



**General Administration Section, Canara Bank Circle Office, Manipal – 576 104.**  
Ph:0820-2570909 e-mail: [gacompl@canarabank.com](mailto:gacompl@canarabank.com)

**OFFER DOCUMENT FOR EMPANELMENT OF  
ARCHITECTS/CONSULTANTS, CONTRACTORS, SUPPLIERS & SERVICE  
PROVIDERS  
AT CANARA BANK CIRCLE OFFICE MANIPAL**

**This document can be downloaded from Bank's website [www.canarabank.com](http://www.canarabank.com)**



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**NOTICE INVITING APPLICATIONS FOR EMPANELMENT OF ARCHITECTS/  
CONSULTANTS, CONTRACTORS, SUPPLIERS AND SERVICE PROVIDERS**

Applications are invited in the prescribed format for empanelment of Architects/Consultants Contractors, Suppliers & Service Providers for executing the works of the Bank's branches/offices coming under the jurisdiction of **Circle Office: Manipal, i.e. in the Districts of Udupi , Shivamogga , Haveri , Sirsi , Karwar & Goa UT.** It is proposed to maintain separate panels of Architects, Consultants, Contractors and Suppliers for the following specialization of works.

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

**NOTE :: ALL CONSULTANTS, CONTRACTORS AND SUPPLIER/VENDORS IN THE EXISTING PANEL SHALL ALSO APPLY AFRESH FOR THIS EMPANELMENT PROCESS.**

1. Consultants:

A	ARCHITECTURAL CONSULTANT
B	CIVIL ENGINEERING /STRUCTURAL ENGINEERING CONSULTANT
C	ELECTRICAL CONSULTANT
D	ELECTRICAL FIRE SAFETY AUDIT CONSULTANTS

2. Contractors:

A	CIVIL ENGINEERING WORKS
B	INTERIOR FURNISHING & MODULAR FURNITURE AND FIXTURES
C	ELECTRICAL WORKS
D	MINOR REPAIR WORKS UNDER CIVIL / ELECTRICAL / FURNISHING

3. Suppliers Cum Service Providers

A	AIR CONDITIONING EQUIPMENTS
B	FIRE FIGHTING AND EXTINGUISHING EQUIPMENTS
C	FIRE / ALARMS ,ELECTRONIC ALARMS, BIOMETRIC ACCESS CONTROLS, TIMER LOCKS
D	CCTV SURVEILLANCE SYSTEMS

(INCLUSIVE OF ACCESSORIES)
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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 consultants, contractors and suppliers may DOWNLOAD the document from the website of the Bank namely [www.canarabank.com](http://www.canarabank.com) **in a tender link** and the non refundable document fee of **Rs.590.00** as detailed above (in the form of DD favoring “Canara Bank Circle Office, Manipal ” payable at Manipal) may be submitted along with the duly filled in 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 15/01/2025 by 3.00 PM**

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

**Date: 22.12.2024**

**ASSISTANT GENERAL MANAGER  
GENERAL ADMINISTRATION SECTION  
CIRCLE OFFICE: MANIPAL**

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

1. Generally, the routine works of the Bank are awarded/procurements are made on calling competitive tenders/quotations from the empanelled contractors/suppliers and in case of emergent works/ works of small magnitude, the Bank may opt to award the work/procure supply 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. Each page of the document shall be duly signed by the Applicant or their authorized representative.
3. **The Consultants/Contractors, who intend to apply for more than one category, have to apply for each category using separate application forms along with separate Demand Draft and submit in independent covers superscribing in the envelope the category of work applied for.**
4. 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.
5. **Documentary proof for the work orders and satisfactory completion certificates and or such other documents shall be submitted along with the application.** Incomplete applications or applications without proper proofs for establishing their credentials will be liable for rejection and no correspondence will be entertained in this regard.
6. The authorised person of the firm/ company shall sign in all the pages of the application with seal of the company/ firm.
7. The empanelment will be made for a specific category depending on the credentials submitted. However, the applicant empanelled in higher category shall be eligible for works in the lower category.
8. 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.
9. 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.
10. Applications received after the due date and times are liable for rejections.
11. **The Applicants having their Office in the geographical jurisdiction of Karnataka State & the districts of Mangaluru , Udupi , Shivamogga , Sirsi , Haveri , Hubli , Karwar and Goa UT region will be preferred. The empanelment shall be valid for a period of 3 years from the date of intimation letter to the shortlisted contractors.**

12. The present empanelment is mainly for works for value upto the limits mentioned in respective categories. In case of any high value works, Bank may undertake the works by project specific pre-qualification exercise.
13. **The applicant should be a profit making firm for the last 3 years as on 31.03.2024.**
14. **Canara Bank : Circle Office Manipal , reserves its right to reject any / or all the applications without assigning any reasons whatsoever.**
15. Firms should submit a undertaking (On their Letter Head) that they have not been “Blacklisted” by any of the Govt Authority / PSUs / PSBs duly signed by authorised signatory with company seal
16. Empanelment provides an opportunity to firms to participate in the tender process invited from time to time for various routine works. 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

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

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

**Note:**

1. In the 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.

**CONSULTANTS:**

The professionals experienced in planning, designing, preparation of tender documents, supervision of works wherever required, assisting the Bank in techno-commercial aspect with exposure to Government & Central Vigilance Guidelines will be preferred.

**GENERAL ELIGIBILITY:**

The consultant should have the following minimum eligibility criteria:

- i) The consultant should have provided consultancy services for similar works for
  - One project costing 80% of the class limit or**
  - Two projects costing 50% of the class limit or**
  - Three projects costing 40% of the class limit during the last Five years prior to 31.03.2024**
- ii) The consultant should be an assessee of Income Tax , GST, etc.

Sl No	CATEGORY	VALUE OF THE WORKS UPTO WHICH THE CONSULTANT CAN PARTICIPATE (AMOUNT IN LAKHS)		
		CLASS- C	CLASS- B	CLASS- A
1	Architects	10	30	50
2	Civil engineering Consultant/structural engineering	10	30	50
3	Electrical engineering Consultant	10	30	50
4	Electrical fire risk audit and Energy audit	5	10	--

**A. ARCHITECTS:**

**Scope:** Architects’ services include planning, designing, supervising & execution of Civil Engineering works, interior furnishing works, other infrastructure creation works for the offices/residences of the Bank, providing the specifications of the materials, assisting the Bank in finalizing the contractor and supervision of the interior works, if sought by the Bank. The panel architect’s services will also be availed for planning, designing and execution of redeveloping of Banks own buildings involving the approval for the same from the local Authorities.

**Eligibility:**

1. Graduate/ Post graduate degree in Architecture with minimum **5 years of experience** in the respective field as on **30.11.2024**.
2. The Architect must have registered with the council of Architecture/Members of the Indian Institute of Architecture and should have experience in planning, designing and supervising Civil Engineering, Interior works for the Banks, Financial Institutions and for software companies.
3. Architectural firms having engineering department with personnel having required qualification and meeting the other eligibility criteria can also apply.

**B. CIVIL ENGINEERING CONSULTANT:**

**Scope:** Civil Engineering consultants' services shall be used for planning, designing, estimation, tendering and supervision of execution of Buildings construction & repairs/ renovations/ maintenance and other Civil works of Bank's own buildings.

The scope of Civil Engineering Consultants also includes assessment of repairs, renovation (in some cases involving structural evaluation) and recommending correct rectification works, periodical evaluation of buildings for structural conditions, if necessary by undertaking necessary structural studies and submitting technical assessment reports suggesting remedial measures, preparation of tender papers and assisting the Bank in undertaking repair works with or without their site supervision.

**Eligibility:**

1. Graduate in Civil Engineering with **minimum 5 years** of experience in planning, designing and supervision of buildings, sanitary and plumbing services and other allied works **as on 30.11.2024**. The consultant with post-graduation in structural Engineering with experience in repairs and rehabilitation of the structures will be preferred.
2. Should have experience in planning, designing and supervision of Civil Engineering Constructions repair/ renovation works including water proofing works of buildings.

**C. STRUCTURAL ENGINEERING CONSULTANT:**

**Scope:** Structural Engineering consultants' services shall be used for planning, designing, estimation, tendering and supervision of execution of Buildings construction & repairs/ renovations/ maintenance, verification of structural stability of the buildings, strong/safe rooms etc and other Civil works of Bank's own buildings.

**Eligibility:**

1. Graduate in Civil Engineering with specialisation (Post Graduation) in Structural Engineering having minimum 5 years of post qualification experience in planning, designing and supervision of buildings.
2. Experience in planning and estimation of multi storied buildings shall be an added advantage.

**D. ELECTRICAL CONSULTANTS:**

**Scope:** The services of **Electrical consultants** will be used for planning and execution of the electrical works for the Bank offices including procurement of electrical equipments like Generators, UPS, Transformers and other allied items, electrical auditing, energy audit and coordinating/ Liaoning with Electrical Inspectorate / other Local Authorities.

The electrical system of the Bank Circle Offices / Other Regional Offices is with HT substations, supported by DG sets for 100% load. Bank proposes to up grade such electrical HT system. Bank may avail the services of consultants who have specialized in the field of electrical engineering with the knowledge on HT sub-station, internal electrical system for a computerized office environment,

specialized electro-mechanical works like DG sets, lifts, Building Management System, air-conditioning etc.

**Eligibility:**

1. Graduate in Electrical Engineering with **minimum 5 years of experience** in the respective field as on **30.11.2024**.
2. Should have experience in planning, designing and supervising of electrical works for computerized environment including experience in LT/HT works, Generator, motors, UPS, Lifts.

**E. ENERGY AUDIT:**

**Scope:** Planning and utilization of Equipments and systems with maximum capacity utilization. The energy manager shall assess the total requirement of systems and Equipments for offices and effective usage of the same with maximum efficiency.

**Eligibility:**

1. Graduate in Engineering with minimum three years of work experience in energy auditing methodology; auditing instrumentation; auditing tools; economic analysis; building systems technology; lighting; HVAC; building envelope; controls.
2. Shall possess BEE Certification for Energy Auditors/Manager issued by Bureau of Energy Efficiency, Govt. Of India.

**F. AIR-CONDITIONING CONSULTANTS:**

**Scope:** The services of Air-conditioning consultants will be used by the Bank for planning, designing and supervision of the Air-conditioning works of the Bank offices.

Eligibility:

1. Graduate in Electrical/Mechanical/refrigeration engineering with minimum 5 years of experience in the air-conditioning field as on **30.11.2024**.
2. Should have experience in planning, designing and supervising of air-conditioning works for computerized environment using split/ ductable splits/ package units /chiller plant etc.

**GENERAL CONDITIONS APPLICABLE FOR ALL CONSULTANTS:**

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.50.00 lacs , Civil works costing up to Rs.50.00 lacs , Electrical works & Air-conditioning works upto Rs.50.00 lacs. However, the Bank has right to avail the services of any consultant from out side the panel depending on the circumstances.

**Note:: In all the above categories of consultants, if other things being equal, the consultants having the experience in the contract administration for Government, PSUs and Public Sector Banks and Financial Institutions will be preferred.**

**DETAILS OF REQUIREMENT/ELIGIBILITY FOR EMPANELMENT OF CONTRACTORS/ SUPPLIERS :**

Empanelment of Contractors / suppliers are sought for the following categories of works under various cost limits. The contractors/suppliers empaneled under lower cost limit will not be eligible to quote for the works costing more than the limit. However, the contractors/suppliers empaneled under higher class can participate even for works/ supply in lower cost limits.

The various Categories & Cost limits are furnished below

Sl No	CATEGORY	VALUE OF THE WORKS UPTO WHICH THE CONTRACTOR CAN PARTICIPATE (AMOUNT IN LAKHS)			
		CLASS- D	CLASS- C	CLASS- B	CLASS- A
1	CIVIL ENGG WORKS	3	10	30	50
2	INTERIOR FURNISHING	3	10	30	50
3	ELECTRICAL WORKS	3	10	30	50
4					
<b>SUPPLIERS CUM SERVICE PROVIDERS</b>					
6	AIR CONDITIONING EQUIPMENTS	3	10	25	-
7	BURGLAR ALARM SYSTEMS	3	5	10	
8	FIRE ALARM SYSTEMS	3	5	10	-
9	FIRE FIGHTING AND EXTINGUISHING EQUIPMENTS	3	5	10	-

**Eligibility:**

The applicant should have the following minimum eligibility criteria:

- i. The applicant should have undertaken works in **Government Departments/Public Sector Undertaking/central autonomous bodies/state autonomous bodies/financial institutions during last 3 years prior to 30.11.2024:**
  - One work/project costing 80% of the class limit or**
  - Two works/projects costing 50% of the class limit or**
  - Three works/projects costing 40% of the class limit**
- 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 of at least 200%** the value of the class limit in the respective category applied, during last 3 years ending with 31.03.2024.
- iv. The Suppliers should be original manufacturers/ Suppliers of the items having wide dealer and service network in the geographical Jurisdiction of Udupi , Shivamogga , Karwar ,Sirsi , Haveri , Goa , Mangaluru. **They should be established in this field for minimum of 5 years as on 30.11.2024.**
- v. The supplier shall provide details of the personnel, equipment, manufacturing facilities.
- vi. Submit Solvency Certificate from Nationalised /Scheduled Banks issued within one year for an amount equal to cost limit in the respective field (only for Class A, B AND C)

Based on the assessment of details furnished like works undertaken, technical & financial capabilities, selection will be made. From such panel, competitive offers/tenders will be called for specific works.

1. **CIVIL ENGINEERING WORKS:** The scope of work of Civil Contractors broadly is to undertake new constructions, redevelopment of existing properties, periodical repairs & renovations, painting, plumbing & sanitary, demolition works, structural steel fabrication, wood work (doors and windows only) waterproofing works of terrace, lift well, toilets etc. and other allied works for residences and offices of the Bank.

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

2. **INTERIORS FURNISHING WORKS:** The scope of work of Contractors for Interior works mainly original works, alterations and renovations involving erection of partitions work both wood & aluminum, counters, cabins, paneling, false ceiling, flooring, storage units, furniture and fabricated workstations and other allied works for furnishing of our Bank branches.

**The Class A,B & C contractors shall have full-fledged work shop for preparing the furnishing/ furniture items**

3. **ELECTRICAL CONTRACTORS :** The scope of work for Electrical Contractors is to undertake HT as well as LT works, panel board for LT applications, will be mainly used for internal and external electrification, associated cabling, copper plate earthing, wiring for air-conditioners, UPS, liasoning with Electrical Inspectorate / other Local Authorities for obtention of additional power, breakdown repair, interior wiring for computerized office environment and other allied works.

The electrical works also involves domestic electrical works attending to LT side, liasoning with Electrical Inspectorate / other Local Authorities in case of meter burn outs etc. Attending to repairs of electrical appliances like Panel board / Distribution board pumps , motors, switch boards, re-wiring and cabling works..

Electrical contractors shall have necessary permits / license from the Electrical Inspectorate and familiar with IE rules & regulations and guidelines of CEIG.

4. **AIRCONDITIONING EQUIPMENTS ( Blue Star, Daikin, Hitachi, Voltas, O General, Carrier, LG ,Samsung , Panasonic, Lloyd )** The Air-conditioning units suppliers shall be the manufacturers/ suppliers/service providers of window units, split units, 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 Mangaluru , Udupi , Karwar , Sirsi , Shivamogga , Haveri ,Hubli , Goa. (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).
5. **CONTRACTORS FOR MINOR WORKS ( Civil, Furnishing , plumbing, electrical & electrical appliances, carpenters etc.).** The department undertakes various minor works at bank quarters situated at various locations of Chennai The minor works mainly involves minor civil works, plumbing works, carpentry works, repairs to furniture, wardrobes & fixtures etc. attending to leakages & seepages related works, touch up painting, cleaning of vacant premises, attending to electrical & telephone works in liaison with BSNL etc. The work also involves attending to minor repairs to electrical appliances like geyser, heaters, pumps & motors, etc.

- The nature of works is classified as “emergency works” which are time critical to trouble shoot the problems at the earliest and shortest period of time. Such works will normally be at any point of the day or night
6. **PAINTING CONTRACTORS:** The panel of Painting contractors will be used exclusively for executing interior / external painting works of Bank’s offices, branches, ATMs and residential quarters.
  7. **FIRE/ BURGLAR ALARM:** The suppliers should have minimum 5 years experience in supply and installation of Fire Alarm system for various offices, Public Sector/ Private Sector Banks or Financial Institutions. The scope of work of the Fire detection and alarm contractors mainly involves all original works, alterations and modifications involving supply, installation, testing and commissioning of fire detection and alarm system for various Offices /branches and maintaining and servicing (AMC) of the installations. The supplier should have after sales and service centre in at least one of the above mentioned Districts of Karnataka and Goa (Separately for State of Goa only will also be considered).
  8. **FIRE EXTINGUISHERS & FIREFIGHTING SYSTEM:** The suppliers should have minimum of 5 years’ experience in supplying various type of Firefighting Equipments with different Capacity. Also the suppliers should have experience in maintenance of all type of Fire extinguishers. If Banks requires imported FE the vendor should have the direct dealership of the products he needs to be supplied.
  9. **SUPPLY, INSTALLATION, TESTING, COMMISSIONING AND PERIODIC SERVICING OF CCTV, BIO-METRIC, ACCESS CONTROL, TIME LOCK:** The supplier should have executed minimum of 45 standalone CCTV system in any of the public sector banks / financial institutions in Region during the last three financial years ending on 31.03.2024. The supplier should have after sales and service center in at least one of the above mentioned Districts of Karnataka and Goa (Separately for State of Goa Only will also be considered). The supplier should have executed minimum of 20 Bio-Metric/ Access Control / Time-Lock system in any of the public sector banks / financial institutions in Region during the last three financial years ending on 31.03.2024
  10. If other things being Equal, the professionally qualified contractors and the contractors who have undertaken the works for Govt organizations will be preferred.
  11. **All class of Consultants / Contractors / Suppliers must be Income Tax/GST Assesse. The Consultants / Contractors / Suppliers, otherwise eligible but not Income tax /GST assesses, will not be considered for empanelment.**
  12. **All consultants should have registered for Income tax / GST authorities. If they are otherwise eligible but not registered for Income Tax / GST, will not be considered for empanelment.**

**Annexure I**  
**APPLICATION FORMAT**

The Consultants/Contractors/suppliers, who intend to apply for more than one category, have to apply for each category using separate application forms along with separate Demand Draft and submit in independent covers super scribing in the envelope the category of work applied for.

**APPLICATION FOR EMPANELMENT OF ARCHITECTS/ CONSULTANTS/  
CONTRACTORS / SUPPLIERS & SERVICE PROVIDERS**

**(TICK WHICH-EVER IS APPLICABLE)**

APPLIED FOR :

CONSULTANT	
CONTRACTORS	
SUPPLIERS & SERVICE PROVIDER	

CATEGORY	CLASS			
	D	C	B	A
<b>CONSULTANT</b>				
ARCHITECTURAL CONSULTANT				
CIVIL ENGINEERING /STRUCTURAL ENGINEERING CONSULTANT				
ELECTRICAL CONSULTANT				
ELECTRICAL FIRE AUDIT/ ENERGY AUDIT CONSULTANTS				
<b>CONTRACTORS</b>				
CIVIL ENGINEERING WORKS				
INTERIOR FURNISHING				
ELECTRICAL WORKS				
MINOR WORKS				
<b>SUPPLIER</b>				
AIR CONDITIONING EQUIPMENTS				
FIRE FIGHTING AND EXTINGUISHING EQUIPMENTS				
FIRE BURGLAR,ELECTRONIC ALARMS, BIOMETRIC ACCESS CONTROLS, TIMER LOCKS				
CCTV SURVEILLANCE SYSTEMS (INCLUSIVE OF ACCESSORIES)				

1	Name of the Applicant	
	Address	

**EMPANELMENT OF ARCHITECTS, CONSULTANTS AND CONTRACTORS**

	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. iv.
	<b>c) Year of establishment</b>	
3.	Whether registered with Registrar of Companies/ firm. If so, No. & Date :	
4	<b>Registration with Tax Authorities</b>	
	<b>a. Income-tax /PAN</b>	
	<b>b. GST No (furnish copies of PAN, registration certificate)</b>	
	<b>c. Registration Number (Enclose the copies) with Council of Architects, in case of Architects or Professional bodies</b>	
	<b>d. Reg No in case of other consultants</b>	
	<b>e. Reg No in case of Electrical contractor.</b>	
5	Turnover of the Company/firm (Please attach copy of audited balance sheet and profit and loss account for three years).	
	<b>FY</b>	<b>TURN OVER</b>
	<b>2023-2024</b>	
	<b>2022-2023</b>	
	<b>2021-2022</b>	

EMPANELMENT OF ARCHITECTS, CONSULTANTS AND CONTRACTORS

	<b>AVERAGE</b>	

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 core competence? Mention the fields on preference Basis

1)

2)

3)

8. Name of the Bankers with address:

i.

ii.

9. Details of solvency certificate enclosed:

10. Details of the qualifying works executed ( please mention only such works which qualifies for the category/class for which you have applied)

**EMPANELMENT OF ARCHITECTS, CONSULTANTS AND CONTRACTORS**

Sl.N	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)

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

11. Details of Present works under execution (enclose copies of work orders issued by clients)

- i. ....
- ii. ....
- iii. ....

12. Key personnel permanently employed in your organization:

S l N o	Name	Qualifications	Experience	Particulars of work done	Employed in your firm since	Any other

13. 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.

<b>NAME OF THE OFFICIAL</b>	<b>ORGANISATION &amp; ADDRESS</b>	<b>CONTACT NUMBERS</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 THE APPLICANT  
NAME & DESIGNATION  
SEAL OF ORGANISATION

**Checklist** (To be filled by Applicants)

Sl no	Particulars	
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 DD is paid?	Yes/no
5	Whether enclosed valid Electrical License in case of electrical contractor/ Council of Architecture in case of Architects?	Yes/no
6	Whether enclosed proof for year of establishment?	Yes/no
7	Whether proof for average annual financial turnover enclosed?	Yes/no
8	Whether documentary proof for having undertaken the works is enclosed?	Yes/no
9	Whether solvency certificate enclosed	Yes/no
	If yes, No. of certificates enclosed	

**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 Karnataka state enclosed?   | Yes/ No |
| 14) Whether copy of valid PSARA License and details of Training Infrastructure (for PSAs only) enclosed?                      | Yes/ No |
| 15) Whether copy of brochures and handouts of products (for equipment suppliers only) enclosed?                               | Yes/ No |
| 16) Whether certificate denying ownership by Bank Employee enclosed?  | Yes/ No |
| 17) Whether undertaking for not being "Black Listed" enclosed?  | Yes/ No |

Place :  
Date :

SIGNATURE OF THE APPLICANT  
NAME & DESIGNATION  
SEAL OF ORGANISATION

ANNEXURE - II

**DECLARATION REGARDING BANNING / BLACKLISTING**

To,

**The Assistant General Manager,  
General Administration Section,  
Circle Office, Canara Bank,  
Manipal – 576 104**

Subject: Empanelment Of Architects/Consultants, Contractors, Suppliers & Service Providers At Canara Bank Circle Office Manipal.

(DECLARATION TO BE SUBMITTED ON LETTER HEAD OF THE BIDDER)

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 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**