



**CANARA BANK**

**Premises & Estate Section**

Circle Office

7 th Floor , 38-Ansal Tower,

Nehru Place-110019

PH. 011-26281531

E-Mail ID [pecodel@canarabank.com](mailto:pecodel@canarabank.com)

[www.canarabank.com](http://www.canarabank.com)

**DOCUMENT  
FOR  
EMPANELMENT  
OF  
CONSULTANTS/CONTRACTORS/SUPPLIERS**

**February 2019**



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

Applications are invited in the prescribed format for empanelment of consultants, contractors and suppliers for executing the works of the Bank's branches/offices coming under our Delhi Circle (areas under Delhi Circle are: Delhi Region, Noida , Meerut, Dehradun and Haldwani). It is proposed to maintain separate panels of consultants, contractors and suppliers for the following specialization of works:

**1. Consultants:**

- a> Civil engineers/Structural Consultants
- b> Electrical engineers/consultants/auditors
- c> Air-conditioning consultants

**2. Contractors:**

- a) Civil Engineering contractors
- b) Electrical contractors
- c) Water proofing contractors
- d) Glow Sign Board

**4. Suppliers**

- 1> Chair Suppliers
- 2> Vertical Blinds
- 3> Shifting of furniture, FBR SAFE
- 4> UPS and Inverters
- 5> Batteries
- 6> Air Conditioner
- 7> Electrical fittings and fixtures
- 8> Housekeeping & Pest Control
- 9> Note Counting/sorting Machine
- 10> Queue Management System
- 11 > Scrap Dealers

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*".

**All consultants, contractors and supplier/vendors in the existing panel shall not need to apply afresh.**

The eligible and interested consultants, contractors and suppliers may collect the "**Document for empanelment**" from the following office by paying non-refundable fee of **Rs. 250/-** ( Two Hundred and fifty only) by way of Demand Draft favoring "**Canara Bank, Circle Office**" **Payable at Delhi** / or by way of CASH. Applicants who have down loaded the application from the website, should enclose the application fee by way of DD.

The duly completed document in the prescribed format with all supporting documents shall be sealed in a cover and super scribed as '**APPLICATION FOR EMPANELMENT** of (Category name)' and **shall be submitted to the above mentioned office of CANARA BANK on or before 18.02.2019 up to 3.00 pm**

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

Date: 02.02.2019

**DEPUTY GENERAL MANAGER**

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

- 1.0. The empanelment of Consultants, contractors and suppliers are proposed for the Civil, Electrical and other allied works of routine nature in the Branches and offices of the Bank coming under the 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.
- 2.0. This document consists of the following:
  - a>Notice inviting applications for empanelment of consultants, contractors and suppliers
  - 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
- 3.0. **The complete document as detailed above, complete in all respects, should be submitted** by the intending applicants within the stipulated date and as per the instructions given in the Notice inviting applications. The details of the applicants and their experience shall be furnished in the prescribed "Application Format" only. Wherever required and if the space provided is not sufficient, particulars can be furnished in 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.
- 4.0. The Consultants/Contractors/suppliers, who intend to apply for more than one category, have to apply for each category using separate application forms.
- 5.0. No costs incurred by the applicant in applying, in providing necessary clarifications or attending discussions, conferences or site visits will be reimbursed by the Bank.
- 6.0. Documentary proof with respect to the details furnished in the application form regarding eligibility criteria shall be furnished along with the application form. In this regard, copies of the work order and completion certificate and/or such documents shall be submitted. Incomplete applications or applications without proper proofs for establishing their credentials will be summarily rejected and no correspondence will be entertained in this regard.
- 7.0. If the application is made by a partnership firm, a certified copy of the partnership deed, current address of the firm and the full names and current addresses of all the partners of the firm shall also accompany the application.

- 8.0. If the application is made by a limited company, it shall be signed by a duly authorized person holding the power of attorney for signing the application in which case certified copies of the power of attorney and the certification of incorporation, Memorandum of Articles of Association shall accompany the application.
- 9.0. The empanelment shall be made for a specific category. However, contractor empanelled in higher category shall be eligible for works in the lower category.
- 10.0. The evaluation will be based on the experience of the consultants/contractors / suppliers and their financial capabilities and may also include inspecting the works furnished by them for which, necessary co-ordination shall be made by them. Based on the details furnished and inspection of works, eligibility criteria, the consultants/ contractors/ suppliers will be empanelled. Decision of the Bank regarding selection / rejection for empanelment will be final and binding and no further correspondence will be entertained. The empanelled contractors will only be informed by post.
- 11.0. If, information and details furnished by applicants are found to be false at any time in future or any information withheld, which comes to the notice of the Bank at a later date, the empanelment of such applicant will be cancelled immediately.
- 12.0. Applications received after the due date and time are liable for rejections.
- 13.0. **The consultants/contractors/suppliers having their office in the geographical jurisdiction of our offices will only be considered. The empanelment shall be valid for three years to be reviewed every year.**
- 14.0. Canara Bank reserves its right to reject any / or all the applications without assigning any reasons whatsoever.
- 15.0. **Those who have applied previously are not requested to re-submit the application.**

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

**A. SCOPE OF WORK**

The services of **Civil consultants** will be used for planning and execution of the civil works, structural Consultancy Works etc. for the Bank branches / offices.

The services of **Electrical consultants/Auditors** will be used for planning and electrical equipments like Air Conditioning, Generators, UPS, Transformers and other allied items, electrical auditing, energy audit and coordinating/ liasoning with state electricity boards & such other local authorities. Also, to provide consultancy for preventing fire risk related to electrical faults, auditing/certification of the power consumption and power saving methods

Further, Bank from time to time proposes to upgrade electrical HT system and upgrade DG sets capacity. Bank is looking to 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.

**B.ELIGIBILITY CRITERIA:**

**a> Consultant- Civil Engineering/ Structural Engineer:**

1. Graduate in Civil Engineering with minimum 5 years of experience in the respective field as on 31-12-2018.

2. Should have experience in planning, designing and supervising of Civil works/ like Office design and construction of multi- storied buildings, and other civil engineering projects preferably related to Financial Institutions/PSUs or such other related works of at least:

Five projects each costing Rs. 25.00 lakhs

Or Three projects each costing Rs. 50.00 lakhs

Or two projects each costing Rs. 75.00 lakhs during the last three years

3. The average annual turnover (professional fee) for the last 3 financial years shall not be less than Rs. 02.00 lakhs

4. Should be an assessee of Income Tax.

**B> Consultant- Electrical Engineering/Auditors:**

1. Graduate in Electrical Engineering with minimum 5 years of experience in the respective field as on 31-12-2018.

2. Should have experience in planning, designing, auditing and supervising of electrical works for computerized environment including experience in LT/HT works, generator and motors, UPS, lifts. Planning and utilization of equipments and systems with maximum capacity utilization. The Consultant shall assess the total requirement of systems and equipments for offices and effective usage of the same with maximum efficiency. Further, Should have experience Office automation related electrification works / LT/HT substation installation works generators/ motors/ UPS/ lifts/Electrical Auditing of the Government owned premises and installation or such other related works of at least:

Five projects each costing Rs. 05.00 lakhs  
Or Three projects each costing Rs. 07.50 lakhs  
Or two projects each costing Rs. 12.00 lakhs  
during the last three years.

3. The average annual turnover (professional fee) for the last 3 financial years shall not be less than Rs.02.00 lakhs

4. Should be an assessee of Income Tax.

5. For Electrical Audit purpose the Electrical Consultants who have certificate from Bureau of Energy Efficiency, Govt of India/ Certificate from National Productivity Council of India will be preferred (Hence agencies who have certificate shall produce the same).

**c> Consultant - Air-conditioning:**

1. Graduate in Electrical/Mechanical/refrigeration engineering with minimum 5 years of experience in the air-conditioning field as on 31.12.2018.

2. Should have experience in planning, designing and supervising of air-conditioning works using split/ductable splits/package units/ VRF units of atleast

Five projects each costing Rs. 05.00 lakhs  
Or Three projects each costing Rs. 07.50 lakhs  
Or two projects each costing Rs. 12.00 lakhs  
during the last three years.

3. The average annual turnover for the last 3 financial years shall not be less than Rs.02.00 lakhs

4. Should be an assessee of Income Tax

**Note:** 1. In all the above categories of consultants, 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.

2. The firms /companies meeting the eligibility criteria and having the qualified personnel as detailed above can also apply.

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

**A. SCOPE OF WORK:**

The panel of **Civil Engineering Contractors** will be mainly used for civil engineering works like earthwork, masonry, plastering, RCC, concrete works, painting, flooring, plumbing & sanitary, water proofing, demolition works, structural steel fabrication, woodwork (doors and windows only) and other allied works for branches, residences and offices of the Bank.

The panel of **Electrical Contractors** will be mainly used for internal and external electrification, associated cabling, earthing, wiring for air-conditioners, UPS, liaisoning with Electricity board for abstention of additional power, breakdown repairs and other allied works for various branches / Offices of the bank.

The panel of **Water proofing contractors** will be used for executing specialized waterproofing works such as water proofing to terraces, basements, and sunken slabs of toilets, etc. of Bank's Branches/offices and residential buildings.

**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.

The contractors empanelled under Class-D are allowed to quote only in the geographical jurisdiction of our Regional Offices where the contractor is stationed. The other class of contractors can quote for the works coming under the geographical jurisdiction of the Circle Office.

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CATEGORY	UPTO WHICH THE CONTRACTORS CAN PARTICIPATE (AMOUNT IN LAKHS)			
	CLASS- D	CLASS- C	CLASS- B	CLASS- A & Above
<b>1. CIVIL ENGG. WORKS</b>	0.25	2.00	10.00	30.00
<b>2. ELECTRICAL WORKS</b>	0.25	2.00	10.00	20.00



<b>3. WATER PROOFING WORKS</b>	0.25	2.00	10.00	20.00
<b>4. GLOW SIGN WORKS</b>	0.25	2.00	10.00	20.00
<b>5. HOUSEKEEPING</b>	0.25	2.00	10.00	20.00
<b>6. PEST CONTROL</b>	0.25	1.00	3.00	4.00
<b>7. VERTICAL BLINDS</b>	0.25	1.00	3.00	4.00
<b>8. SCRAP DEALERS</b>	0.50	2.00	7.00	10.00

### **ELIGIBILITY CRITERIA:**

#### **a > Contractors for Civil/Structural Works.**

1. The contractor intends to be empanelled under Class-D should have minimum two years' experience prior to 31.12.2018 in Civil Engineering works including all repairs in the building involving civil engineering works like earthwork, masonry, plastering, RCC, concrete works, painting, flooring, plumbing & sanitary, water proofing, demolition works, structural steel fabrication, woodwork (doors and windows only) for branches, residences and offices of any Banks and financial Institutions. He should have executed at least one single similar work costing not less Rs. 10000.00 during the last one year.

2. The contractor intends to apply for Category- A,B &C should have the experience of successfully completing the following quantum of works such as original works, alterations, repairs and renovations involving civil engineering works like earthwork, masonry, plastering, RCC, concrete works, painting, flooring, plumbing & sanitary, water proofing, demolition works, structural steel fabrication, woodwork (doors and windows only) for branches, residences and offices of the Bank / Government departments/public sector undertaking/central autonomous bodies/state autonomous bodies/financial institutions during last 5 years prior to 31.12.2018

a) Three similar completed works costing not less than the amount equal to **40%** of the cost limit in the respective Class

**OR**

b) Two similar completed works costing not less than the amount equal to **50%** of the cost limit in the respective class.

**OR**

c> One similar completed work costing not less than the amount equal to **80%** of the cost limit in the respective class..

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

a> have well-established office in the respective centre with adequate engineering staff.

b> be an assessee of Income Tax and should have registered with service Tax department submit income tax clearance certificate/copy of the income tax returns and service tax registration certificate with valid registration number.

c>have the average annual financial turnover of atleast two times the cost limit in the respective class during last 3 years ending with 31.12.2018

d> submit solvency certificate from Nationalized/ scheduled bank issued within one year for an amount equal to the cost limit in the respective class.

#### **b> Electrical Contractors:**

1. Contractors who intends to apply for Class-D (petty works) should have wireman license issued by the Electrical Inspectorate and have the experience of successfully completing repairs in the building involving internal and external electrification associated cabling, earthing, wiring for air-conditioners, UPS, breakdown repairs for branches / offices of a bank during the last two years prior to 31.12.2018. He should have completed at least one similar single work costing Rs.10000.00 during the last one year.

2. The electrical contractors who apply for Class- A,B & C Should have valid A-class electrical contractors license issued by the Electrical Inspectorate and have the experience of successfully completed following quantum of works including original works, alterations and renovations involving internal and external LT electrification, panel boards, associated cabling, earthing, wiring for air-conditioners, UPS, liaisoning with local Electricity Board for obtaining of additional power, breakdown repairs for branches / offices of a Bank / Government departments/public sector undertaking/central autonomous bodies/state autonomous bodies/financial institutions during last 5 years ending with 31.12.2018 as under

Three similar completed works costing not less than the amount equal to **40%** of the cost limit in the respective class **OR**

Two similar completed works costing not less than the amount equal to **50%** of the cost limit in the respective class **OR**

One similar completed work costing not less than the amount equal to **80%** of the cost limit in the respective category.

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

a> have well-established office in the respective centre with adequate engineering staff.

b> be an assessee of Income Tax and should have registered with service Tax department. submit income tax clearance certificate/copy of the income tax returns and service tax registration certificate with valid registration number.

c> have the average annual financial turnover of atleast two times the cost limit in the respective class during last 3 years ending with 31.12.2018

d> submit solvency certificate from Nationalized/ scheduled bank issued within one year for an amount equal to cost limit in the respective class.

#### **c> Contractors for Water Proofing Works**

1. The Water Proofing contractor who intends to apply for Class-D(petty works) should have the experience of successfully completed Water Proofing works for basement, terrace, toilets, retaining walls for branches, residences and offices of Banks/financial Institutions/Central/State Govt Offices/PSU's during the last two years prior to 31.12.2018. They should have executed at least one single similar work costing not less Rs.10, 000/- during the last one year.

2. The contractor who intends to apply for Class- B, C should be authorized applicators of reputed Water proofing chemicals/products manufacturers and shall have the experience of successfully completing following quantum of Water Proofing works for basement, terrace, toilets, retaining walls for branches, residences and offices of the Banks/financial Institutions/

Government departments/public sector undertaking/central autonomous bodies/state autonomous bodies/ and other reputed firms during last 5 years prior to 31.12.2018:

Three similar completed works costing not less than the amount equal to **40%** of the cost limit in the respective Class **OR**

Two similar completed works costing not less than the amount equal to **50%** of the cost limit in the respective Class **OR**

One similar completed work costing not less than the amount equal to **80%** of the cost limit in the respective Class.

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

a> have well-established office in the respective centre with adequate engineering staff.

b> be an assessee of Income Tax and should have registered with service Tax department submit income tax clearance certificate/copy of the income tax returns and service tax registration certificate with valid registration number.

c>have the average annual financial turnover of atleast **two times** the value of the work in the respective category during last 3 years ending with 31.12.2018

d> submit solvency certificate from Nationalized/ scheduled bank issued within one year for an amount equal to the cost limit in the respective class.

e> be prepared to extend performance guarantee for a period of not less than 5 years for any water proofing work executed by them for the Bank.

4. Similar works means all original works, alterations and modifications involving landscaping related works and maintaining and servicing of the lawns for branches / offices of a bank.

#### **d> Glow Sign Board Contractors**

**Scope:** The professionals sought for empanelment by Canara Bank shall supply and replace signage boards in all the new as well as existing branches if need arise. The solution providers shall visit the branches, take measurements and also co – ordinate with concerned bank staff about possibilities of providing best solution for putting up sign boards. The solution providers shall ensure quality, durability and cost efficiency of the products and services they provide such as sign board materials, timers, DB and all necessary electrical wiring.

The scope of works further includes fabrication, supply, erection and fixing of various sized branch name boards like box type glow sign (back Lit) boards, non lit Boards, Front lit boards using Bank approved make Flex material and vinyl material, One way visibility vinyl stickers etc. The agencies who have experienced in these type of works may apply. The agencies who have owned computerized vinyl cutting machines, flex tightening machines, fabrication facilities will be preferred.

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 31.12.2018

Three similar completed works costing not less than the amount equal to **40%** of the cost limit in the respective class **OR**

Two similar completed works costing not less than the amount equal to **50%** of the cost limit in the respective class **OR**

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 Glow Sign board related works for branches / offices of a bank.

3. The contractors should

a> have well-established office in the respective centre with adequate engineering staff.

b> be an assessee of Income Tax and should have registered with service Tax department submit income tax clearance certificate/copy of the income tax returns and service tax registration certificate with valid registration number.

c> have the average annual financial turnover of at least two times the cost limit in the respective class during last 3 years ending with 31.12.2018

d> submit solvency certificate from Nationalized/ scheduled bank issued within one year for an amount equal to the cost limit in the respective class.

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

a> have well-established office in the respective centre with adequate engineering staff.

b> be an assessee of Income Tax and should have registered with service Tax department. submit income tax clearance certificate/copy of the income tax returns and service tax registration certificate with valid registration number.

c> have the average annual financial turnover of at least two times the cost limit in the respective class during last 3 years ending with 31.12.2018

d> submit solvency certificate from Nationalized/ scheduled bank issued within one year for an amount equal to cost limit in the respective class.

**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. All class of contractors must be Income Tax Assessee. The contractors, otherwise eligible but not Income tax asseesees, will be considered only under Class-D, irrespective of their experience and financial capabilities. The contractors empanelled under Class-D also should get the PAN number from Income Tax Authorities and TNGST number from Service Tax Department within 6 months from the date of empanelment failing which, they will not be allowed to quote for any further works.

**SCOPE AND ELIGIBILITY CRITERIA FOR EMPANELMENT OF SUPPLIERS**

**SCOPE:** It is proposed to empanel the suppliers of Batteries, Light fixture, Chairs, Vertical Blinds, QMS, Glow Sign Boards, Note Counting, miscellaneous works (shifting of furniture, FBR SAFE etc) and for the anticipated procurements for the branches/offices 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 Suppliers should be original manufacturers/Suppliers of the above items having wide dealer and service network in our geographical Jurisdiction They should be established in this field for minimum 5 years.

1. **CHAIR SUPPLIERS:** The suppliers of chairs should be the reputed manufacturers of such products OR authorized principles of reputed brands and established in the field for more than 5 years. They should have dealer and service network in the major centres under the jurisdiction of Head Office/ Circle Office.

i. The vendor/suppliers should submit service tax registration certificate showing registrations with service tax and commercial tax department and valid registration number.

ii. The vendors/suppliers shall have the average annual financial turnover of Rs.25.00 lakhs for the last three years prior to 31.12.18 (for categories wherever not explicitly mentioned).

iii. Solvency certificate from Nationalized/ scheduled bank issued within one year for an amount of Rs. 25.00 lakhs should be submitted.

2. **VERTICAL BLINDS/ROLLER BLINDS/VENETIAN BLINDS/ ZEBRA BLINDS:** The suppliers of chairs should be the reputed manufacturers of such products OR authorized principles of reputed brands and established in the field for more than 5 years. They should have dealer and service network in the major centres under the jurisdiction of Head Office/ Circle Office.

i. The vendor/suppliers should submit service tax registration certificate showing registrations with service tax and commercial tax department and valid registration number.

ii. The vendors/suppliers shall have the average annual financial turnover of Rs 4 .00 lakhs for the last three years prior to 31.12.18 (for categories wherever not explicitly mentioned).

iii. Solvency certificate from Nationalized/ scheduled bank issued within one year for an amount of Rs. 4.00 lakhs should be submitted.

**3. MISCELLANEOUS WORKS (shifting of furniture, FBR SAFE,)**

The department undertakes various minor works at various branches situated at various locations. The miscellaneous works mainly involves shifting of furniture, FBR SAFE, etc)

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

**4. UPS/INVERTERS:**

1. The vendor/suppliers should submit service tax registration certificate showing registrations with service tax and commercial tax department and valid registration number.
2. The vendors/suppliers shall have the average annual financial turnover of Rs.25.00 lakhs for the last three years prior to 31.12.2018 (for categories wherever not explicitly mentioned).
3. Solvency certificate from Nationalized/ scheduled bank issued within one year for an amount of Rs. 25.00 lakhs should be submitted.

Apart, from the above points, for UPS/Inverter supply, following points should also be considered:

**Point no. (i)** – *Original Equipment Manufacturers (OEM) and Authorised Distributors / Dealers / Suppliers will be considered. The applicant should have sufficient number of technical and administrative employees. The applicant should submit their credentials along with a list of employees, contact details etc.*

**Point no. (ii)** – *The applicant requires to furnish their PAN No. Registration details of firm with TIN No, GST Registration for state of Delhi, Uttar Pradesh, Uttarakhand etc.*

**Point no. (iii)** – *The OEM and Authorised Distributors / Dealers / Suppliers should have supplied similar rated capacity (in all ratings upto 10 kVA) in PSU Banks/State and Central Govt. Organisations/reputed IT companies, Insurance companies. The work order must be in the name of the OEM or through the Authorised Distributors / Dealers / Suppliers. (Work orders and work completion certificates to be enclosed.)*

**Point no. (iv)** – *The applicant must comply to Bank’s terms for payment, delivery, rate contract and penalty as per the requirement by the bank.*

**Point no. (v)** – *The applicant must comply to Bank’s Technical terms and CAMC conditions as per the requirement by the bank.*

**5. UPS/INVERTERS BATTERIES:**

1. The vendor/suppliers should submit service tax registration certificate showing registrations with service tax and commercial tax department and valid registration number.
2. The vendors/suppliers shall have the average annual financial turnover of Rs.25.00 lakhs for the last three years prior to 31.12.2018 (for categories wherever not explicitly mentioned).
3. Solvency certificate from Nationalized/ scheduled bank issued within one year for an amount of Rs. 25.00 lakhs should be submitted.

**6. AIRCONDITIONING EQUIPMENTS SUPPLIERS** (Blue Star, Daikin, Hitachi, Haier, Voltas, General, Carrier, LG, Panasonic) The Air-conditioning units suppliers shall be the manufacturers/ suppliers/service providers of window units, split units, VRF unit, ductable split, package air-conditioners and should be direct dealer and have good service network so as to cater to the needs of all our branches. They should have service centers at Delhi region, Meerut, Saharanpur, Dehradun, and Haldwani. (Dealership certificate from the OEM is mandatory and needs to be enclosed along with the application form, also applicant needs to mention in the application format separately for which brand the applicant has applied).

1. The vendor/suppliers should submit service tax registration certificate showing registrations with service tax and commercial tax department and valid registration number.
2. The vendors/suppliers shall have the average annual financial turnover of Rs.25.00 lakhs for the last three years prior to 31.12.2018 (for categories wherever not explicitly mentioned).
3. Solvency certificate from Nationalized/ scheduled bank issued within one year for an amount of Rs. 25.00 lakhs should be submitted.

**7. SUPPLIERS OF ELECTRICAL FITTINGS AND FIXTURES:** The suppliers should be the reputed manufacturers of such products like fan, LED lights/tube lights, and wires and established in the field for more than 5 years. They should have dealer and service network in the geographical area of Circle office (Delhi region, Meerut, Saharanpur, Dehradun, and Haldwani).

**8. HOUSE KEEPING & PEST CONTROL WORKS:** It is proposed to empanel housekeeping agencies/pest control agencies for day to day cleaning and maintenance of commercial building complex, residential complex. They shall be resourceful with manpower for various traits/ skilled- semiskilled/ unskilled, to undertake cleaning of multistoried building interior and exteriors, garbage management, preference will be given to such agencies having in-house resources for attending to plumbing & sanitary works, electrical works like handling domestic pumps, internal electrical etc. Kindly collect the required documents for empanelment of housekeeping/pest control from our circle office 7<sup>th</sup> floor 38- ansal tower Nehru place.

**9. NOTE COUNTING/SORTING MACHINE:** The supplier should be in the field for at least for a period of Note counting machines viz, loose note counting machine, bundle note counting machine, should be the reputed brands and established in the field for more than

5 years. They should have dealer and service network in Delhi region, Meerut, Saharanpur, Dehradun, and Haldwani, and other areas coming under the jurisdiction of our Circle.

**10. QUEUE MANAGERMENT SYSTEM:** The scope of work involves, supply, installations and maintenance of Queue Management System machines to the 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 )

Similar works means all original works, alterations a modifications involving supply, installations, testing and commissioning of queue management system and other related works for branches/ offices of a bank.

**11. SCRAP DEALERS:** The scarp items shall be disposed as in where is condition wherever required. Scrap dealers will have to quote for the items and the items will be disposed off to the highest bidder.

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**APPLICATION FORMAT****APPLIED FOR EMPANELMENT OF::**

( write correct choice CONSULTANTS/  
CONTRACTORS /SUPPLIERS)

**CATEGORY** (type of work) :: A / B / C / D  
(Class A/B/C/D if any)

1. Name of the Applicant :  
Address :

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

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

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

I)  
II)  
III)

c) Year of establishment :

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

4. Registration with Tax Authorities :

a) Income-Tax No. PAN/GIR NO;  
(Furnish copies of Income-tax returns)

b) Service /commercial Tax : TN GST No  
(Furnish the latest copies of the returns filed)

c) Registration Number Professional bodies:

5. a> Names of the Bankers with address :

I)  
II)

b> Enclose solvency certificate from the bankers:

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	2016-17	
2	2017-18	
3	2018-19	

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 activities? Mention the fields on preference Basis

- 1)
- 2)
- 3)

9. Details of the works executed during the last 2 years (for Class-D contractors) / 5 years (for class- AB,C contractors and Consultants ) ( 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 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.

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

11. Key personnel permanently employed in your organization:

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

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

14. 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.

<b>YEAR</b>	<b>Award far or Against Applicant</b>	<b>Name of clients, cause of litigation and matter of dispute</b>	<b>Disputed Amount</b>	<b>Actual Awarded Amount</b>

### **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.

Place :  
Date :

SIGNATURE OF CONTRACTOR  
NAME & DESIGNATION  
SEAL OF ORGANISATION

**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 for Empanelment/  
Not recommended)

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**SIGNATURE OF COMMITTEE MEMBERS**

**CHECKLIST: (TO BE FILLED BY Applicants)**

1	Have you mentioned the category for which you have applied in the application form?	Yes / No
2	Have you signed in all the sheets?	Yes / No
3	Whether copy of PAN/GST 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 contractors?	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 work is enclosed?	Yes / No
	If yes, No. Of Certificates enclosed	Yes/No