

DOCUMENT FOR
EMPANELMENT OF
ARCHITECTS
CONSULTANTS / CONTRACTORS / SUPPLIERS / VENDORS
UNDER CANARA BANK CIRCLE OFFICE BHUBANESWAR

CANARA BANK
ASSISTANT GENERAL MANAGER
GENERAL ADMINISTRATION SECTION
Canara Bank, Circle Office, Bhubaneswar,
Plot No 1556(P), 1561(P), Jagamara, Khandagiri, Bhubaneswar - 751030
Phone: 0674-2353123, Mob-9861084048
email: pecobhu@canarabank.com

NOTICE INVITING APPLICATIONS FOR EMPANELMENT

OF

ARCHITECTS/CONSULTANTS, CONTRACTORS, SUPPLIERS/VENDORS

1. Applications are invited in the prescribed format for empanelment of Architects, Consultants, Contractors, Suppliers and Service providers for executing various works coming within the jurisdiction of Canara Bank Circle Office Bhubaneswar. Areas covered under the Circle is as below:

Sl. No:	Regional Office	Districts Covered
1	Bhubaneswar	Khordha, Puri
2	Cuttack	Cuttack , Jagatsingpur, Kendrapara
3	Berhampur	Gajapati, Ganjam, Kalahandi, Kandhamal, Koraput, Malkangiri, Nabarangpur, Nayagarh, Rayagada
4	Bhadrak	Balasore, Bhadrak, Dhenkanal, Jajpur, Mayurbhanj
5	Sambalpur	Angul, Bolangir, Bargarh, Boudh, Debagarh, Jharsuguda, Kenojhar, Nuapada, Sambalpur, Subarnapur, Sundargarh

It is proposed to maintain separate panels of Architects, Consultants, Contractors, Suppliers & Agencies for various specialized works. Applicants having their office/ sales & Service Centre at Odisha will only be considered.

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

Existing empanelled Architects / Consultants / Contractors / Suppliers & Vendors / Service Providers etc shall also submit fresh applications.

Details of Categories

01) Consultants :

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

02) Contractors :

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

03) Suppliers/ Vendors :

- a) Air-conditioners suppliers and service providers
- b) Glow Sign Board vendors
- c) UPS suppliers and service providers

04) Service Providers :

- a) Pest control services
- b) Shifting Works (Branch furniture, records, etc)
- c) Destruction of old records

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 download the document from the website of Bank namely <http://www.canarabank.com/tender> and the document fee of **Rs 1000/-** (One thousand only) in the form of Demand Draft favouring ‘Canara Bank, Circle Office Bhubaneswar, payable at Bhubaneswar, may be submitted along with the duly filled in application document. The document submitted without the prescribed fee will be summarily rejected.

MSEs are exempted from paying application fee/cost, EMDs. For getting the benefits in case of MSE firms, shall submit relevant documents such as valid MSE registration Certificates and exemption certificate from relevant authorities.

Any modifications, corrigendum will be uploaded in Bank’s website only & will be binding on all applicants & no separate communications will be issued in this regard. 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 28/05/2025 up to 03:00 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: 29/04/2025

ASST. GENERAL MANAGER

GENERAL RULES AND INSTRUCTIONS TO THE INTENDING APPLICANTS

- 1) 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 our offices coming within the jurisdiction of Canara Bank Circle Office Bhubaneswar. 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) 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) **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) 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 & submit in independent covers super-scribing in the envelope the category of work applied for.
- 5) 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) 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) 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) 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) The empanelment will be made for a specific category depending on the credentials submitted. However, the applicant empanelled in higher class shall be eligible for works in the lower class.
- 10) The evaluation will be based on the experience, reputation, empanelment with other PSB/Government Departments/ Public Sector Undertaking/ Central

Autonomous Bodies/ State Autonomous Bodies/ Financial Institutions (Scheduled Commercial Bank), manpower & logistical support of the applicant, their financial capabilities, quality consciousness, etc. Based on the details furnished, 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.

- 11) 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) Applications received after the due date and time is liable for rejections.
- 13) The consultants/contractors/suppliers/service providers having their office/ sales & service Centre in the geographical jurisdiction of Odisha state will only be considered. The empanelment shall be valid for a period of three years (subjected to yearly review) from the date of issue of empanelment letter under normal circumstances provided there is no disciplinary/ de-empanelment clause raised against them.
- 14) 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.
- 15) The applicant should be a profit making firm for the last 3 years as on 31.03.2024.
- 16) The applicant may be called to Circle Office for clarification in documents submitted and they may visit as per the requirement of Bank. No TA//DA will be paid in this regard.
- 17) MSE's (Micro and Small Enterprise) / NSIC / KVI etc. are exempted from paying the processing fee of Rs.1000/- for which the concerned enterprise needs to provide necessary valid certificates / documentary evidence of the said work. For MSE's, Govt. of India provision shall be considered while evaluating the tender.
- 18) The applicant 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 authorized signatory with company seal.
- 19) Applicant should be willing to supply and install the required items at uniform rates in all our branches in the jurisdiction of Bhubaneswar Circle without additional / differential freight charges.
- 20) 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.
- 21) 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.
- 22) Canara Bank reserves its right to reject any / or all the applications without assigning any reasons whatsoever.
- 23) PERFORMANCE EVALUATION OF EMPANELLED CONTRACTORS/ SUPPLIERS/ CONSULTANTS/ SERVICE PROVIDERS:

The performance of empanelled contractors, suppliers, consultants, service providers etc. 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

warranty and Annual Maintenance contract period.

24) REMOVAL OF CONTRACTORS/ SUPPLIERS/ CONSULTANTS/ SERVICE PROVIDERS FROM PANEL:

Removal of empanelled contractors, suppliers, consultants, service providers etc from the list shall be considered on the following grounds:

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

24.2 The firm fails or neglects to respond to three consecutive invitations to tender within the range of products for which it is registered.

24.3 The firm fails to execute a contract/ order.

24.4 The firm found not have the required technical man power/ equipment/machines.

24.5 The firm is declared bankrupt or insolvent or willful defaulter.

24.6 The firm fails to furnish the income tax clearance certificate or any other document when called for.

25) BAN AND BLACKLISTING:- When 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, COST WISE SUB-CLASSIFICATION AND ELIGIBILITY CRITERIA FOR CONSULTANTS

A.SCOPE-OF-WORK

It is proposed to classify each category of consultants depending on their past performance, technical and financial capabilities. The consultants empanelled 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 PSB/Government Departments/ Public Sector Undertaking/Central Autonomous Bodies/State Autonomous Bodies/ Financial Institutions (Scheduled Commercial Private Bank) will be preferred.
2. The firms /companies meeting the eligibility criteria and having the qualified personnel as detailed above can also apply.

ARCHITECTS/ 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 during the last Five years prior to and including 31.12.2024 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

- ii. The consultant should be an assessee of Income Tax, GST, etc. Various categories and cost limits are as given below:

CATEGORY	UPTO WHICH THE CONSULTANTS CAN PARTICIPATE (AMOUNT IN LAKHS)		
	Class C	Class B	Class A
1) ARCHITECTS	15.00	30.00	50.00
2) CIVIL ENGG./ STRUCTURAL CONSULTANTS	15.00	30.00	50.00
3) ELECTRICAL CONSULTANTS	15.00	30.00	50.00

ARCHITECTS:

The scope of work for the **Architectural Consultants** include Architects' services include planning, designing, supervising & execution of Civil Engineering works, interior furnishing works, electrical and air conditioning works, strong room certification and other infrastructure creation works for the offices/residences of the Bank, providing the specifications of the materials, assisting the Bank in finalizing the contractor, supervision of the works and certification of the work 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

- Graduate/Post Graduate degree in Architecture with minimum 5 years of experience in the respective field as on 31.12.2024. The Architects with specialization in Interior designing will be preferred.
- 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 interior, electrical, civil & air conditioning works for the Banks/ Financial Institutions etc.

CIVIL ENGG/ STRUCTURAL CONSULTANTS

Civil Engineering/ Structural 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 shall also include 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, providing structural stability reports for Bank

Eligibility:

- Graduate in Civil Engineering with specialization (Post Graduation) in Structural Engineering having minimum 5 years of post-qualification experience in planning, designing and supervision of buildings as on 31.12.2024.
- Experience in planning and estimation of multi storied buildings shall be an added advantage.
- Copy of license issued by competent authority of Government.
- Copy of certificate of corporate member of civil engineering division of the Institution of Engineers, India.

ELECTRICAL CONSULTANTS:

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 Diesel Generators, Transformers and other allied items, UPS/inverters/stabilizers, renewable energy (roof top solar power plants), lift & elevators and coordinating/ liasoning with Electricity department and their subsidiaries (If any) & such other local authorities.

Eligibility:

- Graduate in Electrical Engineering with minimum 5 years of experience in the respective field as on 31.12.2024.
- Shall possess Odisha State electrical supervisor license issued by State Electrical Inspectorate.
- Should have experience in planning, designing and supervising of electrical works for computerized environment including experience in LT/HT works, generator and motors, UPS, lifts etc.

ELECTRICAL ENGINEERING AUDITORS (BEE CERTIFIED) :

- Graduate in Electrical engineering with minimum 5 years of experience in the electrical auditing field as on 31.12.2024.

- The Auditor must be Bureau of Energy Efficiency (BEE) Certified and should have experience in conducting electrical audit for the Banks, Financial Institutions and other reputed organization/s.
- Electrical firms having engineering department with personnel having required qualification and meeting the other eligibility criteria 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 Furnishing 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 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, liaisoning with state electricity department 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.

CATEGORY	UPTO WHICH THE CONTRACTORS CAN PARTICIPATE (AMOUNT IN LAKHS)			
	Class D	Class C	Class B	Class A
1) INTERIOR FURNISHING WORK	1.00	15.00	30.00	50.00
2) CIVIL ENGG. WORKS	1.00	15.00	30.00	50.00
3) ELECTRICAL WORKS	1.00	15.00	30.00	50.00

INTERIOR FURNISHING CONTRACTORS:

- The contractor who intends to apply for Class-D (petty works) should have minimum two years' experience prior to 31.12.2024, in furnishing works including repairs/renovation/remodeling of partitions, paneling, false ceiling, Furniture's, counters for branches / offices of a Bank, reputed private organizations or financial Institution. He should have executed at least one single similar work costing not less Rs.40000.00 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 (Scheduled Commercial Private Bank)** or other reputed firms during last 5 years prior to 31.12.2024:

- 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 at Odisha
 - 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 31.03.2024.
 - 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 WORKS:

1. The contractor intends to be empanelled under Class-D should have minimum two years experience prior to 31.12.2024 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, reputed private organization and financial Institutions. He should have executed at least one single similar work costing not less Rs.40000.00 during the last one year.

2. The contractor intends to apply for Category- A,B &C should have the experience of successfully completing the following quantum of works such as original works, alterations, repairs and renovations involving civil engineering works like earthwork, masonry, plastering, RCC, concrete works, painting, flooring, plumbing & sanitary, water proofing, demolition works, structural steel fabrication, woodwork (doors and windows only) for branches, residences and offices of the Bank / Government departments/public sector undertaking/central autonomous bodies/state autonomous bodies/financial institutions during last 5 years prior to 31.12.2024.

- 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 31.03.2024.
- 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 31.12.2024. He should have completed at least one similar single work costing Rs.40000.00 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 of Odisha 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 31.12.2024 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 31.03.2024.
 - d) Submit solvency certificate from Nationalized /Scheduled bank issued within one year for an amount equal to cost limit in the respective class.

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

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

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

	COST WISE SUB-CLASSIFICATION (AMOUNT IN LAKHS)			
	CLASS D	CLASS C	CLASS B	CLASS A
AIR CONDITIONING, HVAC EQUIPMENT	-	5.00	10.00	25.00
GLOW SIGN BOARD	1.00	5.00	10.00	-
UPS SUPPLIERS & SERVICE PROVIDERS	1.00	5.00	10.00	-

- 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 31.03.2024.
 - d) Submit solvency certificate from Nationalized /Scheduled bank issued within one year for an amount equal to cost limit in the respective class.

Note

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.

AIR CONDITIONING, HVAC EQUIPMENTS:

- The Air-conditioning units suppliers shall be the manufacturers/ suppliers/service providers of split units, ductable split, package air- conditioners, cassette air conditioners of Blue Star, Daikin, Hitachi, Voltas, Carrier, LG, Samsung, Lloyd makes etc and should be direct dealer and have good service network so as to cater to the needs of all our branches/ ATMs/ Admin Units etc. They should have service centers across Odisha i.e. at Bhubaneswar, Cuttack, Bhadrak, Berhampur & Sambalpur. (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).
- The suppliers should have minimum 5 years' experience in supply and installation of air conditioning systems for various offices, Public Sector/ Private Sector Banks, PSUs, Govt. organizations. 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.

GLOW SIGN BOARD:

Eligibility: The suppliers should have minimum 5 years' experience in supply and installation of signages for various offices, Public Sector/ Private Sector Banks, PSUs, Govt. organisations as mentioned in the main eligibility criteria. Applicant should be authorized converter of any of the preferred make. Applicant shall submit authorized converter certificate along with application.

Scope: The work involves, supply, installations and maintenance of glow sign board of branches, Non-Lit Boards, Name Boards and various other Bank Signage etc., as required from time to time. They should have qualified artwork designing team. The vendor should have sufficient knowledge in Sign board area, quality product and having good skills workers in this field. The contractor who has executed similar type of works for government department / Central / State /Autonomous bodies / financial institutions (Scheduled Commercial Private Bank)/ public sector banks will be given preference (as per the eligibility conditions). Similar works means all original works, alterations and modifications involving supply, installations, testing and commissioning of glow sign board related works for branches/ offices of a bank.

The preferred make of flex and Vinyl shall be 3M, LG, and AveryDennison.

Class D: The contractor intends to be empaneled under Class-D should have minimum two years' experience prior to 31.12.2024 in repair and maintenance of glow sign board of branches, Non Lit Boards, Name Boards and various other Bank Signage etc. He should have completed at least two similar works costing not less than Rs.40, 000/- during the last one year as on 31.12.2024.

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

UPS & Batteries Service Providers:

Eligibility:

- The UPS system supplier shall be Original Equipment Manufacturers (OEM) & authorized distributors, dealers, suppliers (Work Orders & Work completion certificates to be enclosed). Scope of work includes supply, installation, testing and commissioning of On Line UPS (conventional and modular) systems and Comprehensive Annual Maintenance Contract of UPS Systems. Only BIS registration approved brands shall be eligible for empanelment. The suppliers should have minimum 5 years' experience in supply and installation of UPS for various offices, Public Sector/ Private Sector Banks, PSUs, Govt. organisations 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.
- The applicant must comply to Bank's Technical Terms & Comprehensive Annual Maintenance Contract (CAMC).
- They should have service centers across Odisha i.e. at Bhubaneswar, Cuttack, Bhadrak, Berhampur & Sambalpur.

SCOPE AND ELIGIBILITY CRITERIA FOR SERVICE PROVIDERS

Shifting Works (Branch furniture, records, etc.): The scope of work mainly involves loading, transportation, unloading, etc. of Branch furniture, records, etc. It also includes required dismantling and re-installation works.

The service provider should have minimum 3 years experience and should have completed work worth not less than Rs. 500000.00 and should have completed work costing not less than Rs.100000.00 during the last one year prior to 31.12.2024.

Destruction of Old Records:

- i. Firms/Vendors should have minimum of 5 years experience in the line of activity.
- ii. Firms/Vendors should have empanelment as approved vendor in any nationalised Bank.
- iii. Region wise highest Rates (H-1) offered will be the approved rates for the branches coming under Circle Office.
- iv. Unwanted records to be destroyed will be identified / segregated by the Firms/Vendors or their representative at the Bank's premises with their manpower at their cost in the presence of Bank's official, (who should certify that record segregated is not relevant to the record in litigation / disputes pending in the court of law and can be destroyed disposed off as per Bank's instructions).
- v. The Firms/Vendors or their representatives will arrange for weighing such records with a weighing machine in the presence of an authorised official of the Bank who will have to satisfy himself with the correctness of the weight.
- vi. The Firms/Vendors will give a certificate from the paper mill to the branches / offices within 15 days of lifting of records that the records have been effectively destroyed by converting it into pulp.
- vii. The Firms/Vendors will produce a letter of introduction attested by us to the branches / offices of the Bank for its identity while contacting them for lifting old records to be destroyed.
- viii. The payment for such records will be made in DD by the Firms/Vendors to the branches / offices on the spot according to weight and approved rate.
- ix. Unwanted records will be disposed off appropriately as per Bank's instructions.
- x. Transportation charges, cooliage and other misc. expenses will be borne by the Firms/Vendors.
- xi. The empanelment will be for three years or till the fresh empanelment, whichever is later subject to satisfactory work and bank reserves the right to discontinue Firm's/Vendor's empanelment at any time without assigning any reason to the Firm.
- xii. The list of all items will be prepared by the Firms/Vendors and hand over the same to the branch / office.
- xiii. The Firms/Vendors shall maintain full secrecy about the Bank's record lifted by them.
- xiv. Indemnify against any loss the Bank may suffer due to negligent handling of record and non-adherence of agreed terms and conditions, stipulated as above by the Firms/Vendors or their representative for handling the job undertaken. The Bank's decision in this regard will be binding.

- xv. Bank shall forfeit the amount deposited with the Bank as security in case of non-performance / breach of contract without any pre-condition.
- xvi. The Bank reserves the right to accept or reject any or all the applications without assigning any reason whatsoever and the decision of the Bank shall be final.
- xvii. The terms and conditions stipulated by Bank from time to time should be acceptable to the empanelled Vendors.

PEST CONTROL SERVICES

- The service provider should have minimum 3 years experience in Pest Control service for all types of insects, rodents and snakes and should have completed servicing worth not less than Rs. 500000.00 and should have at least one single similar work costing not less Rs.50000.00 during the last one year prior to 31.12.2024.

The service providers 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

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) :

Demand Draft Details:

DD Number: _____ Amount:Rs. _____, Issuing Bank _____

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	2023-24	
2	2022-23	
3	2021-22	
4	2020-21	

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

14. Copy of license from Electrical Inspectorate for electrical contractors/Council of Architecture in case of Architects/ Membership license for Structural Consultant/ Authorised Converter certificate for signage/other required certificates for each category applied for (Please attach proof).

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 consultants/contractors/Suppliers/service providers 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 (To be filled by Applicants)

- 1) Have you mentioned the category for which you have applied in the application form? Yes/No
- 2) Have you signed in all the sheets? Yes/No
- 3) Whether copy of PAN/VAT/Service tax 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 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 from the bankers is 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

CHARTERED ACCOUNTANTS CERTIFICATE FORMAT
(In Letter Head of Auditor Firm)

No.

Date:

To
The Assistant General Manager,
General Administration Section,
Canara Bank Circle Office,
Bhubaneswar.

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)
2023-2024	2024-2025		
2022-2023	2023-2024		
2021-2022	2022-2023		

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 Audit or 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 Assistant General Manager,
General Administration Section,
Canara Bank Circle Office,
Bhubaneswar.

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

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

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

To

The Assistant General Manager,
General Administration Section,
Canara Bank Circle Office,
Bhubaneswar

Dear Sir,

This has reference to your above RFP published in your bank's website and CPPP website. 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.

Also, we M/s _____ hereby confirm that the following clause is understood and I hereby declare to submit separate application if I intend to apply for separate categories.

“The Consultants/Contractors/Suppliers, who intend to apply for more than one category, have to apply for each category using separate application forms and submit in independent covers super-scribing in the envelope the category of work applied for.”

Signature of tenderer

APPENDIX-IV-AFFIDAVIT FOR SOLE PROPRIETORSHIP 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
..... District dealing in the
business of Government's/Private civil contracts and ancillary works attached there
for.

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)	
	ii. Amount of work paid on reduced rates	
12	i. Did the consultant go for arbitration?	Outstanding/VeryGood/Good/Satisfactory/ Poor
	ii. If yes, total amount of claim	
	iii. Total amount awarded	
13	Comments on the capabilities of the	
	a) Technical Proficiency	Outstanding/VeryGood/Good/Satisfactory/ Poor
	b) Financial soundness	Outstanding/VeryGood/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 Assistant General Manager or equivalent

**Supported by adequate proof of payments received by the contractor for the work done by them (TDS Certificate).

Reports must be submitted in sealed cover addressed to:-

The Assistant General Manager,

General Administration Section,

Canara Bank Circle Office, Bhubaneswar

APPENDIX-VI-DETAILS OF RELATIVES WORKING IN BANKS

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

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

Mention "NIL" if not applicable.

Signature of the Applicant

APPENDIX-VII-CERTIFICATE DENYING OWNERSHIP BY BANK EMPLOYEE

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

To
The Assistant General Manager,
General Administration Section,
Canara Bank Circle Office,
Bhubaneswar.

Dear Sir,

This has reference to your above RFP.

We also state that anyone 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