

CANARA BANK

DOCUMENT FOR EMPANELMENT



**CANARA BANK**

**Premises & Estate Section**

Circle Office, Delhi

7<sup>th</sup> Floor, Ansal Tower

38-Nehru Place, New Delhi-110019.

**Phone** : (91) (11) 26465292

**Fax** : (91) (11) 26286075

**Email** : pecodel@canbank.co.in

**Web** : <http://www.canbankindia.com>

**DOCUMENT  
FOR  
PRE QUALIFICATION  
OF  
CONSULTANTS**

**MARCH 2013**



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**NOTICE INVITING APPLICATIONS FOR EXPRESSION OF INTEREST (EOI)**  
**OF**  
**CONSULTANTS**

Applications are invited in the prescribed format for prequalification of consultants for consultancy works for installation of 6 Nos. Lift ( 4 nos. of 8 passenger lift and 2 nos. of 4 passenger lift) for our residential apartment in Block E4, Sector 26, Noida, Uttar Pradesh.

The eligible and interested consultants may collect the “**Document for EOI**” from the following office or download the same from our website [www.canarabank.com](http://www.canarabank.com).

**Canara Bank, Premises & Estate Section**

Circle Office, Delhi

7<sup>th</sup> Floor, Ansal Tower

38-Nehru Place, New Delhi-110019.

The duly completed EOI in the prescribed format with all supporting documents in a sealed cover and super scribed as ‘Application for EOI FOR INSTALLATION OF LIFT’ and **shall be submitted to the above mentioned office of CANARA BANK on or before 06.05.2013 upto 3.00 PM**

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

Date: 20.04.2013.

**DEPUTY GENERAL MANAGER**

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

- 1.0. The prequalification of Consultants is proposed for the specific project of installation of lift for Noida Apartments.
- 2.0. This document consists of the following:
  - a>Notice inviting EOI.
  - b>General rules and instructions to the intending applicants
  - c>Scope and eligibility criteria.
  - d> EOI format.
- 3.0. ***The complete document as detailed above, complete in all respects, should be submitted*** by the intending applicants within the stipulated date and as per the instructions given in the Notice inviting EOI. 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.
- 4.0. 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.
- 5.0. 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.
- 6.0. 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.
- 7.0. 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.
- 8.0. The evaluation will be based on the experience of the consultants 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 consultants will be prequalified. Decision of the Bank regarding selection / rejection for pre qualification will be final and binding and no further correspondence will be entertained. The empanelled consultants will only be informed by post.

- 9.0. 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.
- 10.0. Applications received after the due date and time is liable for rejections.
- 11.0. Canara Bank reserves its right to reject any / or all the applications without assigning any reasons whatsoever.

**SCOPE, COST WISE SUB-CLASSIFICATION AND ELIGIBILITY CRITERIA FOR CONSULTANTS****A. SCOPE OF WORK**

The services of **consultants** will be used for planning, estimation and execution in connection with the installation of lift at the apartments. The apartment is made of 4 blocks. Two blocks are 8 storey building having two lifts of 8 passenger capacity each. ( 4 nos. of lifts) The other two blocks is 3 storey building having one lift of 4 passenger capacity each. (2 Nos. of Lifts).

Bank is also executing the repair works of the subject apartment by appointment an architect. The consultant who ever is entrusted is to co-ordinate with the architect for smooth execution of the works.

**B.ELIGIBILITY CRITERIA:**

1. Graduate in Electrical / Mechanical Engineering with minimum 5 years of experience in the respective field as on 01.04.13.

2. Should have experience in planning, designing and supervising of installation of lifts for a large apartment complex / Govt. Buildings / Multi Storied Buildings of at least:

Five projects each costing Rs. 23.00 lakhs  
Or Three projects each costing Rs. 70.00 lakhs  
Or Two projects each costing Rs. 92.00 lakhs  
during the last three years

3. The average annual turnover (professional fee) for the last 3 financial years shall not be less than Rs.10.00 lakhs

4. Should be an assessee of Income Tax

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**EOI FORMAT****APPLIED FOR EOI FOR CONSULTANCY JOB FOR INSTALLATION OF LIFT AT NOIDA**

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)
- 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) Service Tax No. : ST No  
(Furnish the latest copies of the returns filed)
  - c) Registration Number with Professional Body like Council of Architects / Institution of Engineers  
etc. :
5. a> Names of the Bankers with address:
  - I)
  - II)

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

Sl. No.	Year	Turnover
1	2011-12	
2	2010-11	
3	2009-10	

7. Registration with Government / Public Sector / Banks

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

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

- 1)
- 2)
- 3)

9. Details of the works executed during the last 5 years ( 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.

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. 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 far 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 consultants 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 CONSULTANTS  
NAME & DESIGNATION  
SEAL OF ORGANISATION