



CANARA BANK  
PREMISES & ESTATE SECTION  
CIRCLE OFFICE,  
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**DOCUMENT FOR EMPANELMENT OF ARCHITECTS/CONSULTANTS /  
CONTRACTORS / SUPPLIERS ETC**

**JANUARY, 2018**

## **EMPANELMENT DOCUMENT**

This document consists of the following:

- a. Notice inviting applications for empanelment of consultants, contractors and suppliers from fresh applicants and from existing panel seeking for up gradation of their category.
- b. General rules and instructions to the intending applicants.
- c. Application format for empanelment.

**ALL CONSULTANTS, CONTRACTORS AND SUPPLIER/VENDORS IN THE EXISTING PANEL SHOULD ALSO APPLY AFRESH FOR EMPANELMENT.**



**NOTICE INVITING APPLICATIONS FOR EMPANELMENT OF**  
**ARCHITECTS, CONTRACTORS AND SUPPLIERS**

Applications are invited in the prescribed format for empanelment of Architects, Contractors and Suppliers for executing the works of the Bank's branches/offices coming under the jurisdiction of our Canara Bank, Vijayawada Circle Office (Districts - Ananthapur, Chittoor, East Godavari, Guntur, Kadapa, Krishna, Kurnool, Nellore, Prakasam, Srikakulam, Visakhapatnam, Vizianagaram and West Godavari Districts). It is proposed to maintain separate panel of Consultants, Contractors and Suppliers for the following specialization of works:

The intention of this notice of empanelment is to maintain separate panel of consultants / contractors / suppliers for various traits, the details of which are as under:-

- 1) **Consultants** :
  - a) Architects.
  - b) Civil Engineers.
  - c) Electrical Engineers.
  - d) Air-conditioning Consultants.
  
- 2) **Contractors** :
  - a) Interior furnishing contractors.
  - b) Civil contractors.
  - c) Electrical contractors.
  - d) Electrical/Energy/Fire audit.
  - e) Fire alarm & Security Alarm.
  - f) Supply and installation of CCTV & Queue Management system.
  - g) Contractor for AC Works.
  
- 3) **Petty work Contractors** :
  - a) Plumbing works.
  - b) Grill & Fabrication works.
  - c) Contractors for lifting of old furniture and records.
  
- 4) **Suppliers** :
  - a) Modular furniture suppliers.
  - b) Suppliers of office furnitures.
  - c) Suppliers of fire extinguishers.
  - d) Glow Sign Board suppliers.
  - e) EPABX/ Fax machine suppliers.

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*".

Interested Consultants, Contractors and Suppliers having prior experience in carrying out work for banks shall apply. The prescribed application form can be obtained from the below office by paying non-refundable fee of Rs.295/- (including 18% GST) by cash. The application form can also be downloaded from Bank's website [www.canarabank.com](http://www.canarabank.com) & application fee of Rs.295/- (including 18% GST) (Rupees Two Hundred and Ninety Five Only) in the form of DD favoring "Canara Bank, Circle Office" payable at Vijayawada to be submitted along with the filled in application.

**CANARA BANK**  
**PREMISES AND ESTATE SECTION,**  
**CIRCLE OFFICE**  
**54-15-4B, LAKSHMI AVENUE,**  
**2<sup>ND</sup> FLOOR,**  
**SRINIVASA NAGAR BANK COLONY,**  
**VIJAYAWADA - 520 008.**  
**PHONE NO.: 0866 - 2428877**

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 CLASS) -2018**' and shall be submitted to the above mentioned office of **CANARA BANK on or before 28.02.2018 up to 3.00 PM.**

Selection will be 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: 09-02-2018**

**Place: VIJAYAWADA**

**Assistant General Manager**

**GENERAL RULES AND INSTRUCTIONS TO THE INTENDING APPLICANTS:**

1. The empanelment of consultants, contractors and suppliers are proposed for the electrical, interior works and other allied works of routine nature in the Branches, ATMs and offices/residences of the Bank coming under the **Vijayawada Circle 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. This document consists of the following:
  1. Notice inviting applications for empanelment of contractors and suppliers.
  2. General rules and instructions to the intending applicants.
  3. Scope, cost wise sub-classification and eligibility criteria for each category.
  4. Application format for empanelment.
3. **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 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.**
4. The Consultants / Contractors / Suppliers 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.
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 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. The authorised person of the firm/ company shall sign in all the pages of the application with seal of the company/ firm.
8. If the application is made by a partnership firm, a certified copy of the partnership deed, current address of the firm and the full name and current address of all the partners of the firm shall also accompany the application.
9. 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 certification of incorporation, Memorandum of Articles of Association shall accompany the application.
10. 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 empaneled in higher category shall be eligible for works in the lower category.
11. 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. Based on the details furnished and inspection of works, eligibility criteria, the applicants will be empaneled. Decision of the Bank regarding selection / rejection for empanelment will be final and binding and no further correspondence will be entertained. The empaneled contractors will only be informed by post.
12. **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.**
13. Applications received after the due date and time is liable for rejection.
14. **The empanelment shall be valid for a minimum period of THREE YEARS.**
15. Canara Bank reserves its right to reject any / or all the applications without assigning any reasons whatsoever.

## **SCOPE, ELIGIBILITY CRITERIA AND RELATED DETAILS FOR CONSULTANTS**

### **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.

### **Eligibility:**

The consultant should have the following minimum eligibility criteria:

- I. The consultant 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 31.12.2017
  
- II. The consultant should be an assessee of Income Tax, Goods & Service tax, etc.

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

### **1. Civil Engineering Consultants:**

**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.

The scope of Civil Engineering Consultants also 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, 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 minimum 5 years of experience in planning, designing and supervision of buildings, sanitary and plumbing services and other and allied works as on 31.12.2017. 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.

**2. Electrical Engineering Consultants:**

**Scope:** The services of **Electrical Engineering consultants** will be used for planning and execution of the electrical works for the Bank offices/buildings including procurement of electrical equipments like Generators, UPS, Transformers, Capacitor Banks and other allied items, electrical auditing, energy audit and coordinating/ liasoning with ANDHRA PRADESH STATE ELECTRICITY BOARD/COMPANY & such other local authorities.

Bank is looking for 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:**

- I. Graduate in Electrical Engineering with minimum 5 years of experience in the respective field as on 31.12.2017.
- II. Should have experience in planning, designing and supervising of electrical works for computerized environment including experience in LT/HT works, generator and motor, UPS, lifts.



### **3. Architects:**

**Scope: Architects** services include planning, designing, supervising & execution of Civil Engineering works, interior furnishing 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:**

- I. Graduate/Post graduate degree in Architecture with minimum 5 years of experience in the respective field as on 31.12.2017.
- II. 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 Civil Engineering, Interior works for the Banks, Financial Institutions, PSUs, Govt. institutions.
- III. Architectural firms having engineering department with personnel having required qualification and meeting the other eligibility criteria can also apply.

### **4. 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:**

- I. Graduate in Electrical/Mechanical/refrigeration Engineering with minimum 5 years of experience in the air-conditioning field as on 31.12.2017.
- II. Should have experience in planning, designing and supervising of air-conditioning works for computerized environment using split/VRF/ductable splits/package units.

**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 consultants will be availed as and when it is required depending on the magnitude and specification 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 upto Rs.50.00 lacs, Electrical works upto 30.00 lacs and Air-conditioning works upto Rs.30.00 lacs. However, 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 consultants having the experience in the contract administration for government, PSUs and Public Sector banks and Financial Institutions will be preferred.**

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

### **A. SCOPE OF WORK:**

The scope of work of **Contractors for Interior work** 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 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 bank owned buildings and branches/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 ANDHRA PRADESH STATE ELECTRICITY BOARD/COMPANY & such other local authorities for obtention of additional power, breakdown repairs and other allied works for various bank owned buildings & branches / Offices of the bank.

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

The scope of work of **AC Work Contractors** (*Blue Star, Voltas, Carrier*) mainly involves supply, installation, service/AMC of Air Conditioning Machines in various branches / Offices of the bank.

The scope of work of **CCTV and Queue Management System (QMS) contractors** mainly involves supply, Installation, Service/ AMC of CCTV/ QMS in 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.

Sl. No.	CATEGORY	UPTO WHICH THE CONTRACTORS CAN PARTICIPATE (AMOUNT IN LAKHS)			
		CLASS-D	CLASS-C	CLASS-B	CLASS-A
1.	INTERIOR FURNISHING CONTRACTOR	1.00	10.00	30.00	50.00
2.	CIVIL CONTRACTOR	1.00	10.00	30.00	50.00
3.	ELECTRICAL CONTRACTOR	1.00	10.00	30.00	--
4.	CCTV & QUEUE MANAGEMENT SYSTEM	2.00	5.00	25.00	--
5.	FIRE ALARM & SECURITY ALARM	--	5.00	25.00	--
6.	MINOR/PETTY WORKS	0.50	1.00	--	--
7.	AC WORKS CONTRACTOR	1.00	10.00	30.00	--
8.	MODULAR FURNISHING	--	10.00	30.00	50.00
9.	OFFICE READY FURNITURE	--	5.00	25.00	--
10.	FIRE EXTINGUISHING EQUIPMENTS	5.00	10.00	--	--
11.	GLOW SIGN BOARD	--	5.00	--	--
12.	EPABX/FAX MACHINE	--	5.00	25.00	--
13.	PEST CONTROL	1.00	10.00	25.00	--

### **C. ELIGIBILITY CRITERIA:**

The applicant should have the following minimum eligibility criteria:

- i. The applicant should have undertaken works in Govt. departments/PSUs/central autonomous bodies/state autonomous bodies/financial institutions and other reputed private firms during last 3 years prior to 31.12.2017 for:
  1. Three works/projects costing 40% of the cost limit OR
  2. Two works/projects costing 50% of the cost limit OR
  3. One work/project costing 80% of the cost limit
- ii. The applicant should be an assessee of income tax and must possess GST Registration. Should submit copy of the income tax, PAN, Goods & Service tax certificate with valid registration number.

- iii. The applicant shall have the average annual financial turnover of at least 60% the value of the class limit in the respective category during last 3 years ending with 31.03.2017.
- iv. The Suppliers should be original manufacturers/ Suppliers of the items having wide dealer and service network in the geographical Jurisdiction of Andhra Pradesh. 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 3 months 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.**

### **1) INTERIOR FURNISHING CONTRACTORS:**

- i. The contractor who intends to apply for Class-D (petty works) should have minimum two years experience prior to 31.12.2017 in furnishing works including repairs / renovation / remodeling of partitions, paneling, false ceiling, furniture, counters for branches / offices of a Bank or financial Institution. He/she should have executed at least one single similar work costing not less than Rs.10, 000/- during the last one year.
- 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 or other reputed firms during last 3 years prior to 31.12.2017.

❖ Except for Class D, the contractors for other classes should have well established work shop for preparing the furnishing/ furniture items.

## 2) ELECTRICAL CONTRACTORS:

- i. The contractor 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/ residential quarters/ offices of a bank during the past year prior to 31.12.2017. He should have completed at least one similar single work costing not less than Rs.10, 000/- during the last one year.
- 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 during last 3 years prior to 31.12.2017.
  - ❖ Except for Class D, the contractors for other classes should have well established office in the respective centre with adequate engineering staff.

## 3) CIVIL CONTRACTORS:

- i. The contractor intends to be empaneled under Class-D should have minimum two years experience prior to 31.12.2017 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 Banks and financial Institutions. He should have executed at least one single similar work costing not less than Rs.10000.00 during the last one year.
- 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 during last 3 years prior to 31.12.2017.

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

#### **4) FIRE ALARM SYSTEM AND SECURITY ALARM SYSTEM CONTRACTORS:**

1. The contractor should have the experience of successfully completed following quantum of similar works for Government departments/public sector undertaking/central autonomous bodies/state autonomous bodies/financial institutions during last 5 years ending with 31.12.2017:
  - 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.
2. Similar works means all original works, alterations and modifications involving supply, installation, testing and commissioning of fire alarm system & security alarm system and maintaining and servicing of the installations for branches / offices of a bank.
3. The contractors should have well-established office in the respective Centre with adequate engineering staff.
  - a. Be an assessee of Income Tax and should have registered with sales Tax department. Submit income tax clearance certificate/copy of the income tax returns and sales tax registration certificate with valid registration number.
  - b. Have the average annual financial turnover of at least two times the cost limit in the respective class during last 3 years ending with 31.12.2017.
  - c. Submit solvency certificate from Nationalized/scheduled bank issued within 3 months for an amount equal to the cost limit in the respective class.

#### **5) SUPPLY AND INSTALLATION OF CCTV & QUEUE MANAGEMENT SYSTEM:**

1. The contractor should have the experience of successfully completed following quantum of similar works for Government departments/public sector undertaking/central autonomous bodies/state autonomous bodies/financial institutions during last 5 years ending with 31.12.2017:
  - i) Three similar completed works costing not less than the amount equal to 40% of the cost limit in the respective class OR
  - ii) Two similar completed works costing not less than the amount equal to 50% of the cost limit in the respective class OR
  - iii) One similar completed work costing not less than the amount equal to 80% of the cost limit in the respective class.
2. Similar works means all original works, alterations and modifications involving supply, installation, testing and commissioning of CCTV & Queue Management system and maintaining and servicing of the installations for branches / offices of a bank.
3. The supplier should have after sales and service centres in the geographical Jurisdiction of Andhra Pradesh.
  - i) Be an assessee of Income Tax and should have registered with sales Tax department. Submit income tax clearance certificate/copy of the income tax returns and sales tax registration certificate with valid registration number.
  - ii) Have the average annual financial turnover of at least two times the cost limit in the respective class during last 3 years ending with 31.12.2017.
  - iii) Submit solvency certificate from Nationalized/scheduled bank issued within 3 months for an amount equal to the cost limit in the respective class.

#### **4. CONTRACTOR FOR AC WORKS:**

- 1) The contractor should have the experience of successfully completed following quantum of similar works in Government departments /public sector undertaking/central autonomous bodies/state autonomous bodies/financial institutions during last 5 years ending with 31.12.2017 as under:
  - i) Three similar completed works costing not less than the amount equal to 40% of the cost limit in the respective class OR



- ii) Two similar completed works costing not less than the amount equal to 50% of the cost limit in the respective class OR
  - iii) One similar completed work costing not less than the amount equal to 80% of the cost limit in the respective class.
- 2) Similar works means all original works, alterations and modifications involving supply, installation, testing and commissioning of Air Conditioners and maintaining and servicing of the installations for branches / offices of a bank.
- 3) The contractors should
- be an assessee of Income Tax and should have registered with sales Tax department. Submit income tax clearance certificate or copy of the income tax returns and sales tax registration certificate with valid registration number.
  - **have well established setup for installation/services/AMC of established brand /make of AC Machines and should be authorised by company.**
  - have the average annual financial turnover of **at least two times** the cost limit in the respective class during last 3 years ending with 31.12.2017.
  - submit Solvency certificate from Nationalized/ scheduled bank issued within three months for an amount equal to the cost limit in the respective category.

## **5. PEST CONTROL WORKS**

It is proposed to empanel for pest control activities in our premises for pest treatment activities.

## **6. CONTRACTORS FOR MINOR/PETTY WORKS (CIVIL, PLUMBING, ELECTRICAL & ELECTRICAL APPLIANCES, CARPENTERS ETC.)**

The bank undertakes various minor works at bank owned premises situated at various locations at Vijayawada Circle. The minor works mainly involves minor civil works, plumbing works, carpentry works like repairing doors & windows, repairs to furnitures, wardrobes & fixtures etc., attending to leakages & seepages related works, touch up painting, cleaning of vacant premises, attending to electrical & telephone works in liaison with BSNL/others etc. The work also involves attending to minor repairs to electrical appliances like geyser, heaters, pumps & motors, washing machine, mixies etc.

The nature of works is classified as “emergency works” which are time critical to trouble shoot the problems at the earliest and shortest period of time. Such works will normally be at any point of the day or night.

The bank also undertakes various petty works including Grill and Fabrication works for bank owned/leased buildings, lifting of old furnitures and records for branches/offices coming under Vijayawada Circle.

The bank is looking to empanel such contractors who are equipped with sufficient manpower, mobile phones and who are willing to undertake such works.

**Note:**

1. Other things being Equal, the professionally qualified contractors and the contractors who have undertaken the works for Govt. organizations will be preferred.
2. A & B class of contractors must be Income Tax Assessee. The contractors, otherwise eligible but not Income tax asseesees will be considered only under Class-C & D, irrespective of their experience and financial capabilities. The contractors empaneled under Class-C & D should get/have the PAN number from Income Tax Authorities and should have registered for Goods and service tax authorities 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 EMPANELMENT OF SUPPLIERS**

**SCOPE:** It is proposed to empanel the suppliers of Modular Furniture, Office ready furniture, Fire extinguishers, Glow sign board, EPABX/ Fax Machine for the anticipated procurements for the branches/offices/buildings of the Bank. The enquiries for the procurement will be made only with the Manufacturers. However, they can submit the quotation through their authorized dealers.

### **ELIGIBILITY CRITERIA:**

The applicant should have the following minimum eligibility criteria:

1. The applicant should have undertaken works in **Govt. departments/PSUs/central autonomous bodies/state autonomous bodies/financial institutions and other reputed private firms during last 3 years prior to 31.12.2017**
  - i) Three works/projects costing **40%** of the cost limit **OR**
  - ii) Two works/projects costing **50%** of the cost limit **OR**
  - iii) One work/project costing **80%** of the cost limit.
2. The applicant should possess **GST Registration. Should submit copy of the income tax PAN, Goods and Service tax certificate with valid registration number.**
3. The applicant shall have the average annual financial turnover of at least **60%** the value of the class limit in the respective category during last 3 years ending with **31.03.2017.**
4. The Suppliers should be original manufacturers/ Suppliers of the items having wide dealer and service network in the geographical Jurisdiction of Vijayawada Circle. They should be established in this field for minimum of 5 years.
5. The supplier shall provide details of the personnel, equipment and manufacturing facilities.
6. Submit Solvency Certificate from Nationalised /scheduled banks issued within 3 months for an amount equal to cost limit in the respective field (only for Class A, B & C)

The Suppliers should be original manufacturers/Suppliers of the above items having wide dealer and service network in the geographical Jurisdiction of Andhra Pradesh. They should be established in this field for minimum 5 years.

### **1. MODULAR FURNITURE SUPPLIERS:**

The Companies/ Agencies/ authorised franchisees, having well established manufacturing & marketing facilities in the area of modular work stations, low height & full height partitions with MS / Aluminium frame works, post forming & edge banding facilities etc., in modular furnishing works and who have executed such works are eligible to apply. Considering the products profiles, manufacturing facilities, business turn over, the eligible agencies will be empaneled. The applicants are requested to furnish the full details of the company's product profile, client list details of major projects executed with documentary proof.

### **2. OFFICE READY FURNITURE SUPPLIERS:**

The Companies/ Agencies/ authorized franchisees, having well established manufacturing & marketing facilities in the field of readymade office furniture items like computer operators chairs, executive chairs, conference chairs, almirahs, side racks, revolving chairs of various varieties, storage units, file racks, compactors, etc. and who have supplied/executed such ready items are eligible to apply. Considering the products profiles, manufacturing facilities, business turn over, the eligible agencies will be empaneled. The applicants are requested to furnish the full details of the company's product profile, client list details of major projects executed with documentary proof.

### **3. FIRE EXTINGUISHING EQUIPMENTS:**

The suppliers should have minimum of 5 years experience in supplying various type of Fire fighting equipments with different Capacity to large Offices. Also the suppliers should have experience in maintenance of all type of Fire extinguishers. If Banks requires imported FE the vendor should have the direct dealership of the products he needs to be supplied.

### **4. EXTERNAL SIGNAGE GLOW SIGN BOARD:**

The scope of work involves supply, installations and maintenance of glow sign board of branches, carrying out repair work etc. The contractor who has executed similar type of works for government department / Central /State /Autonomous bodies / financial institutions/public sector banks will be given preference (as per the eligibility conditions ). The preferred make of flex and Vinyl shall be 3M, Creative Images, Arlon Graphics, Avery Dennison etc. However other makes which meets banks quality specification also shall be considered. **(Refer to Annexure I)**

## **5. FAX AND EPBAX SUPPLIERS:**

The supplier of FAX and EPBAX should be the reputed brands and established in the field for more than 5 years. They should have dealer and service network in the geographical Jurisdiction of Andhra Pradesh.

\*\*\*\*\*

**SHOULD SUBMIT COPY OF:**

- 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 if available & PAN card.**
- c. **Audited Balance Sheet for last 3 financial years for A & B Class, for others if available.**
- d. **Registration Certificate under Shops & Establishment Act.**
- e. **Registration Certificate under Contract Labour act (Regulation & Abolition) 1970.**
- f. **Registration Certificate for Goods and Service Tax.**
- g. **Performance feedback from existing principal Employers.**

\*\*\*\*\*

**APPLICATION FORMAT**

**APPLIED FOR EMPANELMENT OF:**

(Write Correct Choice CONSULTANTS/  
CONTRACTORS /SUPPLIERS)

**CATEGORY** (type of work) :

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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- **Consultants:** Architects/ Civil Engineers/Electrical Engineers/Air-conditioning Consultants
- **Contractors:** Interior furnishing contractors/Civil contractors/Electrical contractors/Electrical, Energy, Fire audit/Fire alarm & Security Alarm/Supply and installation of CCTV & Queue Management system/Contractor for AC Works, Pest Control, Petty Works.
- **Suppliers:** Modular furniture suppliers/Suppliers of office furnitures/Suppliers of fire extinguishers/Glow Sign Board suppliers/EPABX/ Fax machine suppliers.

**CLASS** : A / B / C / D

Demand Draft Details:

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

\*\*\*\*\*

1. Name of the Organisation:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Address :

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Telephone No: Office :

Residence :

Mobile :

Fax :

E-Mail :





b) Enclose solvency certificate from the bankers:    Enclosed/ Not Enclosed

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	2013-15	
2	2015-16	
3	2016-17	

7. Registration with Government / Public Sector / Banks

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

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 (for Class - A,B,C Contractors/Consultants/Suppliers) and 2 years (for Class-D contractors)

(Please mention only such works which qualifies for eligibility criteria)

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								
4								
5								

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

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

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

11. Key personnel permanently employed in your organization:

Sl No	Name	Qualifications	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 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.

**SIGNATURE OF THE APPLICANT:**

**NAME & DESIGNATION:**

**SEAL OF ORGANISATION:**

**Place:**

**Date:**

FOR OFFICE USE ONLY

1. NAME OF THE AGENCY :
  
2. CATEGORY & CLASS OF WORK  
FOR WHICH EMPANELEMENT IS SOUGHT :
  
3. VIEWS OF EMPANELEMENT COMMITTEE :
  
  
  
  
  
  
  
  
  
  
4. RESONS FOR REJECTION IF ANY :
  
  
  
  
  
  
  
  
  
  
5. RECOMMENDED STATUS :  Recommended  
(Recommended for Empanelment/ for Empanelment  Not  
Not recommended) Recommended

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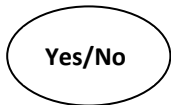
SIGNATURE OF COMMITTEE MEMBERS

**CHECK LIST OF THE DOCUMENTS**

(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/Income Tax Certificate/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
	If yes, No. of certificates enclosed	

PLEASE MARK THE APPROPRIATE CELLS BY ENCIRCLING.



**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 OF THE CONTRACTOR  
WITH SEAL**