



CANARA BANK
PREMISES & ESTATE SECTION
CIRCLE OFFICE,
243, St. Mary's Campus
East Veli Street,
Madurai - 625 001

Phone: 0452 - 2337040 / 60
E-mail: pecomdu@canarabank.com
Website: www.canarabank.com

DOCUMENT FOR EMPANELMENT
ARCHITECTS & CONSULTANTS

2019

Please do not detach any papers from this booklet.

Seal and sign in all pages of the document

EMPANELMENT DOCUMENT

This document consists of the following:

- a. Notice inviting applications for empanelment of **ARCHITECTS & CONSULTANTS**.
- b. General rules and instructions to the intending applicants.
- c. Application format for empanelment.

ALL ARCHITECTS & CONSULTANTS IN THE EXISTING PANEL SHOULD APPLY AFRESH FOR EMPANELMENT.



NOTICE INVITING APPLICATIONS FOR EMPANELMENT OF ARCHITECTS & CONSULTANTS

Canara Bank, Circle Office Madurai invites applications in the prescribed format for empanelment of Architects and Consultants for supervision and executing the works of bank owned building, branches, administrative offices located in the following 16 districts, coming under the jurisdiction of the Circle.

(Districts: Madurai, Trichy, Thanjavur, Dindigul, Karur, Tirunelveli, Kanyakumari, Thoothukudi, Ariyalur, Perambalur, Pudukottai, Ramanathapuram, Sivagangai, Theni, Tiruvarur and Virudhunagar).

It is proposed to maintain separate panel for the following specialization of works:

1. Architects.
2. Civil & Structural Engineering consultants.
3. Electrical Engineering consultants.
4. Air-conditioning Consultants.

The above works will be further classified into different 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*".

Interested Architects & Consultants having minimum 5 years experience as on 31.12.2018 (i.e. from 01.01.2014 to 31.12.2018) in the respective field, carrying out work for Public Sector Banks / Public Sector Units / Central & State Government Departments / Central & State autonomous bodies / Public Sector financial institutions, private organisations shall apply.

The prescribed application form shall be downloaded from Bank's website www.canarabank.com & application fee of ₹ 590/- (₹ 500/- + 18% GST i.e. Rupees Five Hundred and Ninety Only) in the form of DD favoring "Canara Bank, Circle Office" payable at Madurai to be submitted along with the filled in application.

The duly completed application form in the prescribed format with all supporting documents to be submitted in a sealed cover and superscribed as

“APPLICATION FOR EMPANELMENT OF ARCHITECTS / CONSULTANTS” and shall be submitted in the below mentioned office on or before 16.03.2019 - 5.00 PM.

**CANARA BANK
PREMISES AND ESTATE SECTION,
CIRCLE OFFICE
#243, ST. MARY'S CAMPUS,
EAST VELI STREET,
MADURAI - 625 001
PHONE: 0452 - 2337060**

Selection will be based on fulfillment of all the criteria as mentioned/stipulated and at the sole discretion of the Bank.

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: 19.02.2019

Place: MADURAI

Assistant General Manager

GENERAL RULES AND INSTRUCTIONS TO THE INTENDING APPLICANTS

1. The empanelment of Architects and Consultants for Civil, Electrical, Air-conditioning works & other allied works of routine nature are proposed for Bank owned buildings, Branches, ATMs, offices & quarters of the Bank coming under **Madurai Circle office**.
2. Generally, the routine works of the Bank are awarded/procurements are made on calling competitive tenders/quotations from the empanelled Architects & consultants. However, the Bank has the right to award the work from any of the empanelled Architects & consultants, 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.
3. This document consists of the following:
 - a. Notice inviting applications for empanelment of Architects & consultants.
 - b. General rules and instructions to the intending applicants.
 - c. Scope, cost wise sub-classification and eligibility criteria for each category.
 - d. Application format for empanelment.
4. **The complete document as detailed above in (a) to (d), 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.
5. 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.
6. 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.**
7. The Architects & Consultants who intend to apply for **more than one category, have to apply for each category using separate application forms along with separate Demand Draft** and submit in independent covers superscribing in the envelope the category of work applied for.
8. 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.

9. 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 WORK COMPLETION CERTIFICATE** and/or such documents shall be submitted.
10. Incomplete applications or applications without proper proofs for establishing their credentials will be summarily rejected and no correspondence will be entertained in this regard.
11. The authorised person of the firm / company shall sign in all the pages of the application with seal of the company / firm.
12. If the application is made by a partnership firm, a certified copy of the partnership deed, current address of the firm, full name and current address of all the partners of the firm shall also accompany the application.
13. If the application is made by a limited company, it shall be signed by a duly authorised person holding the power of attorney for signing the application in which case certified copies of the power of attorney and the certificate of incorporation, Memorandum and Articles of Association shall accompany the application.
14. The present empanelment is mainly for works for value upto the limits mentioned in respective categories. In case of any higher value works, Bank may undertake the works by project specific pre-qualification exercise. However, contractor empanelled in higher category shall be eligible for works in the lower category.
15. The evaluation will be based on the experience, reputation, empanelment with other Banks, PSUs, Govt. institutions of the applicant, their financial capabilities, quality consciousness etc. and if found necessary may also include inspecting the works furnished by them for which, necessary co-ordination shall be made by them.
16. Based on the details furnished and inspection of works, eligibility criteria, the applicants will be empanelled.
17. Decision of the Bank regarding selection / rejection for empanelment will be final and binding and no further correspondence will be entertained. The empanelled Architects & consultants will only be informed by post.
18. 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.

19. Applications received after the due date and time is liable for rejection.
20. **The empanelment shall be valid for a minimum period of THREE YEARS subject to review once in a year.**
21. No employee of the Bank is allowed to work as an Architect or Consultant to the Bank, for a period of two years from his/her retirement from the services of the Bank, without the previous permission of the Bank. The contract shall be liable to be cancelled if either the said person or any of his/her employees is found at any time to be such person who had not obtained the prior permission of the Bank as aforesaid before submission of the tender or before taking up assignment as an Architect or Consultant.
22. Canara Bank reserves its right to reject any or all the applications without assigning any reasons whatsoever.



SCOPE, ELIGIBILITY CRITERIA AND RELATED DETAILS FOR ARCHITECTS & CONSULTANTS

CATEGORY	VALUE OF WORKS UPTO WHICH THE ARCHITECT & CONSULTANT CAN PARTICIPATE (AMOUNT IN LAKHS)		
	CLASS - C	CLASS - B	CLASS - A
Architect	10.00	30.00	50.00
Civil & Structural Engineering Consultant	10.00	30.00	50.00
Electrical Engineering Consultant	10.00	30.00	50.00
Air-conditioning Consultant	10.00	30.00	50.00

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, IBA Guidelines will be preferred.

Eligibility:

The Architect & Consultant should have the following minimum eligibility criteria:

1. The applicant should have provided consultancy services for similar works for
 - 1 project costing 80% of the class limit or
 - 2 projects costing 50% of the class limit or
 - 3 projects costing 40% of the class limit
 during the last five years prior to 31.12.2018
2. The applicant should be an assessee of Income Tax, GST, etc.
3. Architect & Consultant should submit copy of work orders issued for works undertaken from 01.01.2014 to 31.12.2018 and its **client certificates / completion certificates** along with the **copies of TDS Certificates** (Form16A / Form 26AS etc.) during this period.

1. ARCHITECTS:

Scope: Architects services include planning, designing, supervising of Civil Engineering works, interior furnishing works, other infrastructure creation works for the offices, quarters of the Bank, providing specifications of the materials, assisting the Bank in finalizing the contractor and supervision of the interior works ,if sought by the Bank. Supervision of **STRONG ROOM CONSTRUCTION WORK AT DIFFERENT STAGES** as per RBI specification & issue of certificate. 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:

- a. Graduate/Post graduate degree in Architecture with minimum 5 years of experience in planning and designing for interior, renovation works, etc. as on 31.12.2018.
- b. The Architect must have registered with the Council of Architecture (COA) / Members of the Indian Institute of Architecture and should have experience in planning, designing and supervising Civil Engineering, Interior works for the Public Sector Banks & Financial Institutions, PSUs, Government departments and Private organizations.
- c. The Architect must have necessary drawing office with supporting staff for consultation / furnishing required help in getting plans, sanctions, and completion certificates from the local municipal authorities.
- d. Architectural firms having engineering department with personnel having required qualification and meeting the eligibility criteria can also apply.
- e. The Architect shall be selected from this panel for different work based on the fees to be quoted for specific work. While selecting, preference will be given for local Architects. Such selected architects shall be required to execute an agreement with the Bank in the prescribed proforma as and when directed to do so by the Bank. The Bank reserves its right to appoint any Architect from outside the panel in case of requirement.
- f. Services to be rendered by the Architect:
 - i. To take instructions from the Bank and prepare sketch designs, making revisions till sketch designs are finally approved by the Bank and making preliminary estimates of cost.
 - ii. To submit required drawing to the Local Authority and obtain approval, if required.
 - iii. To nominate and instruct consultants, as and when necessary.
 - iv. To prepare interior / renovation / architectural working drawings, structural drawings including design and all other drawings for various trades.
 - v. To draw detailed specifications, estimates, draft tender for various trades.
 - vi. To submit Assessment Reports on tenders received for various trades along with comparative statements and recommendations for award of work.
 - vii. To prepare and supply 3 sets of all drawings for execution.
 - viii. To visit site as and when required by the Bank.
 - ix. To submit Completion Drawings.
 - x. Any other services connected with the said works usually and normally rendered by the Architects and not referred to in above.

- g. If the scope of work includes supervision, then the Architect shall post a full time Resident Engineer and the entire responsibility for the quality of work, payment of bills and timely completion of the project rests with the Architect.

2. CIVIL & STRUCTURAL ENGINEERING CONSULTANTS:

Scope: Civil Engineering consultant services shall be used for planning, designing, estimation, tendering, supervising of building construction, repairs, renovations, maintenance, supervision of **STRONG ROOM CONSTRUCTION WORK AT DIFFERENT STAGES** as per RBI specification & issue of certificate and other Civil works of Bank's own buildings.

The scope of **Structural Engineering Consultants** includes assessment of repairs, renovation involving structural evaluation and recommending correct rectification works, periodical evaluation of buildings for structural conditions, undertaking necessary structural studies and submitting technical assessment reports, suggesting remedial measures, preparation of tender papers and assisting the Bank in undertaking repair works with or without their site supervision.

Eligibility:

- a. For Civil consultant - Graduate in Civil Engineering with minimum 5 years of experience in planning, designing and supervision of buildings, sanitary, plumbing works and other allied works as on 31.12.2018.
- b. For Structural consultant - Post-graduate in **STRUCTURAL ENGINEERING** with minimum 5 years of experience in repairs and rehabilitation of the structures and other allied works as on 31.12.2018 will be preferred.
- c. Should have experience in planning, designing and supervision of Civil Engineering Constructions, repairs, renovation works including water proofing works of buildings for the Public Sector Banks & Financial Institutions, PSUs, Government departments and Private organizations.

3. ELECTRICAL ENGINEERING CONSULTANTS:

Scope: The services will be used for planning and execution of the electrical works for the Bank's branches, office buildings including procurement of electrical equipments like Generators, UPS, Transformers, Capacitor Banks, Lifts, Panel boards design, SOLAR installation, electrical audit, other allied works and co-ordinating / liasoning with TNEB or TANGEDCO & such other local authorities.

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 etc.

Eligibility:

- a. Graduate in Electrical Engineering with minimum 5 years of experience in the respective field as on 31.12.2018.
- b. Should have experience in planning, designing and supervising of electrical works for computerized environment, experience in LT/HT works, UPS, Generators, motor, Lifts, electrical audit and as given above in the scope of works for the Public Sector Banks & Financial Institutions, PSUs, Government departments and Private organizations.
- c. Firms having engineering department with personnel having required qualification and meeting the eligibility criteria can also apply.

4. AIR-CONDITIONING CONSULTANTS:

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

Eligibility:

- a. Graduate in Electrical / Mechanical / Refrigeration engineering with minimum 5 years of experience in the air-conditioning field as on 31.12.2018.
- b. Should have experience in planning, designing and supervising of air-conditioning works for computerized environment using Split / VRF / Ductable splits / package units for the Public Sector Banks & Financial Institutions, PSUs, Government departments and Private organizations.

GENERAL:

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 Architects & Consultants will be availed as and when it is required, depending on the nature and magnitude of the work.

The Bank has the 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 Architects & consultants having experience in the contract administration for Government, PSUs, Public Sector banks and Financial Institutions will be preferred.

DOCUMENTS TO BE SUBMITTED:

- a. Certificate of Registration with Registrar of Companies or Registrar of Firms or Letter of Proprietorship.**
- b. Income Tax Returns for last 3 financial years & PAN card.**
- c. Registration Certificate for Goods and Service Tax (GST).**
- d. Audited Balance Sheet for last 3 financial years.
(2015-16; 2016-17; 2017-18)**
- e. Performance feedback from existing principal Employers.**

APPLICATION FORMAT

APPLIED FOR EMPANELMENT OF: **ARCHITECT** / **CONSULTANTS**

(Please tick)

CATEGORY

(For consultant)

CLASS (Please tick): **A** / **B** / **C**

Demand Draft Details: DD number: _____ Date: _____

Amount: _____ Issuing Bank: _____

1. Name of the Organization :

Address :

Mobile No (1) :

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Telephone No :

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Tel Residence No :

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Mobile No (2) :

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E-Mail id :

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(Active e-mail id to which all communication will be sent)

2. a) Status of the Firm : Proprietor / Partnership / Company
(Please tick)

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

i)

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ii)

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iii)

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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. :

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 PAN/GIR NO
 (Furnish latest copies of Income-tax Clearance Certificate)

b) Goods & Service Tax:

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 (Copy to be enclosed)

c) Sales /commercial Tax:

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 (Furnish latest copies of Sales-tax Clearance Certificate)

d) Registration Number :

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

 (In case of Architects or Professional bodies)

License Number in case of other consultants:

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 (Copy to be enclosed)

5. a) Names of the Bankers with address:

I)

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II)

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6. 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	2015 - 2016	
2	2016 - 2017	
3	2017 - 2018	

7. Registration with Government / Public Sector units / Public Sector Banks / Public Sector Financial institutions

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

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

1)

2)

3)

9. Details of the works executed during the last 5 years (prior to 31.12.2018)
(Please mention only such works which qualifies for eligibility criteria)

S. No.	Work executed for (name of the organization with address, concerned office & telephone no)	Nature of work (in brief) & Location	Actual Value of the works	Stipulated time for completion	Actual time for completion	If work left incomplete or terminated (furnish reasons)
1						
2						
3						
4						
5						

Note: Copies of satisfactory work completion certificate obtained from the PRINCIPAL EMPLOYER to be enclosed

10. Details of present works under execution (enclose copies of work orders issued by Principal Employer)

1. _____

2. _____

3. _____

11. Key personnel permanently employed in your organization:

S No	Name	Qualification	Experience	Particulars of work done	Employed in your firm since	Mobile No / Contact No:
1.						
2.						
3.						
4.						
5.						

12. 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

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 Architects / Consultants will be final and binding on 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.

SIGNATURE OF THE APPLICANT:

NAME & DESIGNATION:

SEAL OF ORGANISATION:

Place:

Date:

ANNEXURE -1**LIST OF RELATIVES EMPLOYED IN CANARA BANK**

Sl. No	Name	Designation	Branch / Office of Bank	Relationship with Architect / Consultant
1				
2				
3				
4				
5				
6				

Signature of the Architect / Consultant
(With seal)

FOR OFFICE USE ONLY

1	NAME OF THE COMPANY / FIRM		
2	CATEGORY & CLASS OF WORK FOR WHICH EMPANELMENT IS SOUGHT		
3	VIEWS OF THE EMPANELMENT COMMITTEE		
a			
b			
c			
4	REASONS FOR REJECTION IF ANY		
5	RECOMMENDED STATUS:	Recommended for Empanelment	Not Recommended

SIGNATURE OF COMMITTEE MEMBERS

CHECK LIST OF THE DOCUMENTS

(To be filled by Applicants)

1.	Whether application fee in the form of DD is attached ?	Yes / No
2.	Have you mentioned the category for which you have applied in the application form?	Yes / No
3.	Whether copy of PAN card enclosed?	Yes / No
4.	Whether copy of GST certificate enclosed?	Yes / No
5.	Whether copy of Income Tax Certificate filed for last 3 years enclosed? (2015-16; 2016-17; 2017-18)	Yes / No
6.	Whether proof for average annual financial turnover enclosed?	Yes / No
7.	Whether work completion certificate with work order copies enclosed?	Yes / No
8.	Whether signed in all the pages of application & supporting documents with seal?	Yes / No
9.	Whether Electrical License copy enclosed in the case of electrical consultant?	Yes / No
10.	Whether copy of certificate issued by Council of Architecture (COA) enclosed in the case of Architects?	Yes / No
11.	Whether enclosed proof for year of establishment?	Yes / No

IMPORTANT NOTE:

1. CHECK LIST SHOULD BE FILLED UP CORRECTLY BEFORE SUBMISSION.
2. THE NECESSARY DOCUMENTS NEEDED FOR EMPANELMENT SHOULD BE FURNISHED AT THE FIRST INSTANCE.
3. NON SUBMISSION OF ANY NECESSARY DOCUMENTS WILL RESULT IN REJECTION OF THE APPLICATION.

SIGNATURE WITH SEAL