



PREMISES & ESTATE SECTION CANARA BANK CIRCLE OFFICE, CHENNAI

EXPRESSION OF INTEREST

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

REF: CB/PECOCH/EMPANEL/2022-2023

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**This document can be downloaded from Bank's website www.canarabank.com
and also from CPP portal: www.eprocure.gov.in**

ISSUED BY

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**NOTICE INVITING APPLICATIONS FOR EMPANELMENT OFCONSULTANTS,
CONTRACTORS SUPPLIERS AND SERVICE PROVIDERS**

Applications are invited in the prescribed format for empanelment of Architects/Consultants, Contractors, Suppliers and Service Providers for executing the works of the Bank's branches/offices coming under the jurisdiction of Circle Office, Chennai. Areas covered under the Circle are as below:

Region	Districts/UT Covered
Chennai	Chennai
Tiruvallur	Tiruvallur
Kancheepuram	Kancheepuram/ Tambaram/ Chengalpattu
Dharmapuri	Dharmapuri/ Krishnagiri
Coimbatore	Coimbatore/ Nilgiris
Salem	Salem/ Namakkal
Vellore	Vellore/ Tiruvannamalai/ Ranipet
Tiruppur	Tiruppur
Erode	Erode
Pondicherry	Pondicherry/ Nagapattinam/ Cuddalore

It is proposed to maintain separate panels of Architects, Consultants, Contractors and Suppliers for the following specialisation of works. Applicants having their office / Sales & Service centre at Tamil Nadu state and/or Union Territories of Pondicherry will only be considered.

For details log on to Bank Website <http://www.canarabank.com/>, Government of India Procurement Portal (<https://www.eprocure.gov.in>) or contact at the above office.

EMPANELMENT OF ARCHITECTS, CONSULTANTS, CONTRACTORS & SUPPLIERS

All consultants, contractors and supplier/vendors in the existing panel shall also apply afresh for this empanelment. Following are the categories for which empanelment is considered

SI	Consultants	Contractors
1	Architectural Consultant	Civil Engineering Works
2	Civil engineering Consultant	Interior Furnishing
3	Structural Engineering Consultant	Electrical & Data Cabling Works
4	Electrical Consultant	Glow Sign Board
5	Electrical Fire Safety Audit Consultant	

SI	Suppliers Cum Service Providers	Service Providers
1	Air Conditioning, HVAC Equipment Supplier and Service Provider	Pest Controls Services
2	UPS System, Inverter and Battery Suppliers	Plumbing – Petty works
3	Digital- Token Display/ ROI Boards and Other Sign Boards	Carpentry – Petty Works
4	Office Ready furniture suppliers (Chairs/ Almirah/ Storewell etc)	Grill & Fabrication works
5	Modular Furniture Supplier	Scrap Vendors
6	Security Items (SAFE/ STRONG ROOM DOOR/ SDL/ FRFC Cabinet)	Shifting of old furniture and 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 consultants, contractors and suppliers may download the document from the website of the Bank namely www.canarabank.com -Tender link and Government of India Procurement Portal (<https://www.eprocure.gov.in>)

The document fee of Rs.590.00 (Rupees Five Hundred and Ninety Only) inclusive of 18% GST as detailed above (in the form of DD) may be submitted along with the duly filled in document. The document submitted without the prescribed fee will be summarily rejected.

The duly completed document in the prescribed format with all supporting documents shall be sealed in a cover and super scribed as '**Application for EMPANELMENT of <Category & Type of Work>**' and shall be submitted to the above mentioned office of Canara Bank on or before 30.06.2022 upto 3.00 PM.The Bank reserves the right to accept or reject any or all the applications without assigning any reasons thereof.

Date: 09.06.2022

DIVISIONAL MANAGER
CHENNAI CIRCLE

GENERAL RULES AND INSTRUCTIONS TO THE INTENDING APPLICANTS

1. Generally, the routine works of the Bank are awarded/procurements are made on calling competitive tenders/quotations from the empanelled contractors/suppliers and in case of emergency works/ works of small magnitude, the Bank may opt to award the work/procure supply from any of the empanelled agencies, depending on the exigencies of the work on nomination basis and also has the right for open tendering process for any particular work, depending on the nature & magnitude of the work.
2. The details of the applicants and their experience shall be furnished in the prescribed "Application Format" only. Wherever required and if the space provided is not sufficient, particulars can be furnished in Annexures but such details shall be clearly mentioned in the respective columns of the Application Format. Applicant shall enclose latest copies of brochures and technical documentation giving additional information about the applicant. Each page of the document shall be duly signed by the Applicant or their authorized representative.
3. The Consultants/Contractors/Suppliers, who intend to apply for more than one category, have to apply for each category using separate application forms along with separate Demand Draft and submit in independent covers superscribing in the envelope the category of work applied for.
4. No costs incurred by the applicant in applying, in providing necessary clarifications or attending discussions, conferences or site visits will be reimbursed by the Bank.
5. **Documentary proof for the work orders and completion certificates and or such other documents shall be submitted along with the application.** Incomplete applications or applications without proper proof for establishing their credentials will be liable for rejection and no correspondence will be entertained in this regard.
6. The authorised person of the firm/ company shall sign in all the pages of the application with seal of the company/firm.
7. The empanelment will be made for a specific category depending on the credentials submitted. However, the applicant empanelled in higher category shall be eligible for works in the lower category.
8. The evaluation will be based on the experience, reputation, empanelment with other Banks, PSUs, Govt institutions, manpower & logistical support of the applicant, their financial capabilities, quality consciousness, etc. and if found necessary may also include inspecting the works undertaken by them for which, necessary co-ordination shall be made by them. Based on the details furnished and inspection of works, eligibility criteria, the applicants will be empanelled. Decision of the Bank regarding selection / rejection for empanelment will be final and binding and no further correspondence will be entertained. The empanelled contractors will only be informed by post.
9. If, information and details furnished by applicants are found to be false at any time in future or any information withheld, which comes to the notice of the Bank at a later date, the empanelment of such applicant will be cancelled immediately.
10. Applications received after the due date and time is liable for rejection.
11. The Applicants having their office / Sales & Service centre in the geographical jurisdiction of Chennai Circle (As Mentioned Above) will only be preferred.

12. **The empanelment shall be valid for a period of three years from the date of intimation letter to the shortlisted contractors.** However, the performance of the consultants'/ contractors'/ suppliers/ service providers' will be reviewed every year. Bank has discretion to depanel the same if the performance is not satisfied.

13. 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.

14. The applicant should be a profit making firm for any one of the year prior to 31.03.2022 during last three years.

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

16. Firms should submit an undertaking (On their Letter Head) that they have not been "Blacklisted" by any of the Govt Authority / PSUs / PSBs duly signed by authorised signatory with company seal

17. Empanelment provides an opportunity to firms to participate in the tender process invited from time to time for various routine works. Empanelment does not provide a guarantee for getting any work assigned. The Applicant should be in touch with the Premises and Estate section, Chennai after the empanelment process.

18. As the process of Empanelment deals with the submission of documents and fulfilling the required eligibility criterion; the list of Empanelled Vendors will be made based on a score of 100 maximum points in 10 different parameters. The applicant, who scores minimum 40 points out of 100, will be considered successful, as per the following evaluation / scoring system

S No	Parameter	Scoring Criterion with Score Points
1	How old is the Firm?	More than 15 years 10 points
		15 to 10 year 8 points
		10 to 5 year 6 points
2	Turnover of the Company	100% of required criterion - 10 points
		80 to 90% of required criterion - 8 points
		70 to 80% of required criterion 7 points
		60 to 70% of required criterion 6 points
		50 to 60% of required criterion 5 points
		40 to 50% of required criterion 4 points
		30 to 40% of required criterion - 3 points
3	Spread of services in Tamilnadu State & UT	All areas covered- 10 points
		All areas covered excluding Lakshadweep - 7Points
		Selective coverage- 0.5point for each RO
4	Compliance to Registered Authorities	All the required Licences available and returns filed - 10 points
		If few returns are not filed - proportionally reduce weightage
5	Number of Employees	Adequate as per the required eligibility (100%) - 10 Points

EMPANELMENT OF ARCHITECTS, CONSULTANTS, CONTRACTORS & SUPPLIERS

		If permanent employees are less - proportionally reduce the weightage
6	Works Completed	All completed as per eligibility criterion - 10 Points
		If works are in progress - proportionally reduce the weightage
7	Expertise in field	Experienced staff and service as per the eligibility - 10 Points
		If any deficiency - proportionally reduce the weightage
8	Customer feedback	Best customer feedback as per eligibility - 10 Points
		If feedback is lacking - proportionally reduce the weightage
9	Documents submitted	Minimum 100% authentic and certified documents- 10 Points
		If documents are less - proportionally reduce the weightage
10	Empanelment Status	Valid empanelment in PSB with good track record 10 Points
		Valid empanelment in other Govt/Other PSUs as per eligibility 8 Points
		Valid empanelment in private / cooperative sector 5 Points

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

**Excellent/ Best → Very Good → Good → Satisfactory → Bad → Very Bad/Worst
(Highest Point) (Lowest Point)**

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

19. 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.

20. 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:

- The performance is rated below par during the performance evaluation process.
- The firm fails or neglects to respond to three consecutive invitations to tender within the range of products for which it is registered.
- The firm fails to execute a contract/ order.
- The firm found not have the required technical man power/ equipment/machines.
- The firm is declared bankrupt or insolvent or willful defaulter.
- The firm fails to furnish the income tax clearance certificate or any other document when called for.

21. BAN AND BLACK LISTING:-

When the misconduct of a firm or its continued poor performance, it is justified to impose ban on business relation with the firm or it's Blacklisting. This action will be taken after due consideration of all factors and circumstances of the case. Ban for a specified period of time may also be imposed by The Bank.

**CRITERIA FOR EXEMPTION OF APPLICATION FEE/
TURNOVER FOR CONTRACTORS/SUPPLIERS**

Purchase Preference to Micro and Small Enterprises (MSEs) and Start-ups and Purchase Preference linked with Local Content (PP-LC) shall be applicable subject to full compliance of other terms and conditions of the RFP and Contract. Following are the conditions applicable as per the Government of India Guidelines on Purchase Preference.

1. Micro & Small Enterprises [MSEs]:

Procurement through MSEs (Micro & Small Enterprises) will be done as per the Policy guidelines issued by the Ministry of Micro, Small & Medium Enterprises vide Gazette notification no. D.L.-33004/99 dated 23.03.2012 and as amended from time to time. Following are the conditions applicable as per the Government of India Guidelines.

Vide Notification No. S.O. 2119(E) dated 26.06.2020 Ministry of Micro, Small & Medium Enterprises (MSME) issued the revised guidelines regarding criteria for classification of enterprises as Micro, Small & Medium Enterprises and their mandatory registration in Udyam Portal. All existing enterprises registered under EM-Part-II or UAM (Udhyog Adhar memorandum) required registering again on the Udyam Registration portal.

1.1. All MSME registered vendors are required to submit the Udyam Registration Certificate as a proof of registration in order to avail the benefits of a MSME firm.

1.2. MSEs participating in tenders, quoting price within price band of L1+15% shall also be allowed to supply a portion of requirement by bringing down their price to L1 in a situation where L1 price is from someone other than MSE & such MSE shall be allowed to supply at least 20% of total tendered value. In case there are more than one MSEs within such price band and agree to bring down their price to L1, the 20% quantity is to be distributed proportionately among these Bidders.

1.3. MSEs are exempted from paying Application fee/cost & EMD, subject to furnishing of valid certificate for claiming Exemption.

2. Startup:

2.1. Applicable for Indian Bidders only as defined in gazette notification no. D.L33004/99 dated 11.04.2018 of Ministry of Commerce and Industry and as amended from time to time.

2.2. As mentioned in Section-II of O.M. No.F.20/2/2014-PPD(Pt.) dated 20.09.2016 of Procurement Policy Division, Department of Expenditure, Ministry of Finance on Prior turnover and prior experience, relaxations may be applicable for all Startups [whether Micro & Small Enterprises (MSEs) or otherwise] subject to meeting of the quality and technical specifications specified in tender document.

2.3. Further, the Startups are also exempted from submission of Tender Fee and EMDs.

2.4. For availing the relaxations, bidder is required to submit requisite certificate towards Startup enterprise registration issued by Department of Industrial Policy and Promotion, Ministry of Commerce and the certificate should be certified by the Chartered Accountant (not being an employee or a Director or not having any interest in the bidder's company/firm) and notary public with legible stamp.

2.5. Bidder has to submit as self-declaration accepting that if they are awarded the contract and they fail to sign the contract, or to submit a performance security before the deadline defined in the RFP, they will be suspended for the period of three years from being eligible to submit Bids for contracts with Canara Bank.

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

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,
2. The firms /companies meeting the eligibility criteria and having the qualified personnel as detailed above can also apply.

CONSULTANTS

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

GENERAL ELIGIBILITY:

The consultant should have the following minimum eligibility criteria:

1	The applicant must be empanelled with Govt. organizations, central autonomous bodies, state autonomous bodies PSUs, Govt. Banks, listed MNC etc. The firm should be registered/licensed with appropriate government authority.	Copy of a valid empanelment sanction. Copy of Registration/incorporation certificate. Copy of license.
2	The applicant must have experience in their related works of at least 5 years as on 31.03.2022.	Copy of Registration Certificate, work orders prior to 31.03.2022 to be submitted.
3	The consultant should have provided consultancy services for similar works during the last Five years prior to 31.03.2022 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	Copies of work orders and work completion certificates.
4	The applicant shall have the average annual financial turnover of at least 30% the value of the class limit in the respective category during last 3 years ending with 31.03.2022.	Copy of CA certificate certifying the average annual turnover for last three financial years i.e 19,-20,20-21, 21-22. Copies of Audited Balance sheet and P/L A/c statement. Bidders can also submit the Provisional Balance Sheet 2022 if not audited.
5	The applicant should be an assessee of Income Tax and must possess GST Registration.	Should submit copy of the income tax PAN, GST certificate with valid registration number. Applicant not under GST should submit, exemption certificate.

Sl. No	Category-wise	Value of the works up to which the consultant can participate (Amount in lakhs)		
		Class- C	Class- B	Class- A
1	Architects	10	30	50
2	Civil Engineering Consultant	10	30	50
3	Structural Engineering Consultant	10	30	50
4	Electrical Engineering Consultant	10	30	
5	Electrical Fire Safety Audit	5	15	--

ARCHITECTS:

Scope:

Architects' services include planning, designing, preparation of tender document, estimation 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 and supervision of the interior works if sought by the Bank. The panel architect's services will also be availed for planning, designing and execution of redeveloping of Banks own buildings involving the approval for the same from the local Authorities.

The Architect must have registered with the council of Architecture/Members of the Indian Institute of Architecture. Copy of the same has to be submitted.

CIVIL ENGINEERING CONSULTANT:

Scope:

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

The consultant with post-graduation in structural Engineering with experience in repairs and rehabilitation of the structures will be preferred.

STRUCTURAL ENGINEERING CONSULTANT:

Scope:

The scope of Structural Engineering Consultants 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 Buildings, providing structural fitness certificate to preparation of tender papers and assisting the Bank in undertaking repair works with or without their site supervision.

The applicant should have 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:

Scope:

The services of Electrical consultants will be used for planning and execution of the electrical works for the Bank offices including procurement of electrical equipments like Generators, UPS, Transformers and other allied items, electrical auditing, energy audit and coordinating/ liaisoning with State Electricity board in Tamil Nadu & Pondicherry and their subsidiaries (If any) & such other local authorities.

The electrical system of the Bank owned buildings are with HT substation and some are supported by DG sets. Bank may propose to upgrade such electrical HT system. In such cases Bank may avail the services of consultants who have specialized in the field of electrical engineering with the knowledge on HT sub-station, internal electrical system for a computerized office environment, specialized electro-mechanical works like DG sets, lifts, Building Management System, air-conditioning, solar Projects etc.

The applicant should have a valid licence from Tamil Nadu State electrical supervisor license (Grade A or B).

ELECTRICAL FIRE SAFETY AUDIT:

Scope:

Verification of equipments, installations and systems with maximum capacity utilisation, verifying the installations, suggestion and necessary corrective measures towards electrical fire and safety measures, power factor improvement, upgradation in the electrical system, calculation of connected load, suggestion for enhancement of sanctioned/ contracted load etc.

The applicant should have a valid licence from Tamil Nadu State electrical supervisor license (Grade A or B).

The applicant should also preferably have a valid BEE Certification for Energy Auditors/Manager issued by Bureau of Energy Efficiency, Govt. of India.

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

SCOPE, COST WISE SUB-CLASSIFICATION AND ELIGIBILITY CRITERIA FOR CONTRACTORS, SUPPLIERS CUM SERVICES AND ONLY SERVICES

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

The various Categories & Cost limits are furnished below: -

Sl. No	Category	Value of The Works Upto which The Contractor can Participate (Amount In Lakhs)			
		Class- D	Class- C	Class- B	Class- A
Contractors					
1	Civil Engineering Works	1	10	30	50
2	Interior Furnishing	1	10	30	50
3	Electrical & Data Cabling Works	1	10	30	-
4	Glow Sign Board	1	5	20	-
Suppliers cum Service Providers					
1	Air Conditioning, HVAC Equipment Supplier and Service Provider	1	10	25	-
2	UPS System, Inverter and Battery Suppliers	-	5	25	-
3	Digital- Token Display/ ROI Boards and Other Sign Boards	1	5	10	-
4	Office Ready furniture suppliers (Chairs/ Almirah/ Storewell)	1	5	10	-
5	Modular Furniture Supplier	-	-	25	50
6	Security Items (SAFE/ STRONG ROOM DOOR/ SDL/ FRFC Cabinet)	-	10	25	50
Service Providers					
1	Pest Control Services	1	5	-	-
2	Plumbing – Petty Works	1	-	-	-
3	Carpentry – Petty Works	1	-	-	-
4	Grill & Fabrication Works	2	-	-	-
5	Scrap Vendors/ Shifting of Old furniture and records	NA	NA	NA	NA

Eligibility Criteria Common to all Contractors/ Suppliers (Class A, B & C):

SI	Eligibility Criteria	Documents Required
1	The applicant must be empanelled with Govt. organizations, central autonomous bodies, state autonomous bodies PSUs, Govt. Banks, listed MNC etc. The firm should be registered/licensed with appropriate government authority.	Copy of a valid empanelment sanction. Copy of Registration/incorporation certificate. Copy of license.
2	The applicant must have experience in their related works of at least 5 years as on 31.03.2022.	Copy of Registration Certificate, work orders prior to 31.03.2022 to be submitted.
3	The consultant should have provided consultancy services for similar works during the last Five years prior to 31.03.2022 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	Copies of work orders and work completion certificates.
4	The applicant shall have the average annual financial turnover of at least 30% the value of the class limit in the respective category during last 3 years ending with 31.03.2022.	Copy of CA certificate certifying the average annual turnover for last three financial years i.e 19,-20,20-21, 21-22. Copies of Audited Balance sheet and P/L A/c statement. Bidders can also submit the Provisional Balance Sheet 2022 if not audited.
5	The applicant should be an assessee of Income Tax and must possess GST Registration.	Should submit copy of the income tax PAN, GST certificate with valid registration number. Applicant not under GST should submit, exemption certificate.
6	The supplier/ vendor should have valid OEM/ Authroised dealership certificate/ Converter certificate, which is mandatory. This criteria is only for suppliers like AC/UPS/ Sign Board etc.	Copy of the valid OEM/ Authroised dealership certificate/ Converter certificate to be submitted

Eligibility Criteria Common to Contractors (Class D Alone) & Other Service Providers:

SI	Eligibility Criteria	Documents Required
1	The applicant should be registered/ licensed with appropriate government authority	Copy of Registration/ Incorporation certificate.
2	The applicant should have minimum 2 years' experience of successfully completing works associated with related works for branches, residential quarters, offices of PSBs/ PSUs/ Govt offices etc prior to 31.03.2022 The applicant should executed at least one single similar work costing not less than Rs.10,000.00 during the last one year.	Copy of work order to be submitted
4	The applicant should be an assessee of Income Tax and must possess GST Registration.	Should submit copy of the income tax PAN, GST certificate with valid registration number Applicant not under GST should submit, exemption certificate.

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

CIVIL ENGINEERING WORKS:

Scope: To undertake new constructions, redevelopment of existing properties, periodical repairs & renovations, painting, plumbing & sanitary, demolition works, structural steel fabrication, wood work (doors and windows only) waterproofing works of terrace, lift well, toilets etc. and other allied works for Bank's Quarters and Branches/ offices of the Bank

Category- A,B & C contractors should comply with above eligibility criteria and to submit the documents related to the eligibility criteria. Further, the contractors for other classes should have well established office in the respective centre with adequate engineering staff.

Class-D Contractors:

Should have minimum two years' experience prior to 31.03.2022.

INTERIOR FURNISHING WORKS:

Scope: To undertake fresh works, alterations and renovations involving erection of partitions work both wood & aluminium, counters, paneling, false ceiling, cavity flooring, storage units, furniture and fabricated workstations and other allied works for Bank's Quarters and Branches/ offices of the Bank.

Class - A, B & C contractors should comply with above eligibility criteria and to submit the documents related to the eligibility criteria. Further, the contractors for other classes should have well established work shop for preparing the furnishing/ furniture items. Class A, B contractors shall have full-fledged work shop for preparing the furnishing/ furniture items.

Class-D Contractors:

Should have minimum two years' experience prior to 31.03.2022.

Should executed at least one single similar work costing not less than Rs.10,000.00 during the last one year.

ELECTRICAL CONTRACTORS:

Scope: To undertake HT as well as LT works, panel board for LT applications, will be mainly used for internal and external electrification, associated cabling, copper plate earthing, wiring for air-conditioners, UPS, liasoning with State Electricity Boards or their allied bodies for obtention of additional power, breakdown repair, interior wiring for computerized office environment and other allied works like telephone and complete data cabling works.

The electrical works also involve domestic electrical works attending to LT side, State Electricity Boards or their allied bodies in case of meter burn outs etc. attending to repairs of electrical appliances like fans, geysers, pumps & motors, switch boards, re-wiring and cabling works. Exposure to repairs of other appliances like fridge, mixies, washing machines etc. will be added advantage.

Electrical contractors should have necessary permits / license from Electrical Inspectorate and familiar with rules & regulations of the electricity board.

Class - B & C Contractors should comply with above eligibility criteria and to submit the documents related to the eligibility criteria. Further, the contractors for other classes should have well established office in the respective centre with adequate engineering staff.

Class-D Contractors (petty works)

Should have minimum two years' experience prior to 31.03.2022 in related works.

Should executed at least one single similar work costing not less than Rs.10,000.00 during the last one year.

SUPPLIERS/ VENDORS:

AIR CONDITIONING, HVAC EQUIPMENTS SUPPLIER AND SERVICE PROVIDER:

Scope: The Air-conditioning units suppliers shall be the manufacturers/ suppliers/service providers of window units, split units, ductable split, package air-conditioners, cassette air conditioners of preferable Blue Star, Daikin, Hitachi, Voltas, O General, Carrier, Mustibushi, Toshiba or equivalent makes and should be direct dealer and have good service network across Chennai Circle jurisdiction as to cater to the needs of all our branches/ATMs/Admin Units etc. They should have service centers at Tamilnadu state & Pondicherry UT.

UPS SYSTEM, INVERTER AND BATTERY SUPPLIERS:

Scope: The scope of work mainly involves carrying of installation / re-installation, testing and commissioning of UPS system, Inverter and to undertake its maintenance & periodical service related works. The contractor should be a direct authorized dealer and have good service network & service centres at major locations in the geographical Jurisdiction of Chennai Circle Office.

The applicant should possess testing certification from any government institutions/ government approved agencies to be submitted.

GLOW SIGN BOARD:

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 preferred make of flex and Vinyl shall be 3M, LG, and Avery Dennison.

DIGITAL TOKEN DISPLAY / ROI BOARDS AND OTHER SIGN BOARDS SUPPLIERS:

Scope: The work involves, supply, installations and maintenance of digital token display, ROI boards and other sign boards of branches, carrying out repair work etc. for branches/ offices of the Bank.

The supplier shall provide details of the personnel, equipment and manufacturing facilities.

MODULAR FURNISHING & READY SUPPLY ITEMS:

Eligibility: The Companies/ Agencies/ authorized franchisees, having well established manufacturing & marketing facilities in the area of modular work stations, low height & full height partitions with MS / Aluminium frame works, post forming & edge banding facilities etc., in modular furnishing works and who have executed such works are eligible to apply. Considering the products profiles, manufacturing facilities, business turn over, the eligible agencies will be empanelled. The applicants are requested to furnish the full details of the company's product profile, client list details of major projects executed with documentary proof.

Supply and installation of modular furniture as per design given by the Bank or Bank's consultant/ Architect in offices/branches comes under the jurisdiction of Chennai Circle Office as detailed above.

The supplier shall provide details of the personnel, equipment and manufacturing facilities.

SECURITY ITEMS (SAFE/ STRONG ROOM DOOR/ SDL/ FRFC CABINET):

Scope : The work involves, supply & installations of security items (safe/ strong room door/ SDL/ FRFC Cabinet) as per Bank's requirements for branches/ offices of the Bank.

The supplier shall provide details of the personnel, equipment and manufacturing facilities.

ONLY SERVICES CATEGORY:

PEST CONTROL SERVICES

Scope: The scope of work includes undertaking various Pest Control Activities such as insect/pest control, Anti-termite, Rodent control, Mosquito, cockroach, red ant & black ant, bedbugs, lizard, etc control in various Branches/Offices of Bank throughout the jurisdiction of Chennai Circle Office as required from time to time. They should have qualified team with latest technologies.

PLUMBING – PETTY WORKS

Scope: Repair works involving internal and external works associated with plumbing lines, waste lines, drainage & storage sump, pumps etc. and replacement of plumbing fittings for Bank's Quarters/ Offices/ Branches of the Bank.

CARPENTRY – PETTY WORKS

Scope: Repairing wooden and aluminium furniture and fixtures like table, chairs, cupboards, counters, modular furniture, partitions etc. for Bank's Quarters/ Offices/ Branches of the Bank.

GRILL& FABRICATION WORKS

Scope: Welding, fabrication, painting and repairing works MS, GI, Aluminium grills, shutter, structures etc. for Bank's Quarters/ Offices/ Branches of the Bank.

SCRAP VENDORS

Scope:- The scope of works includes purchasing, dismantling and Disposing of old furnishing and fixtures and other scrap items like false ceiling, obsolete electrical fittings / appliances, old furniture / partitions / paneling/ AC Units/ AC Ducts etc. that Bank intend to sell at its various branches/offices. It is essential that the agencies have office in Chennai Circle Jurisdiction.

SHIFTING OF OLD FURNITURE AND RECORDS:

The scope of works includes shifting of furniture items like chairs, tables, almirahs, safe locker etc., old records and any other movable items as and when requires with utmost care without any damage or loss of items.

APPLICATION FORMAT

1	Name of the Applicant	
	Address	
	Telephone No. Office	
	Residence	
	MOBILE	
	FAX	
	E-MAIL	
2	a) Status of the Firm (Whether company/Partnership / proprietary)	
	b) Name of the Proprietor/ Partners/ Directors (with professional qualifications, if any):	i. ii. iii. iv.
	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	
	b. GST No. (furnish copies of PAN, registration certificate)	
	c. Registration Number (Enclose the copies) with Council of Architects, in case of Architects or Professional bodies	
	d. Reg No. in case of other consultants	
	e. Reg No. in case of Electrical contractor.	
5	Turnover of the Company/firm (Please attach copy of audited balance sheet and profit and loss account for three years).	

<u>Year</u>	<u>TURN OVER</u>
2021-2022	
2020-2021	
2019-2020	
AVERAGE	

6. Registration with Government / Public Sector / Banks

<u>Name of the Organisation</u>	<u>Nature of Works</u>	<u>Value of Works</u>	<u>Date of Registration</u>

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

- 1)
- 2)
- 3)

8. Name of the Bankers with address:

- i.
- ii.

9. Details of solvency certificate enclosed:

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

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

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

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

i.

ii.

iii.

12. Key personnel permanently employed in your organization:

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

13. Furnish the names of three responsible clients/ persons to whom the major works carried out by the applicant in past 3 years 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

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 :

NAME & DESIGNATION

SEAL OF ORGANISATION

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

No..

Date_____

To
The Divisional Manager,
Canara Bank,
Premises & Estate Section,
Anna Salai Road, Teynampet, Chennai

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	Turnover (Rs. In Lacs)	Net profit after tax (Rs. In Lacs)
2021-22		
2020-21		
2019-20		

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 Auditor 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 Divisional Manager,
Premises & Estate Section,
Circle Office, Canara Bank,
Teynampet, Chennai

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

Ref: _____

I / We hereby declare that I / We have not been banned or blacklisted or debarred by any
Government , Quasi Government Agencies, Public Sector Undertakings or Private Companies
anywhere, anytime.

Should it be observed anytime during currency of the empanelment selection process or during
period of empanelment of the work that I / We have been banned, blacklisted or debarred by
any of the above Agencies, then I / We agree for forfeiture of our Empanelment by Canara Bank,
without any recourse.

Dated:

Name & Signature of the Applicant

APPENDIX – III - UNDERTAKING LETTER - 1

To

The Divisional Manager
Canara Bank,
Premises & Estate Section
Anna Salai Road
Teynampet, Chennai.

Dear Sir,

This has reference to your above expression of Interest for Empanelment published in your Bank's website and CPPP web site.

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.

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 therefor.

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

S N.	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 / Very Good / 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 / Very Good / Good / Satisfactory / Poor
	b) Financial soundness	Outstanding / Very Good / 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 Asst. Executive Engineer/Divisional Manager or equivalent

** Supported by adequate proof of payments received by the contractor for the work done by them.

(Reports must be submitted in sealed cover addressed to The Divisional Manager, Premises & Estate Section, Canara Bank Circle Office, Teynampet, Chennai)

APPENDIX – VI – DETAILS OF RELATIVES WORKING IN BANKS

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

Signature of the Applicant

APPENDIX – VII

CERTIFICATE DENYING OWNERSHIP BY BANK EMPLOYEE

To
The Divisional Manager,
Canara Bank,
Premises & Estate Section,
Teynampet, Anna Salai Road Chennai.

Dear Sir,

This has reference to your Expression of Interest for Empanelment published in your Bank's website and CPPP web site.

We also state that any one 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

CHECKLIST OF DOCUMENTS TO BE SUBMITTED (TO BE FILLED BY APPLICANTS)

Name of Applicant's Firm:

Category Applied For:

Type of Work Applied for:

Sl. No:	Particulars	Whether attached Yes/No
1.	Copy of valid Address Proof	
2.	Copy of valid Certificate of registration Shop & Commercial Establishments act for Proprietorship / Partnership deed	
3.	Copy of valid Articles of Association & Memorandum of Association	
4.	Copy of valid Certificate of Incorporation	
5.	List of service support details for Suppliers comes with CAMC.	
6.	Copies of Empanelment with other Banks/ Institutions	
7.	Copies of work order certificate	
8.	Copies of satisfactory completion certificate	
9.	Copy of valid certificate of Council of Architecture incase of Architects	
10.	Copy of valid BEE certificate incase of Energy Auditor	
11.	Copy of valid Tamilnadu Electrical License Grade A or B	
12.	Copy of valid Labour License	
13.	Copy of valid Membership license for Structural Consultant	
14.	Copy of valid Authorized converter certificate	
15.	Copy of Udyam Registration Certificate	
16.	Appendix – I	
17.	Appendix – II	
18.	Appendix – III	
19.	Appendix – IV	
20.	Appendix – V	
21.	Appendix - VI	
22.	Appendix - VII	

EMPANELMENT OF ARCHITECTS, CONSULTANTS, CONTRACTORS & SUPPLIERS

1	Have you mentioned the category for which you have applied in the application form?	Yes/No
2	Have you signed in all the sheets of tender document?	Yes/No
3	Whether MSE/ NSI/ KIV certificates and documents enclosed?	Yes/ No
4	Whether address proof for office in Tamil Nadu state and/or Union Territories of Pondicherry enclosed?	Yes/ No
5	Whether copy of brochures and handouts of products (for equipment suppliers only) enclosed?	Yes/ No
6	Whether details of relatives of Bank Employee enclosed?	Yes/ No
7	Whether undertaking for not being "Black Listed" enclosed?	Yes/ No
8	Client's Certificates from clients for all the qualifying works in sealed official cover of the client. (Each client certificate must accompany work completion certificate)	Yes/No
9	Whether certificate denying ownership by Bank Employee enclosed?	Yes/ No
10	Whether all annexures and appendices as applicable are attached	Yes/No