



**PRE-QUALIFICATION
OF VENDORS FOR CARRYING OUT OFFSITE RECORD MANAGEMENT OF LEDGERS/
REGISTERS/ FILES/ RECORDS ON PAN INDIA BASIS**

**NOTICE REF NO: PPA/RMS/01/2019
DATE OF ISSUE: 10.01.2019**

ISSUED BY

**CANARA BANK
PREMISES POLICY & ADMINISTRATION SECTION
GENERAL ADMINISTRATION WING
HEAD OFFICE
BENGALURU**

NOTICE INVITING APPLICATION (NIA) FOR PRE-QUALIFICATION

Canara Bank, Premises Policy & Administration Section, General Administration Wing, Head Office, Bengaluru invites application in the prescribed format for Pre-Qualification of Vendors for carrying out Offsite Record Management of Ledgers/ Registers/ Files/ Records on Pan India Basis.

The eligible and interested vendors have to submit the application to the above office by paying an Application Cost of Rs. 1000/- +18% GST (Rs. 1180/- Non-refundable) by way of Demand Draft drawn in favour of "Canara Bank, Head Office, payable at Bengaluru.

However, those who have exemption certificate from NSIC/Similar Government authorities as per provision of MSME Act will be exempted from APPLICATION fee/ cost, on production of valid document/ certificate such as MSE registration certificates with District Industries Centres or Khadi Village Industries Commission or Khadi & Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts & Handlooms or any other body specified by Ministry of Micro, Small & Medium Enterprises.

The document can be downloaded from the website of Bank, www.canarabank.com & CPPP website <http://eprocure.gov.in>. The duly completed application with all supporting documents shall be sealed in a cover and super scribed as 'Application for Pre-Qualification of Vendors for carrying out Offsite Record Management of Ledgers/ Registers/ Files/ Records on Pan India Basis.'

PARTICULARS	DETAILS
Date of Issue of Applications	10.01.2019
Date of Pre bid meeting	21.01.2019 at 11.30 AM
Last date and time for submission of the Application	31.01.2019 upto 3.00 PM
Date and time of Opening Application - Pre Qualification Documents	31.01.2019 at 3.30 PM
Contact No	080- 26621866/ 26621870
Address for Communication & Submission of Bid,	Canara Bank Premises & Policy Administration Section, General Administration Wing, Head Office Annexe Dwarakanath Bhavan, No: 29, K.R Road Basavanagudi, Bengaluru -560004.

Note:

The documents should be handed over to Canara Bank, Premises Policy & Administration Section, General Administration Wing, Head Office, Bengaluru before stipulated time on the due date. Delay in Postal and courier for receipt of application will not be accepted.

Applications will be opened in the presence of Vendors / authorized representatives who choose to attend at the time of opening applications. In case of holiday, the bid will be opened on the next working day of the Bank.

The application without the relevant documents along with application fee / cost shall be rejected.

The Application can be downloaded from www.canarabank.com & <http://eprocure.gov.in>

Deputy General Manager
General Administration Wing
Head Office

Place: Bengaluru
Date: 10.01.2019

GENERAL RULES AND INSTRUCTIONS TO THE INTENDING APPLICANTS

1. The details of the applicant 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.
2. 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.
3. Documentary proof with respect to the eligibility criteria shall be furnished along with the application form. In this regard, copies of the work orders and performance certificates and/or such other documents shall be submitted. Incomplete applications or applications without proper documents will be summarily rejected and no correspondence will be entertained in this regard.
4. Each page of the document shall be duly signed by the Applicant or their authorized representative along with seal of the company/ firm.
5. **PRE BID QUERIES AND CLARIFICATIONS:**
 - a) The Vendor should carefully examine and understand the specifications, terms and conditions of the Application and may seek clarifications, if required, in writing in a word document (.doc), in the same serial order of that of the Application by mentioning the relevant page number and clause number. The soft copy of the pre-bid queries should be sent by E-Mail to hoppa@canarabank.com and the pre-bid query should be in the following format.

Sl No	Page No	Application Clause No	Application Clause	Query

All communications regarding points requiring clarifications and any doubts shall be given in writing to the Assistant General Manager, Premises Policy & Administration Section, General Administration Wing, Head Office, Bengaluru - 560004 by the intending Vendors on or **before 5:00 PM on 17.01.2019**. No oral or individual consultation shall be entertained. No queries will be entertained from the Vendors after the pre-bid meeting.

b) Pre-Bid meeting:

A pre-bid meeting of the intending Vendors will be held as scheduled below to clarify any points /doubts raised in respect of this document:

Date	Time	Venue
21.01.2019	11.30 AM	Canara Bank Premises & Policy Administration Section, General Administration Wing, Head Office Annexe Dwarakanath Bhavan, No: 29, K.R Road Basavanagudi, Bengaluru -560004.

The following points shall be discussed in the meeting:

- i) Technical requirements of the Bank and the conditions of the contract.
- ii) Vendors' presence Pan India basis. The vendor's capacity to service the Bank's requirements at various locations (Regional Offices of the Bank) and provision to dedicatedly allot required storage space for Bank's records when required.
- iii) Any other queries with respect to Pre Qualification Criteria.

After discussing in the pre bid meeting, the Bank shall finalise the terms and conditions of the bid document including commercial bid.

The prequalified vendors will be intimated via emails to participate in the next stage of tendering process i.e. commercial bidding.

- c) No separate communication will be sent for this meeting. If the meeting date is declared as a holiday under NI Act by the Government subsequent to issuance of application, the next working day will be deemed to be the pre-bid meeting day. Authorized representatives of interested Vendors shall be present during the scheduled time.

The Bank will consolidate all the queries and discussions during the pre-bid meeting and the consolidated replies for the queries shall be made available in the Bank's website and no individual correspondence shall be made. The replies/clarification of the Bank in response to the queries raised by the bidder/s, and any other clarification / amendments / corrigendum furnished hereof will become part and parcel of the application document and it will be binding on the Vendors.

Non-reply to the queries raised by any of the Vendor shall not be a valid reason for non-submission of the application. In addition, non-reply to any query may not be deemed the version of the Vendor as reflected in the query has been accepted by the Bank.

d) Amendment to Application Document:

At any time prior to deadline for submission of application, the Bank, for any reason, whether, at its own initiative or in response to a clarification requested by prospective bidder may modify the application document by amendment.

Notification of amendments/ Corrigendum will be made available on the Bank's website (www.canarabank.com) and will be binding on all Vendors and no separate communication will be issued in this regard.

In order to allow prospective Vendors reasonable time in which to take the amendment into account in preparing their APPLICATION, the Bank at its discretion, may extend the deadline for a reasonable period for the submission of Application.

6. METHOD OF EVALUATION:

Applications received on the specified date and time will be opened on the same day in the presence of the available Vendors.

Incomplete offers and offers not accompanied by the mandatory documents and application cost shall be rejected.

Technical evaluation comprises of two stages as detailed below:

- Stage - 1: Technical Assessment based on eligibility criteria and documents submitted
- Stage - 2: Site visit (any existing facility/s of the Vendor) by a team/ Committee

The Bank shall constitute an Evaluation Committee (EC), which shall carry out the entire evaluation process.

The evaluation process would focus on the ability of Vendor to satisfy technical requirements of the assignment, quality assurance procedures and experience of safe keeping of records. The application will be evaluated based on the method mentioned above.

The qualified applicants will be invited to participate in the tender for carrying out Offsite Record Management of Ledgers/ Registers/ Files/ Records on PAN INDIA Basis for the Bank. Initially, the activity will be carried out in Bengaluru region and will be extended further to other locations PAN INDIA. The decision taken by the Bank shall be final and no representation or correspondence shall be entertained in this regard.

7. If, information and details furnished by applicants are found to be false at any time in future or any information is withheld, which comes to the notice of the Bank at a later date, the shortlisted applications will be summarily be rejected.
8. Applications received after the due date and time shall summarily be rejected.
9. The contractor shall give a list of his relatives, if any, working with the Employer along with their designations and addresses.

CANARA BANK RESERVES THE RIGHT TO ACCEPT / REJECT ANY OR ALL EXPRESSION OF INTEREST RECEIVED IN RESPONSE TO THIS ADVERTISEMENT WITHOUT ASSIGNING ANY REASONS, WHATSOEVER.

PRE-QUALIFICATION CRITERIA

Sl. No	Eligibility Criteria	Documents Required
1	The Vendor may be a Government Organization/ PSU/ PSE/ Private/ Public Limited Indian Company under Indian Laws.	Copy of Certificate of Incorporation along with the Application in respect of this requirement.
2	The Vendor must have ISO 27001 or with a latest certification for Data Security	Photocopies of valid certificate shall be enclosed.
3	The Vendor should have minimum 5 years of experience in storing and managing of Registers/ Records/ Files/ documents both physical Record Storage and Digitization for minimum 6.5 Lac cubic feet of physical records in India aggregating from Scheduled/Commercial Banks/ PSUs excluding Pilot Projects.	Photocopies of Work Order & Performance/ Satisfactory Certificates clearly indicating the cost & nature of work handled.
4	The financial turnover of the vendor in undertaking Record Management System should not be less than Rs. 10.00 Crores each year during last three financial years with Net profit. The Net Worth of the Vendor must be positive during last three financial years. (i.e 2015-16, 2016-17, 2017-18)	Audited Balance sheet and Profit & Loss Account for the last three years. Certificate from Chartered Accountant certifying the turnover & also Copies of ITR Certificate for last three years
5	The Vendor should have aggregate space of at least 6.50 lakh sq feet (50*2*6500) out of which 1.625 lakh sq.ft (25%) or more space to be owned by the Vendor.	Details of service location with address and Contact no
6	System Information: a) Records data on SQL / RDBMS Database b) In house IT server setup with firewalls c) CMMI Level III Certification d) MPLS Connectivity connecting all RSC On-Line Access	Photocopies of valid certificate shall be enclosed.
7	The Vendor must have Goods & Service Tax registration number and PAN number.	Photocopies of the GSTIN Registration certificate and PAN card to be enclosed
8	The Vendor should have E.S.I.C., P.F. registration and hold Labour License.	Photocopies of valid registrations and license to be enclosed

9	The Vendor should ensure that the Storage area is insured against fire, flood, cyclone and other natural calamities besides theft, burglary etc. and the Vendor will bear the cost of such insurance.	Photocopy of valid insurance policy to be enclosed
10	The vendor should have valid licence /certificate for undertaking destruction of old records by themselves OR through agencies having valid licence / certificate for undertaking such activities, in which case the same is to be borne by the vendor.	Photocopy of valid certificate to be enclosed
11	The Vendor should have International certification/ affiliation/ Membership from Professional Records & Information Services Management (PRISM) for record management.	Photocopy of valid registration certificate to be enclosed

The space acquired by the Vendor should be legally managed by the Vendor only. Subcontracting the work is not permitted. The space should be clear and it should be free from any encumbrances. Vendor should certify that all legal & technical formalities are complied for this storage space.

The Vendors are requested to submit all the documents required as per the stipulated eligibility criteria at first instance itself. The documents which do not comply with the eligibility criteria are liable to be summarily rejected without issuing any notice.

SCOPE OF WORKS

Bank's designated official, in co-ordination with the vendor shall segregate/sort the old Registers/ Records/ Files/ documents in terms of Bank's documented policy on storage of old records. Such segregated/ sorted old Registers/ Records/ Files/ documents will have to be given unique Barcode and the same will be loaded in cartons in the presence of the authorized Bank official, duly sealed and handing over to the Vendor for storage.

CATALOGUING

The Vendor has to arrange and catalogue the bank's Registers/ Records/ Files/ documents and prepare inventory using bar code technology.

TRANSPORT

The Vendor has to arrange lifting of Registers/ Records/ Files/ documents provided by the Bank from the Bank's premises by their own transport facility for storage at RSC.

Storage & mandatory safety requirements should be strictly followed as per standards

CARTON DESIGN:

Carton Boxes has to be provided by the vendor as per Bank's requirements.

RETRIEVAL OF RECORDS:

As and when the Bank's request for retrieval of particular records the same to be made available at vendors cost and the retrieval should be processed through vendor website.

RETENTION OF RECORDS

The Vendor will retain and maintain the records as per Document Handling and Retention Policy of the bank.

DESTRUCTION/ PERMANENT RETRIEVAL OF Registers/ Records/ Files/ documents - Details of records to be preserved along with the period of retention is very confidential & critical in nature. Destruction of Registers/ Records/ Files/ documents would be performed at the instruction of bank authorities.

REPORTS

Vendor has to provide a website to get access to various MIS reports.

BID DOCUMENT

APPLICATION FORMAT

Sl.No.	Particulars	Applicants details
1	Name of the Company/Firm	
2	Registration Certificate No & Date /Year of incorporation	
3	REGISTERED OFFICE	
3.1	Address	
	Office Telephone Number	
	Fax Number / E-Mail ID	
3.2	CONTACT PERSON	
	Name	
	Personal Telephone Number	
	Mobile Number	
	Email Address	
4	LOCAL OFFICE(S)IN BENGALURU	
	Address	
	Office Telephone Number	
	Fax Number / e-Mail ID	
5	Please enclose Authorisation or Power of Attorney to sign and submit the Application	
6	Registration Details	
a	Permanent Account Number	
b	GST Registration Number	

7. Turnover of the Company/ firm in relation to the said activity (Please attach copy of audited balance sheet and profit and loss account for three years)

Year As on 31.03.2018	Turnover (Rs)
2015-16	
2016-17	
2017-18	
Average	

8. Details of the works executed during the last 5 (five) years

S. N.	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)
1.								
2.								

Note: Copies of work orders, satisfactory performance certificate obtained from the client shall be enclosed.

Details of services presently under execution (enclose copies of work orders issued by clients)

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9. Key personnel permanently employed in the organization:

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

10. 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 the organization

NAME OF THE OFFICIAL	ORGANISATION & ADDRESS	CONTACT NUMBERS

11. 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

All the information furnished by me/ us here above is correct to the best of my/ our knowledge and belief.

I / we have no objection if enquiries are made about the work listed by me / us in the accompanying sheets / annexures.

I / We agree that the decision of CANARA BANK in selection of vendor would be final and binding to me / us.

I / We have read the instructions in this document and understand that if any false information is detected at a later date the Applicant shall be rejected at the discretion of the Bank.

Place :
Date :

Signature of Applicant
Name & Designation
Seal of Organisation

RECORDS STORAGE CENTRE - WISE INFORMATION

Name of the Vendor:

Address of Records Storage Centre:

Owned / Leased Premises:

Records Storage Area In Sq. Ft.

Records Storage Capacity In Cub. Ft.

RECORDS STORAGE CENTRE BUILDING - Availability of the following	Mark Y/N in all the boxes below
Permanent Construction (Walls & Flooring)- Brick work	
RCC/Strong & Corrosion Resistance Modern Metal Roofing	
Fire Doors	
Trained Staff (No of Staffs)	
24 X 7 Security Guards	
Metal Detector	
Biometric Access Control	
Fire Hydrant System	
Fire Fighting Equipment	
Fire Alarm System - Detectors	
CCTV With 6 months Recording	
Pest Control and Rodent Control	

NOTE: Vendor should submit copy of lease/ ownership document.

SIGNATURE OF APPLICANT WITH SEAL

CHECK LIST
(To be filled by Applicants)

Interested applicant/s conforming to the above requirements may respond by furnishing the following.

Sl No	Item Description	Yes/No
1	Vendor's undertaking covering letter in the Letter Head shall be signed by the authority, stamped and submitted.	
2	Signed and stamped Letter of Authorization or Power of Attorney for signing the document shall be submitted.	
3	Whether application cost is submitted in separate cover along with the document	
4	In case of claiming exemption from application cost, valid document/ certificate for exemption of fee from NSIC/Similar Government authorities shall be submitted	
5	Copy of Certificate from Registrar of Companies (if applicable)	
6	Copy of PAN card	
7	Copies of Income-tax returns & Balance Sheet for last 3 financial years	
8	Copy of Goods & Services Tax registration	
9	Copy of Certificate of Registration Government/ Public Sector Banks/ Professional bodies	
10	Copy of Work order, performance certificate (as per eligibility criteria)	
11	Filled up all Annexure shall be signed by the authority, stamped and submitted.	
12	All supporting documents for proving the Eligibility Criteria shall be signed by the authority and stamped in all pages	
13	Whether all pages in the document is duly signed by the Authorised Person	

SIGNATURE OF APPLICANT WITH SEAL