (To be filled by Applicants)

Sl. No.	Particulars	Yes/No	Page No.
1	Have you mentioned the category for which you have applied in the application form?		
2	Have you signed on all the sheets?		
3	Whether copy of PAN/GST tax Registration copy is enclosed?		
4	Income tax returns for last 3 financial years & PAN Card		
5	Whether requisite application fee by DD is paid? If Yes, DD No. Date		
6	Whether enclosed valid Electrical License in case of Electrical contractor/ Council of Architecture in case of Architects?		
7	Whether enclosed proof for year of establishment?		
8	Whether proof for annual financial turnover Enclosed for last 3 years?		
9	Whether documentary proof of all the works mentioned for deciding the eligibility criteria for having undertaken the works is enclosed?		
10	Whether solvency certificate enclosed by contractors If yes, No. of certificates enclosed ( )		
11	Whether address proof or Office/Service Centre in Agra Circle Office jurisdiction, DELHI/NCR is enclosed		
12	Whether certificate of registration of company/ Partnership Deed /Letter of Proprietorship enclosed?		
13	Whether incorporation certificate enclosed?(if applicable)		
14	Whether MSE/NSI/KIV certificates and documents enclosed?		
15	Whether undertaking for not being "Black Listed" enclosed?		
16	Audited balance sheet for last 3 financial years. If applicable		
17	Details of litigation/Arbitration cases resulting from The contracts executed in the last 5 years or currently under execution		



**Annexure-II**

**Declaration regarding Banning/Blacklisting  
(DECLARATION TO BE SUBMITTED ON LETTER HEAD OF THE BIDDER)**

To,  
The Assistant General Manager, GA Section,  
Circle Office, Canara Bank,  
AGRA CO

**Subject: Empanelment of Contractors at Canara Bank Circle Office: AGRA**

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 or Private Companies anywhere, anytime.

Should it be observed any time during currency of the empanelment selection process or during period of empanelment of the work that I/We have been banned, blacklisted order barred 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**

**FOR OFFICE USE ONLY**

1. NAME OF THE AGENCY :

2. CATEGORY & CLASS OF WORK  
FOR WHICH EMPANELMENT  
IS SOUGHT :

3. VIEWS OF EMPANELMENT  
COMMITTEE :

4. REASONS FOR REJECTION (IF ANY) :

5. RECOMMENDED STATUS :  
(Recommended for Empanelment/  
Not recommended)

---

**SIGNATURE OF COMMITTEE MEMBERS**