

**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](mailto:pecobhu@canarabank.com)

**DOCUMENT  
FOR  
EMPANELMENT  
OF  
SUPPLIERS/SERVICE PROVIDERS**

## CANARA BANK

Premises & Estate Section, Circle Office, Bhubaneswar  
Plot No.1556(P)&1561(P),Jagamara,Khandagiri  
Bhubaneswar, Pin - 751019  
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### NOTICE INVITING APPLICATIONS FOR EMPANELMENT OF VENDORS/SUPPLIERS/SERVICE PROVIDERS

Applications are invited in prescribed format for empanelment of Vendors/ Suppliers at various premises occupied by bank in Odisha state under Bhubaneswar Circle Office.  
Applications are invited for the followings:

1. Fire & Burglar Alarm System Supplier
2. Fire Extinguisher Supplier
3. CCTV System Supplier
4. Time Lock Supplier
5. Biometric Access Control

The eligibility criteria and other requirements for each of the above categories are detailed under “*Scope and Eligibility criteria*”.

**All 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 03.09.2022 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: 03.08.2022

DIVISIONAL MANAGER

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

1. The empanelment of Supplier/ Vendors are proposed for CCTV, Fire Fighting Equipment, Burgular & Fire Alarm System and other allied works of routine nature in the Branches, Currency Chest 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 Vendors/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 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. 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 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.**
6. 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.

7. 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.
8. The evaluation will be based on the experience of Vendors/Suppliers 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 Vendors/Suppliers 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.**
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 time is liable for rejections.
11. **The Supplier/Vendors having their office in Bhubaneswar will only be considered. ( the copy of Valid address proof like copy of Electricity Bill of latest month or address of incorporation of firm/company, is mandatory ). The empanelment shall be valid for a minimum period of One year.**
12. Canara Bank reserves its right to reject any / or all the applications without assigning any reasons whatsoever.
13. **Those who are in present panel should also submit fresh application.**

**SCOPE, AND ELIGIBILITY CRITERIA FOR CONTRACTORS**

**A. SCOPE OF WORK:**

- 1). **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.
- 2). **Fire Extinguishers Supplier:** The scope of work involves supply, installation and periodically refilling.
- 3). **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.
- 4). **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.
- 5) **Biometric Access Control System Supplier:** The scope of work of Biometric Access Control System mainly involves supply, installation, testing and commissioning and AMC of same, in branches and Currency Chest of the bank

**B. COST WISE CLASSIFICATION:**

Fire & Burglar 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
Biometric Access Control System Supplier	As per eligibility Criteria	As per eligibility Criteria	As per eligibility Criteria	As per eligibility Criteria

**C. ELIGIBILITY CRITERIA:**

**a> CCTV System Supplier:**

The CCTV System supplier shall be Original Equipment Manufacturers (OEM) and Authorized 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/Private Bank/State & Central Govt Organizations/PSU/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 minimum 5 years of experience of work of similar nature in Public/Private Sector Banks, Insurance Company & Public Sector Undertaking (Proof Documents- Work Order and Completion Certificate from Banks/PSUs )prior to 31.03.2022 in Odisha State.
3. Firm/Vendor must be currently working (AMC or supply) for atleast one public/private sector bank/PSU/Insurance Companies in the state of Odisha (Fact to be established by letter/PO from Client).
4. Firm should have Registration under Shops & Establishment Act in the Odisha State preferably at Bhubaneswar. Firm must have its own office at Bhubaneswar along with other branch Office at Odisha State.
5. Firm must have executed at least 50 no of CCTV with DVR installation work in Odisha State in last financial year ie 01.04.2021 to 31.03.2022 ( Satisfactory installation certificate from Client - Public/Private Bank,PSU/Insurance Company, to be submitted by Vendor).
6. Firm should be currently empanelled with at least two Organizations from Public/Private Banks/PSUs and Insurance companies in the state of Odisha.(Empanelment letter from Client to be submitted).
7. The Vendor should submit tax registration certificate with valid registration number.
8. The vendors/suppliers shall have minimum annual financial turnover of Rs 50.00 lacs per year with NO Loss, for the last three years prior to 31.03.2022(Audited Balance Sheet, P&L Accounts statement for last 3 years & certificate from Chartered Accountant to be submitted).
9. The firm should not be a blacklisted/debarred as on date of submission of tender by any Govt.Department,Financial Institution/Public/Private Sector Bank/Insurance

Company(Declaration to be submitted on letter head by authorized signatory of Company/Firm)

10. Solvency certificate from Nationalized /scheduled bank issued within one year for an amount of Rs 25.00 lacs should be submitted.

**b> Fire & Burglar Alarm System Supplier:**

The Fire & Burglar Alarm System supplier shall be Original Equipment Manufacturers (OEM) and Authorized 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/Private Bank/State & Central Govt Organizations/PSU/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 minimum 5 years of experience of work of similar nature in Public/Private Sector Banks, Insurance Company & Public Sector Undertaking (Proof Documents- Work Order and Completion Certificate from Banks/PSUs )prior to 31.03.2022 in Odisha State.
3. Firm/Vendor must be currently working (AMC or supply) for atleast one public/private sector bank/PSU/Insurance Companies in the state of Odisha (Fact to be established by letter/PO from Client).
4. Firm should have Registration under Shops & Establishment Act in the Odisha State preferably at Bhubaneswar. Firm must have its own office at Bhubaneswar along with other branch Office at Odisha State.
5. Firm must have executed at least 50 no of Fire & Burglar Alarm System installation work in Odisha State in last financial year ie 01.04.2021 to 31.03.2022 (Satisfactory installation certificate from Client - Public/Private Bank,PSU/Insurance Company, to be submitted by Vendor).
6. Firm should be currently empanelled with at least two Organizations from Public/Private Banks/PSUs and Insurance companies in the state of Odisha.(Empanelment letter from Client to be submitted)
7. The Vendor should submit tax registration certificate with valid registration number.
8. The vendors/suppliers shall have minimum annual financial turnover of Rs 50.00 lacs per year with NO Loss, for the last three years prior to 31.03.2022(Audited Balance Sheet, P&L Accounts statement for last 3 years & certificate from Chartered Accountant to be submitted).

9. The firm should not be a blacklisted/debarred as on date of submission of tender by any Govt.Department,Financial Institution/Public/Private Sector Bank/Insurance Company(Declaration to be submitted on letter head by authorized signatory of Company/Firm)
- 10.Solvency certificate from Nationalized /scheduled bank issued within one year for an amount of Rs 25.00 lacs should be submitted.

**c> Fire Extinguishers System Supplier:**

The Fire & Burglar Alarm System supplier shall be Original Equipment Manufacturers (OEM) and Authorized 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/Private Bank/State & Central Govt Organizations/PSU/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 minimum 5 years of experience of work of similar nature in Public/Private Sector Banks, Insurance Company & Public Sector Undertaking (Proof Documents- Work Order and Completion Certificate from Banks/PSUs )prior to 31.03.2022 in Odisha State.
3. Firm/Vendor must be currently working (AMC or supply) for atleast one public/private sector bank/PSU/Insurance Companies in the state of Odisha (Fact to be established by letter/PO from Client).
4. Firm should have Registration under Shops & Establishment Act in the Odisha State preferably at Bhubaneswar. Firm must have its own office at Bhubaneswar along with other branch Office at Odisha State.
5. Firm should be currently empanelled with at least two Organizations from Public/Private Banks/PSUs and Insurance companies in the state of Odisha.(Empanelment letter from Client to be submitted).
6. The Vendor should submit tax registration certificate with valid registration number.
7. The vendors/suppliers shall have minimum annual financial turnover of Rs 30.00 lacs per year with NO Loss, for the last three years prior to 31.03.2022(Audited Balance Sheet, P&L Accounts statement for last 3 years & certificate from Chartered Accountant to be submitted).
8. The firm should not be a blacklisted/debarred as on date of submission of tender by any Govt.Department,Financial Institution/Public/Private Sector Bank/Insurance

Company(Declaration to be submitted on letter head by authorized signatory of Company/Firm)

9. Solvency certificate from Nationalized /scheduled bank issued within one year for an amount of Rs 15.00 lacs should be submitted.

**d> Time Lock Supplier:**

The Time Lock supplier shall be Original Equipment Manufacturers (OEM) and Authorized 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/Private Bank/State & Central Govt Organizations/PSU/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 minimum 5 years of experience of work of similar nature in Public/Private Sector Banks, Insurance Company & Public Sector Undertaking (Proof Documents- Work Order and Completion Certificate from Banks/PSUs )prior to 31.03.2022 in Odisha State.
3. Firm/Vendor must be currently working (AMC or supply) for atleast one public/private sector bank/PSU/Insurance Companies in the state of Odisha (Fact to be established by letter/PO from Client).
4. Firm should have Registration under Shops & Establishment Act in the Odisha State preferably at Bhubaneswar. Firm must have its own office at Bhubaneswar along with other branch Office at Odisha State.
5. Firm should be currently empanelled with at least two Organizations from Public/Private Banks/PSUs and Insurance companies in the state of Odisha.(Empanelment letter from Client to be submitted).
6. The Vendor should submit tax registration certificate with valid registration number.
7. The vendors/suppliers shall have minimum annual financial turnover of Rs 30.00 lacs per year with NO Loss, for the last three years prior to 31.03.2022(Audited Balance Sheet, P&L Accounts statement for last 3 years & certificate from Chartered Accountant to be submitted).
8. The firm should not be a blacklisted/debarred as on date of submission of tender by any Govt.Department,Financial Institution/Public/Private Sector Bank/Insurance Company(Declaration to be submitted on letter head by authorized signatory of Company/Firm)
9. Solvency certificate from Nationalized /scheduled bank issued within one year for an amount of Rs 15.00 lacs should be submitted.

**e> Biometric Access Control System Supplier:**

The Biometric Access Control System supplier shall be Original Equipment Manufacturers (OEM) and Authorized 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/Private Bank/State & Central Govt Organizations/PSU/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 minimum 5 years of experience of work of similar nature in Public/Private Sector Banks, Insurance Company & Public Sector Undertaking (Proof Documents- Work Order and Completion Certificate from Banks/PSUs )prior to 31.03.2022 in Odisha State.
3. Firm/Vendor must be currently working (AMC or supply) for atleast one public/private sector bank/PSU/Insurance Companies in the state of Odisha (Fact to be established by letter/PO from Client).
4. Firm should have Registration under Shops & Establishment Act in the Odisha State preferably at Bhubaneswar. Firm must have its own office at Bhubaneswar along with other branch Office at Odisha State.
5. Firm should be currently empanelled with at least two Organizations from Public/Private Banks/PSUs and Insurance companies in the state of Odisha.(Empanelment letter from Client to be submitted).
6. The Vendor should submit tax registration certificate with valid registration number.
7. The vendors/suppliers shall have minimum annual financial turnover of Rs 30.00 lacs per year with NO Loss, for the last three years prior to 31.03.2022(Audited Balance Sheet, P&L Accounts statement for last 3 years & certificate from Chartered Accountant to be submitted).
8. The firm should not be a blacklisted/debarred as on date of submission of tender by any Govt.Department,Financial Institution/Public/Private Sector Bank/Insurance Company(Declaration to be submitted on letter head by authorized signatory of Company/Firm)
9. Solvency certificate from Nationalized /scheduled bank issued within one year for an amount of Rs 15.00 lacs should be submitted.

**APPLIED FOR EMPANELMENT OF:**

(Write correct choice VENDORS/SUPPLIER)

**CATEGORY** (Fire Extinguishers/CCTV/Time Lock/Fire & Burgular Alarm System/Biometric Access Control Supplier):

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)
  
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	2021-22	
2	2020-21	
3	2019-20	

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 3 years prior to 31.03.2022( 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)

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. Details of Branch Offices in Odisha other than office at Bhubaneswar.

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. REASONS FOR REJECTION IF ANY :

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

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**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	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**