

DOCUMENT FOR  
EMPANELMENT OF  
ARCHITECTS  
CONSULTANTS / CONTRACTORS / SUPPLIERS / VENDORS ETC

2025-2026

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General Administration Section  
5th Floor, Bells House,  
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CANARA BANK  
PREMISES & ESTATE SECTION  
CIRCLE OFFICE, 5th FLOOR, BELLS HOUSE,  
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**NOTICE INVITING APPLICATIONS FOR EMPANELMENT**

**OF**

**ARCHITECTS/CONSULTANTS, CONTRACTORS, SUPPLIERS/VENDORS**

1. Applications are invited in the prescribed format for empanelment of Architects, Civil/ Structural Consultants, Electrical Consultants, Civil Contractors, Electrical Contractors, Furnishing Contractors, Office Furniture/ Modular Furniture Suppliers, Air-Conditioning Suppliers and Service providers, Glow Sign Board Vendors, UPS Suppliers and Service providers, for various works coming within the jurisdiction of **Canara Bank Circle Office, Kolkata i.e. the states and union territories of-**

- (i) West Bengal
- (ii) Sikkim
- (iii) Andaman & Nicobar Islands

For details log on to Bank Website <http://www.canarabank.com/> or contact the above office.

**Type of Work:-**

**01) Consultants :**

- a) Architects
- b) Civil/Structural Consultants
- c) Electrical Consultants

**02) Contractors :**

- a) Civil contractors
- b) Electrical contractors
- c) Furnishing contractors

- d) Composite for furnishing & electrical works
- d) Glow Sign Board/ Sign Board/ LED Board Vendors

**03) Suppliers/ Vendors :**

- a) Air-conditioners suppliers and service providers
- b) UPS suppliers and service providers

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**”

The eligible and interested architects, consultants, contractors, suppliers/ vendors and service providers may collect the “**Document for empanelment**” from the above office by paying **non-refundable** fee of **Rs. 500/- (Five Hundred only)** by way of Demand Draft favouring “**Canara Bank Circle Office, Kolkata**” payable at Kolkata.

Alternatively, the document can also be down loaded from the website of Bank namely <http://www.canarabank.bank.in/> and the document fee of **Rs 500.00** in the form of Demand Draft favouring ‘Canara Bank Circle Office Kolkata’ payable at Kolkata, may be submitted along with the duly filled in application document. The document submitted without the prescribed fee will be summarily rejected.

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 07.11.2025 up to 3.00 PM.**

Separate application forms are to be submitted for different categories.

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

**Date: 14.10.2025**

**ASSISTANT GENERAL MANAGER**

## GENERAL RULES AND INSTRUCTIONS TO THE INTENDING APPLICANTS

1.0. The empanelment of Consultants, Contractors, Suppliers and Service Providers are proposed for the Civil, Electrical, Interior works and other allied works of routine nature in the Branches and offices coming within the jurisdiction of Canara Bank Circle Office Kolkata. 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:

- 2.1. Notice inviting applications for empanelment of consultants, contractors, suppliers/ vendors and Service providers.
- 2.2. General rules and instructions to the intending applicants.
- 2.3. Scope, cost wise sub-classification and eligibility criteria for each category.
- 2.4. 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 Annexure 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.

**The checklist given along the application should be duly filled up and should be submitted along with applications. The applications without checklist are liable for rejection.**

4.0. The Consultants/Contractors/Suppliers/Service Providers, 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 as per the application received supported by documentary proofs. For different category the applicant has to apply using separate application form.

**10.0.** The evaluation will be based on the experience of the consultants/ contractors / suppliers/ service providers 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/ service providers will be empanelled. Decision of the Bank regarding selection / rejection for empanelment will be final and binding and no further correspondence will be entertained. Only the empanelled contractors will 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 is liable for rejections.

**13.0.** The consultants/contractors/suppliers/service providers having their office in the state/ union territory of West Bengal/ Sikkim/ Andaman & Nicobar Islands will only be considered. The empanelment shall be valid up to three year from the date of issue of empanelment letter under normal circumstances provided there is no disciplinary/ de-empanelment clause raised against them.

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

**15.0.** Firms should submit an undertaking (on their letter head) that they have not been "Black Listed" by any of the Govt. Authority or PSUs/PSBs duly signed by authorized signatory with company seal.

**16.0.** Applicant should be willing to supply and install the required items at uniform rates in all our branches in the jurisdiction of Kolkata Circle without additional / differential freight charges.

**17.0.** When the misconduct of a firm or its continued poor performance justified imposition of ban on business relation with the firm or it's 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 be imposed by The Bank.

19.0. Empanelment provides you the opportunity to participate in the tender process invited from time to time for various routine works. Empanelment does not provide a guaranty for getting any work assigned. The Applicant should be in touch with the Premises Section after the Empanelment Process.

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## EVALUATION CRITERIA FOR THE EMPANELMENT APPLICATION

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 based on a score of 100 maximum points in 10 different parameters. The applicant, who scores minimum **40 points out of 100**, will be considered successful, as per the following evaluation / scoring system.

Sr No	PARAMETER	SCORING CRITERION WITH SCORE POINTS
1.	<b>How old is the Firm?</b>	More than 10 years - 10 points
		10 to 5 year – 8 points
		5 to 3 year - 6 points
		3-1 year - 4 points
		Less than a year - 2 points
2.	<b>Turnover of the Company</b>	100% of required criterion – 10 points
		80 to 90% of required criterion – 8 points
		70 to 80% of required criterion – 7 points
		60 to 70% of required criterion – 6 points
		50 to 60% of required criterion – 5 points
		40 to 50% of required criterion – 4 points
		30 to 40% of required criterion – 3 points
3.	<b>Spread of services in Jharkhand</b>	More than Jharkhand State covered – 10 points
		Any one RO covered - 3 points each
4.	<b>Compliance to Registered Authorities</b>	All the required Licences available and returns filed – 10 points
		If few returns are not filed – proportionally reduce weightage
5.	<b>Number of Employees</b>	Adequate as per the required eligibility (100%) – 10 Points
		If permanent employees are less – proportionally reduce the weightage
6.	<b>Works Completed</b>	All completed as per eligibility criterion – 10 Points
		If works are in progress – proportionally reduce the weightage
7.	<b>Expertise in field</b>	Experienced staff and service as per the eligibility – 10 Points
		If any deficiency – proportionally reduce the weightage
8.	<b>Customer feedback</b>	Best customer feedback as per eligibility – 10 Points
		If feedback is lacking – proportionally reduce the weightage
9.	<b>Documents submitted</b>	Minimum 100% authentic and certified documents- 10 Points
		If documents are less – proportionally reduce the weightage
10.	<b>Empanelment Status</b>	Empanelled in our bank with good track record - 10 Points
		Empanelled in peer banks with good track record - 9 Points
		Empanelled in other as per eligibility - 7 Points
		Empanelled in private / cooperative sector – 5 Points

In cases where quantifiable information is NOT available / provided, for calculation of points, following proportionate scale will be used and accordingly the points will be awarded:

**Excellent/ Best** -- **Very Good** -- **Good** -- **Satisfactory** -- **Bad** -- **Very Bad / Worst**  
 (High Points) ---> <--- (Low Points)

The scores will be awarded on the basis of information provided, inquiries made by phone or email or similar means, feedback received from other counterparts and agencies, visits made and similar methods as approved by our authorities. This score may also be used for distribution of work in case of multiple firms are eligible by fulfilling the criterion.

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

### **A.SCOPE-OF-WORK**

The scope of work for the **Architectural Consultants** include designing interior layout plans for the branch/offices of the Bank, providing the specifications of the materials, assisting the Bank in finalizing the contractor and supervision of the interior works ,if sought by the Bank. Some time the panel architects services will also be availed for planning, designing and execution of extension of Banks own buildings involving the approval for the same from the local Authorities.

The services of **Civil Engineering/Structural consultants** will be used for planning, estimation and execution, maintenance of Civil works of Bank's own buildings, measurement of carpet area of the Branch/office premises.

The services of **Electrical consultants** will be used for planning and execution of the electrical works for the Bank branches/offices including procurement of electrical equipments like Generators, UPS, Transformers and other allied items.

Generally, the routine interior works, Civil, electrical and air-conditioning works as detailed above are being carried out by the Bank's Engineers. The services of the consultants will be availed as and when it is required depending on the magnitude and specialization required for the project.

It is proposed to avail services of consultants from the approved panel for the interior works costing up to Rs.70.00 lakhs, Civil works costing up to Rs.100.00 lakhs, Electrical works & Air-conditioning works up to Rs.30.00 lakhs. However, the Bank has right to avail the services of any consultant from out side the panel depending on the circumstances.

CATEGORY	UPTO WHICH THE CONSULTANTS CAN PARTICIPATE (AMOUNT IN LAKHS)			
	Class D	Class C	Class B	Class A
1) ARCHITECTS	10.00	20.00	40.00	70.00
2) CIVIL ENGG./ STRUCTURAL CONSULTANTS	10.00	30.00	50.00	100.00
3) ELECTRICAL WORKS	5.00	10.00	30.00	-

### **ARCHITECTS**

- Graduate/Post Graduate diploma in Architecture/Civil Engineering with minimum 5 years of experience in the respective field as on 31.03.2025. The Architects with specialization in Interior designing will be preferred.
- The Architect must have registered with the council of Architecture and have experience in designing and supervising interior works for the Banks/ Financial

Institutions/software companies with lighting details, electrical, data-cabling and Air-conditioning layouts.

The architect should have completed:-

Five projects each costing Rs.10.00 lakhs

Or Three projects each costing Rs.15.00 lakhs

Or Two projects each costing Rs. 20.00 lakhs and above **during the last three years.**

- The average annual turnover (from professional fee) for the last 3 financial years shall **not be less than Rs.5.00 lakhs.**
- Should be an assessee of Income Tax

**Note :: The Architect who meet the other requirements but not exactly meeting any of the criteria in 2 & 3 will also be considered for empanelment but they will be allowed to quote for the works up to Rs.10.00 lakhs only.**

### **CIVIL ENGG/ STRUCTURAL CONSULTANTS**

- Graduate in civil/structural Engineering with minimum 5 years of experience in the respective field as on 31.03.2025.
- The Civil Engg Consultant with post graduation in structural Engineering with experience in repairs and rehabilitation of the structures will be preferred. They should have experience in planning, designing and supervision of major repair works including water proofing works of buildings. The Civil Engg Consultant should have completed:-  
Five projects each costing Rs.10.00 lakhs during the last 3 years  
Or Three projects each costing Rs.15.00 lakhs during the last 3 years  
Or Two projects each costing Rs. 20.00 lakhs **during the last three years.**
- The average annual turnover (from professional fee) for the last 3 financial years shall **not be less than Rs.5.00 lakhs.**
- Should be an assessee of Income Tax

**Note :: The Civil Engg/ Structural Consultant who meet the other requirements but not exactly meeting any of the criteria in 2 & 3 will also be considered for empanelment but they will be allowed to quote for the works up to Rs.10.00 lakhs only.**

### **ELECTRICAL CONSULTANTS**

- Graduate in Electrical Engineering with minimum 5 years of experience in the respective field as on 31.03.2025.
- Should have experience in planning, designing and supervising of electrical works like Office automation related Electrification works/LT/HT substation installation works generators/ motors/ UPS/ lifts/ Air-Conditioning/ conducting Electrical Audits or such

other related works of at least:

Five projects each costing Rs.5.00 lakhs during the last 3 years

Or Three projects each costing Rs.7.50 lakhs during the last 3 years

Or Two projects each costing Rs.12.00 lakhs **during the last three years**

- The average annual turnover (professional fee) for the last 3 financial years shall not be less than **Rs.2.00 lakhs**
- Should be an assessee of Income Tax

**Note :: The Electrical Consultant who meet the other requirements but not exactly meeting any of the criteria in 2 & 3 will also be considered for empanelment but they will be allowed to quote for the works up to Rs.5.00 lakhs only.**

**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.

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

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

The scope of work of **Contractors for Interior works** mainly involves erection of partitions, counters, paneling, false ceiling, cavity flooring, furniture and fabricated workstations and other allied works for furnishing of branches and offices of the Bank.

The panel of **Civil 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, Bank owned 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, liasoning with Reliance Energy, Tata Power, BEST or other state electricity board for obtention of additional power, breakdown repairs and other allied works for various branches/ offices of the Bank.

## B. COST WISE SUB-CLASSIFICATION:

It is proposed to classify each category of contractors depending on their past performance, technical and financial capabilities of the contractor. The contractors empanelled under lower class/category will not be eligible to participate for the works of higher class/category. However, the contractors classified under higher class can participate for works under lower class.

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 Kolkata.

CATEGORY	UPTO WHICH THE CONTRACTORS CAN PARTICIPATE (AMOUNT IN LAKHS)			
	Class D	Class C	Class B	Class A
1) INTERIOR FURNISHING WORK	1.00	5.00	25.00	50.00
2) CIVIL ENGG. WORKS	1.00	5.00	25.00	50.00
3) ELECTRICAL WORKS	1.00	5.00	25.00	-
4) WATER PROOFING WORKS	1.00	5.00	25.00	50.00
5) GLOW SIGN BOARDS	1.00	5.00	25.00	50.00

### **FURNISHING**

- The contractor who intends to apply for Class-D (petty works) should have minimum two years experience prior to 31.03.2025 in furnishing works including repairs/renovation/remodeling of partitions, paneling, false ceiling, Furniture's, counters for branches / offices of a Bank or financial Institution. He should have executed at least one single similar work costing not less Rs.10000.00 during the last one year.
- The contractor who intends to apply for Class- A, B & C should have the experience of successfully completing following quantum of similar works such as original works, alterations and renovations involving partitions, paneling, false ceiling, cavity flooring, furniture's, work stations, counters for branches/ offices of a Bank/ Government departments/public sector undertaking/central autonomous bodies/state autonomous bodies/financial institutions or other reputed firms during last 5 years prior to 31.03.2025:
  - 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.

- Except for Class-D, the contractors for other classes should
  - a) Be an assessee of Income Tax and should have registered with Goods and Services Tax department. Submit income tax clearance certificate or copy of the income tax returns and Goods and Services tax registration certificate with valid registration number.
  - b) Have well established work shop for preparing the furnishing/ furniture items
  - 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 31.03.2025.
  - d) Submit Solvency certificate from Nationalized/ scheduled bank issued within one year for an amount equal to the cost limit in the respective category.

### **CONTRACTORS FOR CIVIL/WATER PROOFING WORKS**

1. The contractor intends to be empanelled under Class-D should have minimum two years experience prior to 31.03.2025 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 31.03.2025.

- 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 Goods and Services Tax department. Submit income tax clearance certificate/copy of the income tax returns and Goods and Services 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 31.03.2025.
- d. Submit solvency certificate from Nationalized/ scheduled bank issued within one year for an amount equal to the cost limit in the respective category.

### **ELECTRICAL CONTRACTORS**

- 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 31.03.2025. He should have completed at least one similar single work costing Rs.10000.00 during the last one year.
- 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 Bank/Government departments/public sector undertaking/central autonomous bodies/state autonomous bodies/financial institutions during last 5 years ending with 31.03.2025 as under:-
  - 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 category.
- 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 Goods and Services Tax Department. Submit Income Tax clearance certificate/copy of the income tax returns and Goods and Services 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 31.03.2025.
  - d) Submit solvency certificate from Nationalized /Scheduled bank issued within one year for an amount equal to cost limit in the respective class.

### **GLOW SIGN BOARDS CONTRACTORS**

- Contractors who intends to apply for Class-D (petty works) should have minimum two years experience prior to 31.03.2025 in fabricating and supplying Glow Sign Boards at various branches or offices of Bank/Government departments/public sector undertaking/central autonomous bodies/state autonomous bodies/financial institutions. He should have executed at least one single similar work costing not less Rs.10000.00 during the last one year.
- The Glow Sign Board contractors who apply for Class - A, B & C should have the experience of successfully completed fabrication and supply of Glow Sign Boards of following quantum of works for branches/offices of Bank/Government departments/public sector undertaking/central autonomous bodies/state autonomous bodies/financial institutions during last 5 years ending with 31.03.2025 as under:-
  - 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 category.
- 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 Goods and Services Tax Department. Submit Income Tax clearance certificate/copy of the income tax returns and Goods and Services 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 31.03.2025.
  - 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 empanelled under Class-D also should get the PAN number from Income Tax Authorities and GST number from Goods and Services Tax Department within 6 months from the date of empanelment failing which, they will not be allowed to quote for any further works.

**SCOPE, COST WISE SUB-CLASSIFICATION AND ELIGIBILITY CRITERIA FOR SUPPLIERS/ VENDORS AND SERVICE PROVIDERS**

The general eligibility criteria and cost wise sub-classification for the suppliers and service providers of Air-conditioners, UPS vendors, are as under:-

- The vendors applying for class-D should have minimum 2 years experience of supplying and servicing the respective product of worth not less than Rs. 75000.00 prior to 31.03.2025 and should have at least one single similar work costing not less Rs.10000.00 during the last one year.
- The vendors applying for class A, B & C should have minimum 5 years experience of supplying and servicing the respective product and should have undertaken work as under:-
  - (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 category.

Cost wise sub-classification for the vendors in the category Suppliers and Service Providers is as under:-

	COST WISE SUB-CLASSIFICATION (AMOUNT IN LAKHS)		
	CLASS C	CLASS B	CLASS A
SUPPLIERS & SERVICE PROVIDERS	Up to 5.00	5.00 to 25.00	25.00 to 50.00

- Except for Class-D, the contractors for other classes should
  - a) Have well-established office in the respective centre with adequate support staff.
  - b) Be an assessee of Income Tax and should have registered with Goods and Services Tax Department. Submit Income Tax clearance certificate/copy of the income tax returns and Goods and Services 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 31.03.2025.
  - d) Submit solvency certificate from Nationalized /Scheduled bank issued within one year for an amount equal to cost limit in the respective class.

**All class of vendors must be Income Tax Assessee. The vendors empanelled under Class-D also should get the PAN number from Income Tax Authorities and GST number from Goods and Services Tax Department within 6 months from the date of empanelment failing which, they will not be allowed to quote for any further works.**

Annexure - I

**APPLICATION FORMAT**

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**APPLIED FOR EMPANELMENT OF** ::

(Write correct choice CONSULTANTS/  
CONTRACTORS /SUPPLIERS/SERVICE  
PROVIDERS )

**CATEGORY** (type of work) ::

(Please mention exact category)

(Class for which applying A,B,C,D) :

1. Name of the Applicant :

Address Main Office :

Telephone No. Main 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 NO, TIN NO;  
(furnish copies of Income-tax returns)

b) Goods and Services Tax Registered : If yes GST No :  
(Furnish the latest copies of the returns filed)

c) Registration Number with Council of Architects  
in case of Architects or Professional bodies  
in case of other consultants :

5. Names of the Bankers with address :

I)

II)

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	2024-25	
2	2023-24	
3	2022-23	

6. Registration with Government/ Public Sector/ Banks

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

7. What are your fields of activities? Mention the fields on preference Basis

1)

2)

3)

8. Details of the works executed during the last 5 years ( please mention only such works which qualifies for eligibility criteria)

S 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.

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

10. Key personnel permanently employed in your organization:

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

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.

NAME OF THE OFFICIAL	ORGANISATION & ADDRESS	CONTACT NUMBERS

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

13. Furnish the details of litigation/ Arbitration cases resulting from the Contracts executed in the last seven years or currently under execution in the following format.

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

### **DECLARATION**

1. All the information furnished by me / us here above is correct to the best of my knowledge and belief.
2. I / we have no objection if enquiries are made about the work listed by me / us in the accompanying sheets / annexures.
3. I / We agree that the decision of CANARA BANK in selection of contractors will be final and binding to me / us.
4. I / We have read the instructions appended to the proforma and I / we understand that if any false information is detected at a later date the empanelment shall be cancelled at the discretion of the bank.

Place :

SIGNATURE OF THE APPLICANT

Date :

NAME & DESIGNATION

SEAL OF ORGANISATION

**Checklist of Documents to be submitted** (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 of tender document?  | Yes/No  |
| 3) Whether copy of PAN/VAT/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 contractor/ Council of Architecture in case of Architects? | Yes/No  |
| 6) Whether shop & establishment certificate enclosed ?  | Yes/No  |
| 7) Whether proof for average annual financial turnover enclosed?  | Yes/No  |
| 8) Whether documentary proof for having undertaken the works is enclosed?   | Yes/No  |
| 9) Whether solvency certificate from the bankers is enclosed?   | Yes/No  |
| 10) Whether certificate of registration of company/ Partnership Deed etc enclosed?  | Yes/ No |
| 11) Whether incorporation certificate enclosed?   | Yes/ No |
| 12) Whether MSE/ NSI/ KIV certificates and documents enclosed?  | Yes/ No |
| 13) Whether address proof for office in West Bengal/ Sikkim/ Andaman & Nicobar Islands state/ union territory enclosed?       | Yes/ No |
| 14) Whether copy of brochures and handouts of products (for equipment suppliers only) enclosed?                               | Yes/ No |
| 15) Whether certificate denying ownership by Bank Employee enclosed?  | Yes/ No |
| 16) Whether undertaking for not being "Black Listed" enclosed?  | Yes/ No |

**Annexure - II**

**LIST OF APPLICANT'S MAJOR CUSTOMERS IN LAST 3 YEARS AND REFERENCES**

Sl. No.	Name and complete Postal Address of the Customer (Purchaser)	Name, Designation, Telephone, Fax, Telex Nos., e-mail address of the contact person (customer)	Nature and Description, Quantity of Goods ordered by the customer during last 3 years	Value of Goods ordered in last 3 years	Whether reference Letter Enclosed
1	2	3	4	5	6

**(Enclose necessary documentary proof)**

**Signature of the Authorized Signatory with date & seal**