



PREMISES & ESTATE SECTION CANARA BANK CIRCLE OFFICE, THIRUVANANTHAPURAM

OFFER DOCUMENT FOR EMPANELMENT OF AGENCIES FOR PROVIDING HOUSEKEEPING SERVICES AT VARIOUS BRANCHES/OFFICES UNDER CANARA BANK CIRCLE OFFICE THIRUVANANTHAPURAM

REF: CB/PECOTVM/EMPANEL/HKP/2022

DATE: 23 FEB 2022

This document can be downloaded from Bank's website www.canarabank.com and also from CPP portal: www.eprocure.gov.in

ISSUED BY

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NOTICE INVITING APPLICATIONS FOR EMPANELMENT OF AGENCIES FOR PROVIDING HOUSEKEEPING SERVICES

Applications are invited in the prescribed format for empanelment of agencies for providing Housekeeping services at the Bank's offices/branches coming under the jurisdiction of Circle Office, Thiruvananthapuram. Areas covered under the Circle is as below:

Region	Districts/UT Covered
Trivandrum-I	Trivandrum (City Limits)
Trivandrum-II	Trivandrum (Outside City)
Kollam	Kollam, Pathanamthitta
Alappuzha	Alappuzha
Kottayam	Kottayam
Ernakulam-I	Ernakulam (City limits)
	Lakshadweep
Ernakulam-II	Ernakulam (Outside City), Idukki
Thrissur	Thrissur
Palakkad	Palakkad
Malappuram	Malappuram
Kozhikode	Kozhikode
Kannur South	Kannur, Wayanad, Mahe
Kannur North	Kannur
Kasargod	Kasargod

Regional Offices/Area covered under Circle may vary according to Bank's policy and will be binding on empanelled agencies. For details log on to Bank Website <http://www.canarabank.com/>, Government of India Procurement Portal (<https://www.eprocure.gov.in>) or contact Premises & Estate Section, Circle office, Thiruvananthapuram, Canara Bank-695001.

The eligibility criteria and other requirements for the agencies are detailed under "Scope of work and Eligibility criteria". The eligible and interested agencies may download the document from Bank's website or Govt. of India Procurement Portal.

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 Housekeeping Service Agencies Class <>**' and shall be submitted to the above mentioned office of Canara Bank on or before 18.03.2022 upto 3.00 PM. The Bank reserves the right to accept or reject any or all the applications without assigning any reasons thereof.

Date: 23.02.2022

DIVISIONAL MANAGER

THIRUVANANTHAPURAM CIRCLE

GENERAL RULES AND INSTRUCTIONS TO THE APPLICANTS

1. Generally, the works of the Bank are awarded on calling competitive tenders/quotations from the empanelled agencies and in case of emergency works/works of small magnitude, the Bank may opt to award the work from any of the empanelled agencies, depending on the exigencies of the work on nomination basis and also has the right for open tendering process for any particular work, depending on the nature & magnitude of the work.
2. The details of the applicants and their experience shall be furnished in the prescribed “Application Format” only. Wherever required and if the space provided is not sufficient, particulars can be furnished in 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.
3. 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.
4. Documentary proof for the work orders and completion certificates and or such other documents shall be submitted along with the application. Incomplete applications or applications without proper proof for establishing their credentials will be liable for rejection and no correspondence will be entertained in this regard.
5. The authorised person of the firm/ company shall sign in all the pages of the application with seal of the company/firm.
6. The evaluation will be based on the experience, reputation, empanelment with other Banks, PSUs, Govt. institutions, manpower & logistical support of the applicant, their financial capabilities, quality consciousness, etc. and if found necessary may also include inspecting the works undertaken by them for which, necessary co-ordination shall be made by them. Based on the details furnished and inspection of works, eligibility criteria, the applicants will be empanelled. Decision of the Bank regarding selection / rejection for empanelment will be final and binding and no further correspondence will be entertained. The empanelled contractors will only be informed by post.
7. The agency empanelled under class B will not be eligible to participate for the works of class A. However, the applicant empanelled in class A shall be eligible for works in the class B.

8. 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.

9. Applications received after the due date and time is liable for rejection.

10. The Applicants having their office in the geographical jurisdiction of Thiruvananthapuram Circle (As Mentioned Above) will only be preferred.

11. **The empanelment shall be valid for a period of three years from the date of intimation letter to the shortlisted contractors.**

12. The applicant should be a profit making firm for the last 3 years as on 31.03.2021.

13. Canara Bank reserves its right to reject any / or all the applications without assigning any reasons whatsoever.

14. Firms should submit an undertaking (On their Letter Head) that they have not been “Blacklisted” by any of the Govt. Authority / PSUs / Public Sector Banks (PSBs) duly signed by authorised signatory with company seal.

15. Empanelment provides an opportunity to firms to participate in the tender process invited from time to time for housekeeping works at various offices/branches of Bank. Empanelment does not provide a guarantee for getting any work assigned. The Applicant should be in touch with the Premises and Estate section after the empanelment process.

16. As the process of Empanelment deals with the submission of documents and fulfilling the required eligibility criterion; the list of Empanelled Vendors will be made on the basis of information provided, inquiries made by phone or e-mail or similar means, feedback received from other counterparts and agencies, visits made and similar methods as approved by our authorities. If anyone of the criteria is not met, application may be rejected. Decision of Bank will be final and binding to all applicants.

17. PERFORMANCE EVALUATION OF EMPANELLED AGENCIES:

The performance of empanelled agencies will be monitored regularly to assess their suitability/ functioning. Their rating of evaluation shall be based on their adherence to delivery schedules, consistency in quality and competitive costs, integrity and service rendered during contract period.

18. REMOVAL OF AGENCIES FROM PANEL:

Removal of empanelled agencies from the list shall be considered on the following grounds:

- The performance is rated below par during the performance evaluation process.

- The firm fails or neglects to respond to three consecutive invitations to tender within the range of products for which it is registered.
- The firm fails to execute a contract/ order.
- The firm found not have the required technical man power/ equipment/machines.
- The firm is declared bankrupt or insolvent or wilful defaulter.
- The firm fails to furnish the income tax clearance certificate or any other document when called for.
- The firm fails to pay wages to his workmen at the rates as applicable under the Minimum Wages Act as per Central Government guidelines for unskilled/ semiskilled/equivalent categories.

19.BAN AND BLACK LISTING:-

Due to the misconduct of a firm or its continued poor performance, it is justified to impose ban on business relation with the firm or its Blacklisting. This action will be taken after due consideration of all factors and circumstances of the case. Ban for a specified period of time may also be imposed by the Bank.

SCOPE OF WORK

Scope of works: HOUSEKEEPING SERVICES

The following chores are to be taken up daily, by employing experienced personnel whose outlook should be smart and courteous at all times. The various services required are as follows:

a) Internal Housekeeping Services - Daily Services: The daily chores to be carried out are as follows:

1. The floors shall be mechanically cleaned / vacuum cleaned, minimum once in a day and wet mopped at least thrice daily as the case can be so as to maintain spic and span condition throughout the day.
2. The workstations, tables and chairs and all other furniture shall be cleaned twice in a day. The dustbins shall be cleared daily once in the morning and once in the evening.
3. The doormats shall be cleaned off dust, mud and grime as required.
4. Atrium, fire and general staircases and terrace shall also be cleaned daily.
5. Glass partitions/doors in assigned floors to be cleaned neatly on daily basis.
6. Cleaning of name plates of section, executives, and floor name plates daily.
7. Water cans and water bottles have to be refilled for all the staffs whenever necessary.
8. Serving drinking water & refreshments, clearing the left out eatables including cleaning of flask, plates, glass etc. wherever necessary.

Note: The above frequency is only indicative and may be increased depending on needs.

b) Internal Housekeeping services - Weekly services: The weekly chores to be carried out are as follows:

1. The false ceiling, coving, wall panel, cornices etc., shall be cleaned for removal of dust, dirt, cobwebs, etc., manually / by using necessary equipment.
2. The vertical/roller blinds/curtains shall be cleaned for removal of dust / dirt.

3. Thorough cleaning of ceiling, wall mounted fans, telephones, light fixtures, AC indoor units, photocopier machines, almirahs, filing racks, compactors and such other equipments etc, kept in the office area.
4. The glazing of the doors, partitions, internal glazing's, windows, partitions, etc., shall be cleaned with glass cleaning liquid.
5. The door and window frames, panels shall be wiped with a dry mop.
6. All other vertical surfaces and horizontal surfaces shall be cleaned / mopped with dry / wet mop depending upon the requirements so as to retain the initial sheen.
7. Carpets shall be vacuum cleaned.
8. Dusting and cleaning of stair case railing.

c) Internal Housekeeping services - Other routine services: Other routine chores to be carried out are as follows:

1. Good quality perfumes are to be sprayed twice a day in each lift to keep the lift atmosphere in good fragrance and acceptable general ambience.
2. Carpets shall be got spot shampooed at least once in three months and totally shampooed annually from approved agencies.
3. All floors, furniture, equipment, machinery, stair cases etc., in all buildings shall be presentable, spic and span at any point of time.
4. Shifting of telephone units, computers, loose furniture, chairs, tables, almirahs, filing racks, compactors, etc., within the building from one location to other required location as per the instructions of the Officer- in-charge of Bank.

d) Rodent and pest control:

All the buildings as well as outside areas within the compound wall shall always be kept free of rodents and pests like cockroaches, mosquitoes, rats, lizards, ants, termite, etc., The scope of work also includes disallowing of animals & birds into the compound wall. A register for complaints also indicating preventive action taken shall be maintained and shall be got signed by the Officer-in-charge on weekly basis. Chemicals, items used if any for rodent and pest control shall be got approved from officer-in-charge.

Tools for rodent and pest control should be procured by the housekeeping agency; Bank will not be providing any tools.

e) External Housekeeping services: The chores to be carried out are as follows:

1. Daily sweeping of the paved areas / roads / hard areas by mechanical sweeping machine and manual sweeping in areas where mechanical sweeping is not practical.
2. Daily sweeping and wet moping of internal areas of utilities buildings, dispensary, domestic water pump room, firefighting sump room, security rooms, etc.,
3. Cleaning of storm water drains and removal of dried leaves, paper, dead animals/birds, etc., daily.
4. Cleaning of dried leaves and dust particles at the main entrance gates every hour.
5. Maintenance of valve chambers, inspection chambers, manholes, sewer lines including immediate clearance of blockage, if any.
6. Cleaning / dusting of the gates and boards.
7. Cleaning / dusting of the ornamental compound wall inclusive of wiping of electrical fixtures on alternate days.
8. Removal of debris / garbage and transporting the same outside the premises and proper disposal of waste on daily basis as per prevailing Govt. Rules, if any.
9. Cleaning of all sides of the buildings as per the instruction of officer-in-charge on daily basis.
10. Dewatering and cleaning of the overhead tanks as required by Officer-in-charge of Bank.
11. Daily cleaning of founders' photo and bust and arranging for garlands.
12. Cleaning of overhead tanks and sumps - monthly once.

f) Sanitation works: The various chores to be carried out daily are as follows:

1. Cleaning of all toilets, wiping of WC seats, flush fittings, floors, dadoing etc.,

2. Cleaning of all sinks and counters tops, partitions, urinary stalls, wash room mirrors, etc.
3. Removal of garbage / trash and replacement of waste basket underliners.
4. Weekly scrubbing of toilet floors.
5. Restocking the washroom supplies like toilet paper, tissues, soaps, etc.,
6. Collection and transportation of garbage / trash out of the building including proper disposal as per prevailing Govt. Rules, if any.
7. Providing and placing of toilet refresheners.
8. Providing and spraying of room fresheners.
9. Removal of internal blockages in fixtures, pipes and specials.

g) Housekeeping services in conference rooms:

1. There are board rooms/conference rooms/mini conference rooms. The interiors and all its accessories such as telephone instruments, light fittings, projectors, TV screens, fans, mirrors, etc., are to be cleaned thoroughly on a daily basis. As and when meetings are held, before and after the meetings thorough cleaning to be done and serving drinking water & refreshments, clearing the left out eatables, etc., need to be undertaken by the agency.
2. Good quality perfumes are to be sprayed twice a day in each room to keep the room atmosphere in good fragrance and acceptable general ambience.
3. Carpets shall be got spot shampooed at least once in three months and totally shampooed annually from approved agencies.

h) Electrical works:

To make available the services of skilled & licensed electrician for maintaining the Bank's office buildings.

The scope of services include the following:-

1. To attend day to day maintenance of electrical complaints received.
2. Liaison with local authorities of electric supply, water supply, fire authorities, drainage and sewage system etc for reporting failures in case of emergencies.

3. Checking & Maintenance of all the water pumps & motors.
4. Servicing of Exhaust & Ceiling fans once in a year.
5. Cleaning all the ceiling fans, exhaust fans using the good quality detergent, etc once in three month.
6. Preventive Maintenance of all the switches, MCBs, Fuses, cable terminals, Meter panels etc in all the floors, Staircase, pump room etc after thorough checking of the entire system including insulation. This includes the corrective measures in the defective/ loose terminals.
7. Maintenance of Lights/ Fans etc. in the premises including pathway lights, common area lights etc.
8. Regular checking of cables, ceiling fans, Geysers, Inverter & battery, Energy meter panels etc complete. Checking & noting earth resistance measurement of all installations in the premises.
9. Check the starter connection for tightness on routine basis.
10. Checking of pump motor & it's panel switch gears, street lights & periphery Lightings & if required, make it good immediately.

i) Plumbing works:

To make available the services of skilled plumber for carrying out the works detailed below for maintaining the Banks office buildings.

The scope of services include the following:-

1. To attend day to day maintenance of plumbing complaints received.
2. Removal of chokages and trees/vegetations etc. from drainage lines/ water supply pipes, gulley traps, nahani traps, manholes/grease chambers, bottle traps, kitchen sinks, wash basins, urinals, WCs, bidets etc. If removal and refixing of the connecting pieces, taps, stop cock, valves any CI/oil pipes and fittings such as Eyeplug, etc. are required the same will have to be done.
3. Cleaning the grease chambers, gully traps, man-holes, waste & drainage lines by removing debris, sludge etc. to have smooth flow of drainage in lines. The treatment may have to be carried out whenever required and should include removal of debris, sludge etc. out of the premises.
4. Keeping the rain water outlets on terraces, canopies, free of debris, foreign materials, etc. to ensure quick flow of water from terraces etc.
5. Replacement of washers including for bib taps, pillar taps, stop cocks, rubber gaskets for flushing cisterns and plunger washers for low level flushing tanks.
6. Repairing of flushing systems CI/PVC/any other make porcelain, fordham including removal of siphons, bells, float valves, provision of cotter pin plunger washers, nut

and bolts for siphon , 'S' hooks, nakucha for the Ball-cock etc. including removal and refixing of tans with new accessories of appropriate sizes mentioned above and making flushing tank in working condition.

7. Disconnecting and reconnecting plumbing connection in case of water heaters, geysers, boilers, coolers, elect. gadgets, whenever such elect. gadgets are required to be replaced/repared.
8. Cementing of joints of various drainages lines, gaps between wash basins, sinks and that of walls, pointing of joints of tiles of floors and dados, cementing of loose tiles, floors and dados, including refining the same with white cement and matching pigment.
9. Disconnecting and reconnecting suction and delivery connection of water pumps whenever the pumps are required to be taken away for repairs/replacement. Removal of air locks from suction lines/delivery lines as and when required.
10. Refining of loose fixtures and fittings including supporting brackets such as wash basins, sinks, flushing cistern, drain boards, towel rods, mirrors, glass shelves, soap holders, nahani traps, gratings and any other fixtures and fittings as existing in the properties including removal of existing fittings/fixtures without causing any damage. Grouting of new wooden gutties in cement mortar and refixing with new screws; removing where necessary.
11. All installation will be routinely checked and preventive maintenance will be provided whenever necessary.

j) Carpentry Works:

To make available the services of carpenter for carrying out the works detailed below for maintaining the Banks office buildings.

The scope of services to be rendered includes the following:-

1. To attend day to day maintenance of all kind of carpentry work complaints received.
2. Removing and re-fixing the loose hard ware items with necessary screws, shifting of name plates.
3. Replacement of worn out wooden beading, any wooden members and any damaged hardware fitting.
4. Replacement of broken glass panes of door and window shutters.

ELIGIBILITY CRITERIA

General Conditions for Eligibility:The applicant should have the following minimum eligibility criteria:

- i. The applicant should have undertaken similar works as mentioned above in PSB/Government Departments/ Public Sector Undertaking/ Central Autonomous Bodies/ State Autonomous Bodies/ Financial Institutions during last 2 years prior to 01.01.2022 as per eligibility criteria for respective Classes.
- ii. The applicant should be an assessee of Income Tax and must possess GST Registration. Should submit copy of the income tax PAN, GST certificate with valid registration number.
- iii. The applicant shall have the average annual financial turnover for respective Class as mentioned in eligibility criteria during last 3 years ending with 31.03.2021.
- iv. The agencies should have proper service network in the geographical Jurisdiction of Kerala State. They should be established in this field for minimum of 3 years.
- v. The agencies shall provide details of equipment available with them for undertaking housekeeping services.
- vi. Submit **Solvency Certificate** from Nationalised /scheduled banks issued within one year for an amount of **5 lakhs**.

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.

ELIGIBILITY CRITERIA:

No	Criteria	Documents Required
1.	The Firm/Company should be registered under the labour commissioner office at the respective jurisdiction	Copy of Labour License issued by the Assistant labour Commissioner
2.	The Firm/Company should have minimum 3 years of experience of providing Housekeeping services continuously preceding to 01/01/2022 in PSBs/ Government offices/ PSUs/ Private & Public	Work Order copies /client certificates from 01.01.2019 onwards, clearly indicating the staff strength of the office where Housekeeping service is provided

	limited Companies on annual contract basis for a minimum strength of 50 members.	(Including address of office) and period of service.
3.	The Firm/Company must have: For Class A: at least one valid contract for similar work (Refer scope of works) in Kerala for a building with a built up area of minimum of 40,000 sqft in last 2 years. For Class B: at least one valid contract for similar work (Refer scope of works) in Kerala for a building with a built up area of minimum of 10,000 sqft in last 2 years	Address where Housekeeping Services are provided.
4.	The Firm/Company must have Registered office in Kerala.	Copy of Address proof and Registration certificate of the Office with phone number.
5.	The Firm/Company should have average annual financial turnover of: For Class A: minimum 30 lakhs For Class B: minimum 15 lakhs for the last three financial years till 31/03/2021 (FY 2018-19, FY 2019-20, FY 2020-2021)	Documents supporting the annual turnover amount like Audited Balance sheet, Profit & Loss statement, CA Certificate (form CA who has audited the Firm/Company).
6.	The Firm/Company should not be a loss making one and should have operating profit for the last three years (FY 2018-19, FY 2019-20, FY 2020-2021)	Supporting documents like Balance sheet, Profit & Loss statement.
7.	Solvency Certificate from Nationalised /scheduled banks	Issued within one year for an amount of 5 lakhs.
8.	Documents to be submitted	Copy of Labour License, PAN and GSTIN Certificate of the Firm/Company. Copy of EPF Registration Certificate of the Firm/Company. Copy of ESI Registration Certificate of the Firm/Company. Copy of last month challans of EPF & ESIC paid

The evaluation will also involve inspection of works, buildings/projects under their maintenance upkeep, discussion with the Agency and feedbacks from the clients.

APPLICATION FORMAT

APPLIED FOR EMPANELMENT OF:

H	O	U	S	E	K	E	E	P	I	N	G				
S	E	R	V	I	C	E	S								

Class applied for(Tick applicable):

A / B

1. Name of the

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Organisation:

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Address:

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(Proof of office as per
Eligibility criteria to
be attached as
Annexure - A)

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Telephone Nos

Office :

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Residence :

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Mobile :

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Others :

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E-Mail :

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1. a) Status /constitution of the Firm & Year of Establishment :

(Whether company (Pvt Ltd /Public Ltd/one person company)

Partnership firm/ Proprietary/Society)

(Please enclose copy of partnership deed/Articles of Association/Affidavit as Annexure -B)

[Affidavit (as in **Appendix - IV**)in case of sole Proprietorship]

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

(Please enclose documentary evidence as Annexure -C. ID Proof also to be attached)

(i)

(ii)

(iii)

(iv)

c) Mode of Authorisation (Resolution / Partnership Deed /Registered Power of Attorney /
Proprietor / Any Other (Please specify):

(Please enclose documentary evidence asAnnexure -D)

2. Whether registered with Registrar of

Companies / firm if so, No & Date :

(Please enclose documentary evidence asAnnexure -E)

3. Registration with Tax Authorities

a) Income-tax No.:

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PAN/GIR NO

**(Please enclose documentary evidence asAnnexure -F (latest copies of Income-tax
Clearance Certificate))**

b) Goods & Service Tax :

(Please enclose

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documentary evidence asAnnexure -G)

c) Registration with ESIC/EPFO

(Please enclose documentary evidence as Annexure -H)

4. Turnover of the Company/firm (Please attach Copy of CA certificate **as in format given in Appendix - I** certifying the average annual turnover, copy of audited balance sheet and profit and loss account for last three financial years).

Sl. No.	Financial Year	Assessment Year	Turnover (in lacs)
1	2020-2021	2021-2022	
2	2019-2020	2020-2021	
3	2018-2019	2019-2020	
		Average	

5. Rendering Housekeeping services in PSBs/ Government offices/ PSUs/ Private & Public limited Companies on annual contract basis. **(Please Attach Proof as Annexure - I)**

Name of The Organisation	Nature of Works	Period of Contract	Value of Works	Date of Contract

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

6. List of equipment available with agency for Housekeeping services

Sl.NO	Equipment	Qty
1	Wet & Dry type Vacuum Cleaner	
2	Floor Scrubbing machine	

3	Carpet Shampooing machine	
4	Pressure Pump	

7. Key personnel permanently employed in your organization:

(Please enclose documentary evidence as Annexure -J)

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

8. Details of the qualifying works executed **(Please mention only such works which qualifies for eligibility criteria and attach proof (completion certificates) as Annexure -K)**

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								

Note: Copies of satisfactory completion certificate obtained from the client shall be enclosed along with Client Certificate as per Appendix V in sealed cover.

9. Banker's details:

- a. Name of Bank, Full address, telephone number and E-mail
- b. Account Number& Type
- c. IFS Code

10. Details of ongoing works (Please attach proof (work order copies) as Annexure -L)

- 1)
- 2)
- 3)

11. 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 as in below format in separate sheet as Annexure - M.

Name of The Official	Designation	Organisation & Address	Contact Numbers

12. 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 as separate sheet as Annexure - N.**

Year	Award for or Against Applicant	Name of clients, cause of litigation and matter of dispute	Disputed Amount	Actual Awarded Amount

13. Copy of license/registration from concerned Government Authority for rendering housekeeping services **(Please attach proof as Annexure - O)**

14. Details of Solvency Certificate **(Attach as Annexure -P)**

- 1.
- 2.
- 3.

D E C L A R A T I O N

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

Place:

Date: NAME & DESIGNATION & SEAL OF ORGANISATION

APPENDIX- I - CHARTERED ACCOUNTANTS CERTIFICATE FORMAT

(In Letter Head of Auditor Firm)

No.Date:

To

The Divisional Manager,
Premises & Estate Section,
Canara Bank Circle Office,
Thiruvananthapuram - 695001

Dear Sir,

Tender Reference No. _____

This is to certify that we, _____,
vide our registration No. _____, Auditors of the company/firm
M/s _____

do hereby certify that, the company/firm has turnover and net profit for last three financial
Year from the type of work for which empanelment application is submitted is given as
under:-

Financial Year	Assessment Year	Turnover (Rs. In Lacs)	Net profit after tax (Rs. In Lacs)
2020-21	2021-22		
2019-20	2020-21		
2018-19	2019-20		

The certificate has been based on information and documents produced before us. (Copy of
the certified documents attached for your reference)

Yours faithfully

(Name & Signature with Seal)

For and on behalf of M/s _____ (UDIN: _____)

Place:

Note: This CA Certificate should be on the letter head of the Auditor Firm and should be signed by a
competent person of the Firm.

APPENDIX- II -DECLARATION REGARDING BANNING / BLACKLISTING

(Declaration to Be Submitted on Letter Head of the Bidder)

To,
The Divisional Manager,
Premises & Estate Section,
Canara Bank Circle Office,
Thiruvananthapuram - 695001

Subject: Empanelment of Architects/Consultants, Contractors, Suppliers & Service Providers
at Canara Bank Circle Office Thiruvananthapuram.

Ref: _____

I / We hereby declare that I / We have not been banned or blacklisted or debarred by any
Government , Quasi Government Agencies, Public Sector Undertakings, Public Sector Banks
or Private Companies anywhere, anytime.

Should it be observed anytime during currency of the empanelment selection process or
during period of empanelment of the work that I / We have been banned, blacklisted or
debarred by any of the above Agencies, then I / We agree for forfeiture of our
Empanelment by Canara Bank, without any recourse.

Dated:

Name & Signature of the Applicant

APPENDIX - III - UNDERTAKING LETTER - 1

To
The Divisional Manager,
Premises & Estate Section,
Canara Bank Circle Office,
Thiruvananthapuram - 695001.

Dear Sir,

This has reference to your above RFP published in your banks website and CPPP web site.

We hereby state that we M/s _____ have submitted the above offer documents duly filling at the appropriate places without making any alterations, corrections, omissions in the offer issued by the bank or downloaded from the web site.

Signature of tenderer

APPENDIX - IV - AFFIDAVIT FOR SOLE PROPRIETOR OF FIRM

(On Non-Judicial Stamp Paper of appropriate value in case the individual who is the sole proprietor of the firm)

I, S/o.....Age.....years,
occupation business R/o
..... do hereby state on
oath as under:

That I am residing in
.....
..... locality of District
..... Since last Years.

That I am the sole proprietor of a proprietary concern name and style
as“.....” having its office at
..... Districtdealing in the
business of Government's/Private civil contracts and ancillary works attached therefor.

Hence this affidavit.

Deponent

Note: This Affidavit should be Notarised.

APPENDIX - V - CLIENT'S CERTIFICATE

Name of Client with full address:

Details of work executed by: Shri/ M/s

Sr. No.	Particulars	Remarks
1	Name of work with brief particulars	
2	Agreement No. and date	
3	Agreement amount	
4	Date of commencement of work	
5	Stipulated date of completion	
6	Actual date of completion	
7	Details of compensation levied for delay (indicate amount) if any	
8	Gross amount of the work completed and paid**	
9	Name and address of the authority under whom works executed	
10	Whether the consultant employed qualified staff	
11	i. Quality of work (indicate grading)	Outstanding / Very Good / Good / Satisfactory / Poor
	ii. Amount of work paid on reduced rates	
12	i. Did the consultant go for arbitration?	
	ii. If yes, total amount of claim	
	iii. Total amount awarded	
13	Comments on the capabilities of the	
	a) Technical Proficiency	Outstanding / Very Good / Good / Satisfactory / Poor

	b) Financial soundness	Outstanding / Very Good / Good / Satisfactory / Poor
	c) Mobilization of adequate T&P	Outstanding / Very Good / Good / Satisfactory / Poor
	d) Mobilization of manpower	Outstanding / Very Good / Good / Satisfactory / Poor

Note: All columns should be filled in properly please tick one of the multiple options.

Signature of the Reporting Officer* with office seal

*Officer of the rank of Asst. Executive Engineer/Divisional Manager or equivalent

** Supported by adequate proof of payments received by the contractor for the work done by them.

(Reports must be submitted in sealed cover addressed to The Divisional Manager, Premises & Estate Section, Canara Bank Circle Office, Thiruvananthapuram - 695001)

APPENDIX - VI - DETAILS OF RELATIVES WORKING IN BANKS

1. Details List of relatives working in Canara bank;

NAME OF THE OFFICIAL	DESIGNATION	ADDRESS OF THE OFFICE / BRANCH

2. Details List of retired Government / PSU/ Bank employees , employed by the tenderer / contractor :

NAME OF THE RETIRED OFFICIAL	DESIGNATION	NAME & ADDRESS OF THE PREVIOUS EMPLOYER

Signature of the Applicant

APPENDIX - VII - CERTIFICATE DENYING OWNERSHIP BY BANK EMPLOYEE

To
The Divisional Manager,
Premises & Estate Section,
Canara Bank Circle Office,
Thiruvananthapuram - 695001.

Dear Sir,

This has reference to your above RFP published in your banks website and CPPP web site.

We also state that any one of the proprietor /partner /director of M/s_____ is not an employee/retired employee (retired within 2 years) of Canara/e-Syndicate Bank. We further declare that any addition to the ownership of M/s_____ will be intimated to Bank with due diligence.

Signature of Applicant

CHECKLIST OF DOCUMENTS TO BE SUBMITTED (TO BE FILLED BY APPLICANTS)

Name of Applicant's Firm:

Type of Work Applied for:

Sl. No:	Particulars	Whether attached Yes/No	Page Number
1	Annexure - A		
2	Annexure - B		
3	Annexure - C		
4	Annexure - D		
5	Annexure - E		
6	Annexure - F		
7	Annexure -G		
8	Annexure - H		
9	Annexure - I		
10	Annexure -J		
11	Annexure - K		
12	Annexure - L		
13	Annexure - M		
14	Annexure - N		
15	Annexure - O		
16	Annexure - P		

17	Appendix - I		
18	Appendix - II		
19	Appendix - III		
20	Appendix - IV		
21	Appendix - V		
22	Appendix - VI		
23	Appendix - VII		
23	Have you signed in all the sheets of tender document?		
24	Whether MSE/ NSI/ KIV certificates and documents enclosed?		
25	Whether address proof for office in Kerala state enclosed?		
26	Whether all annexures and appendices as applicable are attached		