

CANARA BANK
Premises & Estate Section
Circle Office, Bhubaneswar
Plot No.1556(P)&1561(P),
Jagamara,Khandagiri
Bhubaneswar,Pin - 751019,
Tel: 0674- 2353123
E-mail: pecobhu@canarabank.com

DOCUMENT
FOR
EMPANELMENT
OF
ARCHITECTS/CONSULTANTS/CONTRACTORS/SUPPLIERS
/SERVICE PROVIDERS

CANARA BANK

Premises & Estate Section, Circle Office, Bhubaneswar
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NOTICE INVITING APPLICATIONS FOR EMPANELMENT OF ARCHITECTS/CONSULTANTS/ CONTRACTORS/VENDORS/SUPPLIERS/SERVICE PROVIDERS

Applications are invited in prescribed format for empanelment of Architect/consultant for Engineering/Interior related works, Civil Contractors, Interior Furnishing Contractors /Electrical Contractors/ Vendors/ Suppliers at various premises occupied by bank in Odisha state under Bhubaneswar Circle Office.

It is proposed to maintain separate panels of consultants, contractors and suppliers for various works as follows:

1. Architects / Consultant for engineering / interior related works
2. Civil Contractors
3. Interior furnishing Contractors
4. Electrical Contractors
5. UPS Supplier (OEM & Authorized Dealers)
6. AC Supplier
7. Fire & Burglar Alarm System Supplier
8. Fire Extinguisher Supplier
9. CCTV System Supplier
10. Time Lock Supplier
11. Glow Sign Board Supplier (Back lit, Non lit)
12. Pest Control Service Provider.
13. Housekeeping work.

It is also proposed to further classify the above categories by fixing the financial limits. The eligibility criteria and other requirements for each of the above categories are detailed under "*Scope, cost-wise sub-classification and Eligibility criteria*".

All architects, Consultant, Interior Furnishing Contractor, Electrical Contractor, Suppliers and Vendors in the existing panel shall also apply afresh for this empanelment.

The eligible and interested consultants, contractors and suppliers may collect the "Document for empanelment" from the following office by paying non-refundable fee of Rs. 500/- (Five Hundred only) by way of Demand Draft favouring "Canara Bank, Circle Office" Payable at Bhubaneswar. Applicants, who have downloaded the application from the website, should enclose the application fee by way of Demand Draft.

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 by 04.02.2021 upto 3:00pm.

For details and application form, please visit bank website

<http://www.canarabank.com/announcements/tenders> invariably.

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

Date: 16.01.2021

ASSISTANT GENERAL MANAGER

GENERAL RULES AND INSTRUCTIONS TO THE INTENDING APPLICANTS:

1. The empanelment of Architects / Consultants/Contractors / Supplier/ Vendors are proposed for the Civil, Interior Works, Electrical and other allied works of routine nature in the Branches and offices of the Bank coming under the Circle office. Generally, the routine works of the Bank are awarded / procurements are made on calling competitive tenders/quotations from the empanelled contractors/suppliers. However, the Bank has the right to award the work/procure supply from any of the empanelled agencies, depending on the exigencies of the work and also opt for open tendering process for any particular work, depending on the nature & magnitude of the work.
2. This document consists of the following:
 - a) Notice inviting applications for empanelment of architects / consultants/Contractors/Suppliers/ Vendors.
 - b) General rules and instructions to the intending applicants
 - c) Scope, cost wise sub-classification and eligibility criteria for each category.
 - d) Application format for empanelment
 - e) Check list of documents furnished.
3. **The document as detailed above in (a) to (e), complete in all respects, should be submitted** by the intending applicants within the stipulated date and as per the instructions given in the Notice inviting applications. The details of the applicants and their experience shall be furnished in the prescribed "Application Format" only. Wherever required and if the space provided is not sufficient, particulars can be furnished in Annexures but such details shall be clearly mentioned in the respective columns of the Application Format. Applicant shall enclose latest copies of brochures and technical documentation giving additional information about the applicant. Each page of the document shall be duly signed by the Applicant or their authorized representative.
4. The Architects/Consultants/Contractors/Supplier/Vendor, who intend to apply for more than one category, have to apply for each category using separate application forms.
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 authorised 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 shall be made for a specific category. However, contractor/Architect/Supplier/Vendor empanelled in higher class shall be eligible for works in the lower class.
10. The evaluation will be based on the experience of the architects/consultants/contractors 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 architects/consultants/contractors 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 / email.**
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 Architects/consultants/contractors/Supplier/Vendors having their office in Bhubaneswar will only be considered. (the copy of address proof is mandatory). The empanelment shall be valid for a minimum period of One year.**
14. Canara Bank reserves its right to reject any / or all the applications without assigning any reasons whatsoever.
15. **Those who are in present panel should also submit the application.**

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

1. 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.

Generally, the routine architectural & interior works and Civil 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.

However, the Bank has right to avail the services of any consultant from out side the panel depending on the circumstances.

B. ELIGIBILITY CRITERIA:

Architects:

1. Graduate/ Post graduate diploma in Architecture with minimum 5 years of experience in the respective field as on 31.03.2020. The Architects with specialization in Interior designing will be preferred.
2. 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 of at least during last three years :

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

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

Note: The Architect who meets 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.

Note:

1. In all the above categories of architects/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:

1) **Interior Contractor:** 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.

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

3).**Electrical Contractor:** The panel of **Electrical Contractors** will be mainly used for internal and external electrification, associated cabling, earthing, wiring for air-conditioners, UPS, liaisoning with local electricity authorities for obtaining the additional power, breakdown repairs and other allied works for various branches / Offices of the bank.

4).**Fire & Burglar Alarm System Supplier:** The scope of work of the Fire detection and alarm mainly involves supply, installation, testing and commissioning of fire detection and alarm system for various branches/ office of the bank.

5). **Fire Extinguishers Supplier:** The scope of work involves supply, installation and periodically refilling.

6). **CCTV System Supplier:** The scope of work of CCTV suppliers mainly involves supply, installation, testing and commissioning and AMC for various branches/offices of the bank.

7). **Time Lock Supplier:** The scope of work of Time Lock supplier mainly involves supply, installation, testing and commissioning and AMC for Time Locks fitted in branches of the bank.

8).**UPS Supplier (OEM and Authorized Dealers):** The scope of work of UPS suppliers (OEM & Authorized Dealers) involves supply, installation, testing and commissioning and AMC for various branches/offices of the bank.

9). **AC Supplier:** The scope of work of AC Supplier involves supply, installation, testing and commissioning and servicing of AC and Comprehensive AMC.

10). **Glow Sign Board Suppliers:** The scope of work mainly involves supply, installation, testing and commissioning of Glow Sign Board contractors 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-E are allowed to quote only in the geographical jurisdiction of our Regional / Circle 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, Bhubaneswar.

CATEGORY	UP TO* WHICH THE CONTRACTORS/SUPPLIER/VENDORS CAN PARTICIPATE (AMOUNT IN LAKHS)			
	CLASS -D	CLASS- C	CLASS- B	CLASS -A
Interior Furnishing work	1.00	5.00	15.00	30.00
Civil Work	1.00	5.00	15.00	30.00
Electrical Work	1.00	3.00	10.00	30.00
Fire & Burgular Alarm System Supplier	As per eligibility Criteria	As per eligibility Criteria	As per eligibility Criteria	As per eligibility Criteria
Fire Extinguishers Supplier	As per eligibility Criteria	As per eligibility Criteria	As per eligibility Criteria	As per eligibility Criteria
CCTV System Supplier	As per eligibility Criteria	As per eligibility Criteria	As per eligibility Criteria	As per eligibility Criteria
Time Lock Supplier	As per eligibility Criteria	As per eligibility Criteria	As per eligibility Criteria	As per eligibility Criteria
UPS System Supplier	As per eligibility Criteria	As per eligibility Criteria	As per eligibility Criteria	As per eligibility Criteria
AC Supplier	As per eligibility Criteria	As per eligibility Criteria	As per eligibility Criteria	As per eligibility Criteria
Glow Sign Board	As per eligibility Criteria	As per eligibility Criteria	As per eligibility Criteria	As per eligibility Criteria
Pest Control	As per eligibility Criteria	As per eligibility Criteria	As per eligibility Criteria	As per eligibility Criteria

House Keeping Work	As per eligibility Criteria	As per eligibility Criteria	As per eligibility Criteria	As per eligibility Criteria
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C. ELIGIBILITY CRITERIA:

a> Interior Furnishing Contractor:

1. The contractor who intends to apply for Class-D (petty works) should have minimum two years experience prior to 31.03.20 in furnishing works including repairs/renovation/remodeling of partitions, panelling, false ceiling, Furnitures, counters for branches / offices of a Bank or financial Institution. He should have executed at least one single similar work costing not less Rs 50000.00 during the last one year.
2. 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, panelling, false ceiling, cavity flooring, furnitures, 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 31.03.20:
 - 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
 - be an assessee of Income Tax and should have registered with sales Tax department. submit income tax clearance certificate or copy of the income tax returns and sales tax registration certificate with valid registration number.
 - have well established work shop for preparing the furnishing/ furniture items.
 - have the average annual financial turnover of **atleast two times** the cost limit in the respective class during last 3 years ending with 31.03.2020.
 - submit Solvency certificate from Nationalized/ scheduled bank issued within one year for an amount equal to the cost limit in the respective category.

b> Contractor for Civil Works:

1. The contractor who intends to apply for Class- A,B, C should have Civil contractor license issued by Govt. department and have the experience of successfully completing following quantum of similar 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 31.03.2020.
 - 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. The Civil contractors for all classes should

- Be an assessee of Income Tax and should have registered with sales Tax department. submit income tax clearance certificate or copy of the income tax returns and sales tax registration certificate with valid registration number.
- **Have well established work shop for preparing the necessary items.**
- Have the average annual financial turnover of **at least two times** the cost limit in the respective class during last 3 years ending with 31.03.2020.
- Submit Solvency certificate from Nationalized/ scheduled bank issued within one year for an amount equal to the cost limit in the respective category.

c> Contractor for Electrical Works:

1. The contractor 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 31.03.2020. He should have executed at least one single similar work costing not less Rs.10000.00 during the last one year.
2. The contractor who intends to apply for **Class- A,B,C should have valid A-class electrical contractors license issued by the Electrical Inspectorate of Odisha State Government** and have the experience of successfully completed following quantum of works including original works, alterations and renovations involving internal and external LT electrification, panel boards, associated cabling, earthing, wiring for air-conditioners, UPS, liaisoning with local Electricity Board for obtaining of additional power, breakdown repairs for branches / offices of a Bank / Government departments/public sector undertaking/central autonomous bodies/state autonomous bodies/financial institutions during last 5 years ending with 31.03.2020 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 Class.
3. Except for Class-D, the contractors for other classes should
- be an assessee of Income Tax and should have registered with sales Tax department. submit income tax clearance certificate or copy of the income tax returns and sales tax registration certificate with valid registration number.
 - have well established work shop for preparing the necessary items of works.
 - have the average annual financial turnover of **at least two times** the cost limit in the respective class during last 3 years ending with 31.03.2020.
 - submit Solvency certificate from Nationalized/ scheduled bank issued within one year for an amount equal to the cost limit in the respective category.

d> Air Conditioning Equipments Supplier:

The Air conditioning unit suppliers shall be the manufacturers/suppliers/service providers of window units, split units, VRF unit , ductable , cassette AC 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 center at prominent centre of Odisha ie at Bhubaneswar,Cuttack,Sambalpur, Bhadrak, Behrampur.(Dealership certificate from the OEM is mandatory and needs to be enclosed along with the application form. Also applicant needs to mention in the application format separately for which brand the applicant has applied).

- 1.The Vendor should submit tax registration certificate with valid registration number.
2. The vendors/suppliers shall have the annual average annual financial turnover of Rs 25.00 lacs for the last three years prior to 31.03.2020.
3. Solvency certificate from Nationalized /scheduled bank issued within one year for an amount of Rs 25.00 lacs should be submitted.

e> UPS System Supplier:

The UPS System supplier shall be Original Equipment Manufacturers (OEM) and Authorised Distributors/ Dealers/Suppliers. The applicant should have sufficient number of technical and administrative employees. The applicant should submit their credentials along with a list of employees, contact details etc.

1. The OEM and Authorized Distributors/Dealers/Suppliers should have supplied in PSU Banks/State & Central Govt Organisations /Insurance Companies. The work order must

- be in the name of the OEM or through Authorized Distributors/ Dealers/Supplier.(Work Orders and work completion certificates to be enclosed). Only BIS registration approved Brands shall be eligible for Empanelment.
2. The applicant must have 5 years of experience prior to 31.03.2020 and comply to Bank's terms for payment, delivery, rate contract and penalty as per the requirement of bank.
 3. The applicant must comply to Bank's Technical terms and Comprehensive Annual Maintenance Contract (CAMC).
 4. The Vendor should submit tax registration certificate with valid registration number.
 5. The vendors/suppliers shall have the annual average annual financial turnover of Rs 25.00 lacs for the last three years prior to 31.03.2020.
 6. Solvency certificate from Nationalized /scheduled bank issued within one year for an amount of Rs 25.00 lacs should be submitted.

f> CCTV System Supplier:

The CCTV System supplier shall be Original Equipment Manufacturers (OEM) and Authorised Distributors/ Dealers/Suppliers. The applicant should have sufficient number of technical and administrative employees. The applicant should submit their credentials along with a list of employees, contact details etc.

1. The OEM and Authorized Distributors/Dealers/Suppliers should have supplied in PSU Banks/State & Central Govt Organisations/Insurance Companies. The work order must be in the name of the OEM or through Authorized Distributors/ Dealers/Supplier.(Work Orders and work completion certificates to be enclosed). Only BIS registration approved Brands shall be eligible for Empanellment.
2. The applicant must have experience of 5 years prior to 31.03.2020 and comply to Bank's terms for payment, delivery, rate contract and penalty as per the requirement of bank.
3. The applicant must comply to Bank's Technical terms and Comprehensive Annual Maintenance Contract (CAMC).
4. The Vendor should submit tax registration certificate with valid registration number.
5. The vendors/suppliers shall have the annual average annual financial turnover of Rs 25.00 lacs for the last three years prior to 31.03.2020.
6. Solvency certificate from Nationalized /scheduled bank issued within one year for an amount of Rs 25.00 lacs should be submitted.

g> Fire & Burglar Alarm System Supplier:

The Fire & Burglar Alarm System supplier shall be Original Equipment Manufacturers (OEM) and Authorised Distributors/ Dealers/Suppliers. The applicant should have sufficient number of technical and administrative employees. The applicant should submit their credentials along with a list of employees, contact details etc.

1. The OEM and Authorized Distributors/Dealers/Suppliers should have supplied in PSU Banks/State & Central Govt Organisations/Insurance Companies. The work order must be in the name of the OEM or through Authorized Distributors/Dealers/Supplier.(Work Orders and work completion certificates to be enclosed). Only BIS registration approved Brands shall be eligible for Empanellment.
2. The applicant must have 5 years of experience prior to 31.03.2020 and comply to Bank's terms for payment, delivery, rate contract and penalty as per the requirement of bank.
3. The applicant must comply to Bank's Technical terms and Comprehensive Annual Maintenance Contract (CAMC).
4. The Vendor should submit tax registration certificate with valid registration number.
5. The vendors/suppliers shall have the annual average annual financial turnover of Rs 25.00 lacs for the last three years prior to 31.03.2020.
6. Solvency certificate from Nationalized /scheduled bank issued within one year for an amount of Rs 25.00 lacs should be submitted.

h> Fire Extinguishers System Supplier:

The Fire & Burglar Alarm System supplier shall be Original Equipment Manufacturers (OEM) and Authorised Distributors/ Dealers/Suppliers. The applicant should have sufficient number of technical and administrative employees. The applicant should submit their credentials along with a list of employees, contact details etc.

1. The OEM and Authorized Distributors/Dealers/Suppliers should have supplied in PSU Banks/State & Central Govt Organisations/Insurance Companies. The work order must be in the name of the OEM or through Authorized Distributors/Dealers/Supplier.(Work Orders and work completion certificates to be enclosed). Only BIS registration approved Brands shall be eligible for Empanellment.
2. The applicant must have 5 years of experience prior to 31.03.2020 and comply to Bank's terms for payment, delivery, rate contract and penalty as per the requirement of bank.
3. The applicant must comply to Bank's Technical terms and Comprehensive Annual Maintenance Contract (CAMC).
4. The Vendor should submit tax registration certificate with valid registration number.
5. The vendors/suppliers shall have the annual average annual financial turnover of Rs 10.00 lacs for the last three years prior to 31.03.2020.

6. Solvency certificate from Nationalized /scheduled bank issued within one year for an amount of Rs 10.00 lacs should be submitted.

i> Time Lock Supplier:

The Time Lock supplier shall be Original Equipment Manufacturers (OEM) and Authorised Distributors/ Dealers/Suppliers. The applicant should have sufficient number of technical and administrative employees. The applicant should submit their credentials along with a list of employees, contact details etc.

1. The OEM and Authorized Distributors/Dealers/Suppliers should have supplied in PSU Banks/State & Central Govt Organisations/Insurance Companies. The work order must be in the name of the OEM or through Authorized Distributors/Dealers/Supplier.(Work Orders and work completion certificates to be enclosed). Only BIS registration approved Brands shall be eligible for Empanelment.
2. The applicant must have 5 years of experience prior to 31.03.2019 and comply to Bank's terms for payment, delivery, rate contract and penalty as per the requirement of bank.
3. The applicant must comply to Bank's Technical terms and Comprehensive Annual Maintenance Contract (CAMC).
4. The Vendor should submit tax registration certificate with valid registration number.
5. The vendors/suppliers shall have the annual average annual financial turnover of Rs 25.00 lacs for the last three years prior to 31.03.2019.
6. Solvency certificate from Nationalized /scheduled bank issued within one year for an amount of Rs 25.00 lacs should be submitted.

j> Glow Sign Board Supplier:

The supplier shall be either original manufacturers of Flex, Vinyl, Biodegradable and eco friendly cotton coated fabric used in Signage's or their Authorized dealers or Converters. The following brands of flex and vinyl conforming to the prescribed specifications are approved: LG, 3M, Avery, Arlon or ther specific make as approved by Bank.

1. The Original Manufacturer/Authorized dealers/converters should have supplied in PSU Banks/State & Central Govt Organisations/Insurance Companies. The work order must be in the name of the Orginal Manufacturer or through Authorized Distributors/Dealers/Supplier.(Work Orders and work completion certificates to be enclosed).
2. The applicant must have 5 years of experience prior to 31.03.2020 and comply to Bank's terms for payment, delivery, rate contract and penalty as per the requirement of bank.
3. The applicant must comply to Bank's Technical terms.

4. The Vendor should submit tax registration certificate with valid registration number.
5. The vendors/suppliers shall have the annual average annual financial turnover of Rs 25.00 lacs for the last three years prior to 31.03.2020.
6. Solvency certificate from Nationalized /scheduled bank issued within one year for an amount of Rs 25.00 lacs should be submitted.

k> Pest Control Service Provider:

The Service providers must have experience of 3 years prior to 31.03.2020. The service provide must submit the work order and work completion certificate of PSU Banks/State & Central Government Organization/insurance company/other reputed companies.

l> House Keeping Service Provider:

The Housekeeping Service providers must have registered with Labour Commissioner Office of Odisha Jurisdiction and having minimum experience of 3 years prior to 31.03.2020. The service provider must submit the work order and work completion certificate of PSU Banks/State & Central Government Organization/insurance company/any other reputed companies.



APPLICATION FORMAT

APPLIED FOR EMPANELMENT OF:

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

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

1. Name of the Applicant :
Address :

Communication Details : (*) Mandatory fields
Telephone Office (*) :
Telephone Residence :
Mobile (*) :
Fax :
E-Mail (*) :
2. a) Status of the Firm (Whether company/
Partnership / proprietary) :

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

I)
II)
III)

c) Year of establishment :
3. Whether registered with Registrar of
Companies/ firm. If so, No. & Date :
4. Registration with Tax Authorities :
a) Income-tax No. PAN/GIR NO;
(Furnish copies of Income-tax returns)
b) Good & Service Tax : 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. a) Names of the Bankers with address:
I)

II)

b> Enclose solvency certificate from the bankers:

6. Turnover of the Company/firm (Please attach copy of audited balance sheet and profit and loss account for three years).

	Year	Turnover
1	2019-20	
2	2018-19	
3	2017-18	

7. Registration with Government / Public Sector / Banks

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

8. Details of the works executed during the last 2 years (for Class-D contractors) / 5 years (for class- A,B,C,contractors and Consultants) (please mention only such works which qualifies for eligibility criteria)

Sl. No.	Name of Work	Work executed for (name of the organization with address, concerned office and telephone number)	Nature of work (in brief)	Location of the work	Actual Value of the works	Stipulated time for completion	Actual time for completion	If work left incomplete or terminated (furnish reasons)



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

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

1)

2)

3)

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

11. Key personnel permanently employed in your organization:

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

12. Furnish the names of three responsible clients/ persons to whom the major works carried out by the applicant with address and telephone number who will be in a position to certify about the quality as well as past performance of your organization.

NAME OF THE OFFICIAL	ORGANISATION & ADDRESS	CONTACT NUMBERS

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

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

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 :
Date :

SIGNATURE OF CONTRACTOR
NAME & DESIGNATION
SEAL OF ORGANISATION



FOR OFFICE USE ONLY

1. NAME OF THE AGENCY :

2. CATEGORY & CLASS OF WORK
FOR WHICH EMPANELEMENT
IS SOUGHT :

3. VIEWS OF EMPANELEMENT
COMMITTEE :

4. RESONS FOR REJECTION IF ANY :

5. RECOMMENDED STATUS :
(Recommended for Empanelment/
Not recommended)

SIGNATURE OF COMMITTEE MEMBERS

CHECK LIST OF THE DOCUMENTS

S.NO.	DESCRIPTION	ANSWER
1	DOCUMENTS FILLED AND SIGNED?	YES / NO
2	EMAIL ID MENTIONED?	YES / NO
3	COPY OF WORK ORDER ENCLOSED AS PROOF?	YES / NO
4	LATEST COPIES OF IT RETURN FILED IS ENCLOSED?	YES / NO
5	SOLVENCY CERTIFICATE ENCLOSED?	YES / NO
6	COPY OF ELECTRICAL LICENSE IS ENCLOSED?	YES / NO
7	NAME AND COMMUNICATION ADDRESS OF THREE RESPONSIBLE CLIENTS ARE ENCLOSED?	YES / NO

PLEASE MARK THE APPROPRIATE CELLS BY ENCIRCLING.

(YES)

/ NO

IMPORTANT NOTE:

1. CHECK LIST SHOULD BE FILLED UP CORRECTLY BEFORE SUBMISSION.
2. THE NECESSARY DOCUMENTS NEEDED FOR EMPANELMENT SHOULD BE FURNISHED AT THE FIRST INSTANCE.
3. NON SUBMISSION OF ANY NECESSARY DOCUMENTS WILL RESULT IN REJECTION OF THE APPLICATION.

SIGNATURE OF THE CONTRACTOR
WITH SEAL