



GENERAL ADMINISTRATION SECTION	
CANARA BANK CIRCLE OFFICE, 3 <sup>RD</sup> FLOOR, LUV KUSH TOWER, EXHIBITION ROAD, PATNA- 800001	Tel Ph: +91 8102916784; 0612-2500214, Email id :premisesecopat@canarabank.com

## EMPANELMENT DOCUMENT

This document consists of the following:

- a) Notice inviting applications for empanelment of ARCHITECTS and contractors.
- b) 'General Rules and Instructions' to the intending applicants.
- c) Application Format for Empanelment.

### NOTICE FOR REVIEW & FRESH EMPANELMENT OF ARCHITECTS AND CONTRACTORS

The Premises & Estate Section of Canara Bank, Circle Office- Patna is managing Bank's branches/offices/other business and non-business units spanning across various locations in state of Bihar. The branches/ offices are further controlled down the line by 6 Regional Offices namely PATNA, SARAN, BHAGALPUR, GAYA, MUZAFFARPUR & PURNEA.

The intention of this notice of empanelment is to maintain a unanimous panel of ARCHITECTS & contractors for various traits, the details of which are as under:

1. ARCHITECTS
2. Contractors:
  - a) Civil Engineering Works
  - b) Interior Furnishing Works
  - c) Electrical Works
  - d) Glow Sign / Signage Board works
  - e) CCTV/Alarm System
  - f) Fire Extinguishers
  - g) Pest Control

**All Architects & contractors in the existing panel need not apply afresh for empanelment, if they want to be in same category.**

The eligible and interested architects & contractors and suppliers may download "Document for empanelment" from the Bank's website [www.canarabank.com](http://www.canarabank.com).

The duly filled in application addressed to the Assistant General Manager, Circle Office, PATNA along with all the necessary supporting documents & a non-refundable application fee of Rs.1,000/- (Rupees One Thousand Only) in the form of Demand Draft (D.D.) favouring "Canara Bank, Circle Office" payable at PATNA shall be

## EMPANELMENT OF ARCHITECTS & CONTRACTORS

submitted to the mentioned correspondence address before the stipulated date & time. The applications without the application fee would be rejected. There is no exemption for submission 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 REVIEW & FRESH EMPANELMENT OF (CATEGORY NAME) - 2024-25**” and shall be submitted to the above mentioned office of CANARA BANK **on or before 17.06.2024 up to 04:00 pm.**

Please note that applicant opting for multiple categories through single application will not be considered for empanelment. There shall be different applications for different categories.

Applications without application format or incomplete application format will be rejected.

The Bank reserves the right to accept or reject any or all the applications without assigning any reasons thereof and their decision of selection will be final.

Date: 25/05/2024

ASSISTANT GENERAL MANAGER

**GENERAL RULES AND INSTRUCTIONS**

1. Generally, the routine works of the Bank are awarded/ procurements are made on calling competitive tenders/quotations from the empanelled contractors. In case of emergency works or works of small magnitude, the Bank may opt to award the work/ procure supply on nomination basis from any of the empanelled contractors, depending on the geographical suitability, exigencies of the work. Bank also has the right to adopt 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 Annexure but such details shall be clearly mentioned in the respective columns of the Application Format. Applicant shall enclose latest copies of brochures and technical documentation giving additional information about the applicant. Each page of the document shall be duly signed by the Applicant or their authorized representative.
3. **All Architects & contractors in the existing panel need not to apply afresh for empanelment. The Architects & contractors, who intend to apply for more than one category, have to apply for each category using separate application forms and submit in independent covers super scribing in the envelope the category of work applied for.**
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 prequalification criteria shall be furnished along with the application form. In this regard, copies of the work orders / completion certificates / or such other documents shall be submitted. Incomplete applications or applications without proper proofs 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, empanelment with other Banks, PSUs, Govt. institutions, their financial capabilities etc. Based on the details furnished and 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. Only the empanelled contractors will be informed through 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 rejections.
11. The present empanelment is mainly for works for value up to the limits mentioned in respective categories. In case of any high value works, Bank may undertake the works by project specific pre-qualification exercise.
12. The applicants having their registered offices within the state of Bihar will be preferred. The applicants must have their branches/offices / establishments in state of Bihar.
13. The applicant must ensure compliance with the labour laws and guidelines. The selected vendors/ ARCHITECTS should have a well defined Business Continuity Plan in place for continuation of the entrusted works in case of an emergency / disaster. A certificate in this regard shall be submitted to the Bank on regular intervals.
14. Canara Bank reserves its right to reject any/ or all the applications without assigning any reasons whatsoever.
15. Empanelment with the Bank is in no way whatsoever a guarantee that the empanelled consultant/ contractor would be awarded all or any works desired to be executed by the Bank after their empanelment. Empanelment of consultant/ contractor does not entitle/ guarantee them for participation in tender/ calling for quotations or tender or any other similar exercise undertaken for award of work. Nor does the empanelment with the Bank entail that the Bank, in any way whatsoever, is bound to involve the panel consultant / contractor in the process of tendering, calling for quotations or any other similar exercise undertaken before award of work.
16. Although the empanelled ARCHITECTS/ auditors/ contractors are expected to extend their services across 37 districts under the jurisdiction of Patna Circle Office, the applicants can consent to extend their services to specific Regional Office(s) (R.O.) of our circle depending upon the districts coming under them where they find it suitable to render services keeping in mind their location(s), manpower, material mobilization capacity etc.

**Note:**

1. If other things are found equal, the professionally qualified applicants and the applicants who have undertaken the works for PSU Banks will be preferred.
2. All class & types of applicants must be Income Tax Assessee. The applicants, otherwise eligible but not Income tax assesses, will not be considered for empanelment.
3. If contractors, ARCHITECTS are otherwise eligible but not registered for GST, will not be considered for empanelment.

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**REGIONAL OFFICE WISE DISTRIBUTION OF DISTRICTS UNDER  
PATNA CIRCLE OFFICE**

RO	District	No. of Branches
Bhagalpur	Banka	5
	Begusarai	6
	Bhagalpur	9
	Jamui	5
	Lakhisarai	1
	Munger	5
	Sheikhpura	9
<b>Bhagalpur Total</b>		<b>40</b>
Gaya	Arwal	1
	Chhatrapati Sambhajnagar	8
	Gaya	7
	Jehanabad	1
	Kaimur (Bhabua)	2
	Nalanda	12
	Nawada	2
	Rohtas	9
<b>Gaya Total</b>		<b>42</b>
Muzaffarpur	Darbhanga	5
	Muzaffarpur	21
	Purva Champaran	7
	Samastipur	16
	Sheohar	2
	Sitamarhi	8
<b>Muzaffarpur Total</b>		<b>59</b>
Patna	Patna	61
<b>Patna Total</b>		<b>61</b>
Purnia	Araria	4
	Katihar	3
	Khagaria	3
	Kishanganj	2
	Madhepura	3
	Madhubani	5
	Purnia	15
	Saharsa	2
	Supaul	3
	<b>Purnia Total</b>	
Saran	Bhojpur	5
	Buxar	5
	Gopalganj	7
	Paschim Champaran	6
	Saran	8
	Siwan	11
	Vaishali	18
<b>Saran Total</b>		<b>60</b>

## SCOPE, ELIGIBILITY CRITERIA AND RELATED DETAILS

### I. ARCHITECTS

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.

#### Eligibility:

The consultant should have the following minimum eligibility criteria:

- i) The applicant should have provided consultancy services in Government departments / public sector undertaking/ central autonomous bodies/ state autonomous bodies/ financial institutions for similar works:  
For one project costing 80% of the class limit or  
For two projects costing 50% of the class limit or  
For three projects costing 40% of the class limit during last five years as on 31.03.2024
- ii) 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.
- iii) 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 31.03.2024. Applicant should submit copies of Audited/ Provisional Balance Sheets and tax return receipts.

Sl. No.	CATEGORY	VALUE OF THE WORKS UPTO WHICH THE CONSULTANT CAN PARTICIPATE (Rs. IN LAKHS)		
		CLASS - C	CLASS - B	CLASS - A
1.	Architects	10	30	50

#### A. ARCHITECTS :

**Scope:** Architects' services include planning, designing, supervising & execution of Civil Engineering works, interior furnishing works, electrical works, 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. The panel architects services will also be availed for planning, designing and execution of redeveloping of Banks own buildings involving the approval for the same from the local Authorities.

**Eligibility:**

1. Graduate/ Post graduate degree in Architecture with minimum 5 years of experience in the respective field as on 31.03.2024.
2. The Architect must have registered with the council of Architecture/ Members of the Indian Institute of Architecture and should have experience in planning, designing and supervising Civil Engineering, Interior works for the Banks, Financial Institutions and other reputed organisation/s.
3. Architectural firms having engineering department with personnel having required qualification and meeting the other eligibility criteria can also apply.

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

## **II. CONTRACTORS**

Empanelment of Contractors is sought for the following categories of works under various cost limits. The contractors empanelled under lower cost limit will not be eligible to quote for the works costing more than the limit. However, the contractors empanelled under higher class can participate even for works 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 (Rs. IN LAKHS)			
		CLASS- D	CLASS- C	CLASS- B	CLASS- A
1.	CIVIL ENGINEERING WORKS	2	10	30	50
2.	INTERIOR FURNISHING WORKS	2	10	30	50
3.	ELECTRICAL WORKS	2	10	20	50
4	GLOW SIGN BOARD WORKS	-	10	-	-
5	CCTV/ALARM SYSTEM	-	10	-	-
6	FIRE EXTINGUISHERS	-	5	-	-
7	PEST CONTROL	2	-	-	-

### **ELIGIBILITY:**

#### **For Class- A, B & C**

The applicant should have the following minimum eligibility criteria:

1. The applicant should have undertaken works in Government departments/ public sector undertaking/ central autonomous bodies/ state autonomous bodies/ financial institutions and other reputed private firms during last 5 years as on 31.03.2024:  
One work/project costing 80% of the class limit or  
Two works/projects costing 50% of the class limit or  
Three works/projects costing 40% of the class limit
2. 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. Solvency Certificate (not older than 6 months from the date of release of empanelment) of same value of class limit applied for is to be mandatorily enclosed.
3. The applicant shall have the average annual financial turnover of at least two times the value of the class limit in the respective category during last 3 years ending as on 31.03.2024.

#### **For Class- D**

The applicant should have the following minimum eligibility criteria:

1. The applicant should have undertaken works in Government departments/ public sector undertaking/ central autonomous bodies/ state autonomous



bodies/ financial institutions and other reputed private firms during last 2 years as on 31.03.2024

2. The applicant should be an assessee of Income Tax. Should submit copy of the Income Tax PAN with valid registration number, GST registration certificate. In case the firm/company etc. is not having G.S.T number, contractor should apply for G.S.T number and submit a copy for the acknowledgement form along with a declaration for having applied for G.S.T registration. Shortlisted vendor must submit GST Number before commencement of work. Solvency Certificate (not older than 6 months from the date of release of empanelment) of same value of class limit applied for is to be mandatorily enclosed.

### GENERAL

- 1) Based on the assessment of details furnished like works undertaken, technical & financial capabilities, selection will be made.
- 2) The Suppliers should be original manufacturers/ suppliers of the items having wide dealer and service network in the geographical Jurisdiction of PATNA Circle Office. They should be established in this field for minimum of 5 years.
- 3) The supplier shall provide details of the personnel, equipment and manufacturing facilities.

### SCOPE OF WORKS:

1. **Civil Engineering Works:** The scope of work broadly is to undertake new constructions, redevelopment of existing properties, periodical repairs & renovations, flooring, 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 branches/offices of the Bank. The contractors should have well-established office with adequate engineering staff.
2. **Interior Furnishing Works:** The scope of work broadly is to undertake original works, alterations and renovations involving erection of partitions work both wood & aluminium, counters, panelling, false ceiling, vinyl flooring, vitrified tiles flooring, granite flooring, storage units, furniture, Aluminium / wood doors and windows works, paintings, fabricated workstations etc. and other allied works for furnishing of our branches/offices/other units.
3. **Electrical Works:** The scope of work broadly is to undertake LT as well HT electrical works, providing panel board for LT applications, providing protective switchgear, internal and external electrification along with outlet points, associated cabling, copper plate/chemical/GI earthing, point wiring for appliances/components like air-conditioners, UPS etc., providing electrical equipment like luminaries, fans, light fixtures etc. of reputed makes, cabling for voice communication along with preparation of outlet points, electrical wiring for a computerized office environment along with preparation of outlet points, liaisoning with Electricity Dept. for requirements like obtaining additional

power, fault management, metering and billing & any other requirements like breakdown repair and other allied works. Also work related to intercom/EPBAX System.

The electrical works also involves domestic electrical works which may be required at Bank's own buildings which include attending to any LT works, liaising with Electricity authorities according to the requirements, attending to repairs of electrical appliances like fans, switch boards, re-wiring and cabling works.

In addition to above, Electrical contractors must enclose necessary permits / license from Government Electricity Department or equivalent.

- 4. Glow Sign / Signage Board vendors-** The applicant shall be either original manufacturers of Flex, Vinyl, Biodegradable and eco-friendly Cotton coated fabric used in Signage's or their Authorised dealers or converters. The Bidder to submit proof in this regard.- Certificate of Original Manufacturer Equipment / OEM's certificate for Authorised Distributor of (LG or 3M or Avery or Arlon) or Converters.

The applicant should have at least minimum of 5 years' experience as on 31.03.2024 in the activity of providing sign Boards to PSU Banks/ Pvt Banks. Order copies within 5 years from the date of this advertisement is to be attached. Purchase order copies and satisfactory completion certificates clearly indicating the cost & nature of work executed, date of commencement & completion issued by the Clients/ ARCHITECTS may be enclosed.

- 5. CCTV/ALARM SYSTEM & FIRE EXTINGUISHERS-** The vendor should be a registered company/firm involved in supply, installation and maintenance of CCTV, Fire & Security Alarm systems and Fire extinguisher for at least 5 years as on 31.03.2024 with public sector banks, Govt. departments, public sector undertaking, and Central/State autonomous bodies. Order copies within 5 years from the date of this advertisement is to be attached. Purchase order copies and satisfactory completion certificates clearly indicating the cost & nature of work executed, date of commencement & completion issued by the Clients may be enclosed.
- 6. PEST CONTROL:** The vendor should be a registered company/firm involved in Pest control, termite control in all the branch/offices for at least 3 years as on 31.03.2024 with public sector banks, Govt. departments, public sector undertaking, and Central/State autonomous bodies. Order copies within 3 years from the date of this advertisement is to be attached. Purchase order copies and satisfactory completion certificates clearly indicating the cost & nature of work executed, date of commencement & completion issued by the Clients may be enclosed.

# APPLICATION FORMAT

*\*Tick the applied Category & also the Class applied for*

Sl. No.	CATEGORY	CLASS- D	CLASS- C	CLASS- B	CLASS- A
<b>ARCHITECTS:</b>					
1.	Architects				
<b>CONTRACTORS:</b>					
1.	CIVIL ENGINEERING WORKS				
2.	INTERIOR FURNISHING WORKS				
3.	ELECTRICAL WORKS				
4.	GLOW SIGN BOARD WORKS				
5.	CCTV/ALARM SYSTEM				
6.	FIRE EXTINGUISHERS				
7.	PEST CONTROL				

**PREFERRED REGIONAL OFFICE**

*(See Sl.No.16 of General Rules & Instructions):*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

1. **Name of the Applicant/Firm** :

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. **Address** :

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. **Telephone Nos.**

Office : \_\_\_\_\_

Residence : \_\_\_\_\_

Mobile : \_\_\_\_\_

E-Mail Id : \_\_\_\_\_

3. a) Status of the Firm  
(Whether company/  
Partnership / proprietary) : \_\_\_\_\_
- b) Name of the Proprietor/ : I) \_\_\_\_\_  
Partners/ Directors : II) \_\_\_\_\_  
(With professional : III) \_\_\_\_\_  
Qualifications, if any):
- c) Year of establishment : \_\_\_\_\_

4. Whether registered with  
Registrar of Companies/ firm : \_\_\_\_\_
- If Yes, then Regn. No. & Date : \_\_\_\_\_

5. Registration with various Authorities

- a) Income-tax No PAN NO : \_\_\_\_\_  
(Furnish copies of  
Income-tax returns)
- b) Goods & Service Tax (GST) No. : \_\_\_\_\_  
(Furnish the latest copies  
of the returns filed)
- c) Any other Tax/ Registration  
Levied by Government : \_\_\_\_\_
- d) Registration Number  
**(Enclose the copies)**
- With Council of Architects/  
Members of the Indian  
Institute of Architecture,  
(In case of **Architects**) : \_\_\_\_\_

Names of the Bankers (With address):

- I) \_\_\_\_\_
- II) \_\_\_\_\_

(Enclose solvency certificate of the amount for the category applied)

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 (In Lacs Rs.)
1	2021-22	
2	2022-23	
3	2023-24	
	<b>Average</b>	

7. Whether empanelled with : \_\_\_\_\_  
 Canara Bank in any other Circle  
 (If yes, then furnish details of the Works executed along with Orders copies &  
 Letter of Empanelment)

8. Registration with Government Organisations/ Public Sector Banks:

NAME OF THE ORGANISATION	NATURE OF WORKS	VALUE OF WORKS/ FINANCIAL LIMIT (In Lacs Rs.)	REGISTRATION NO. WITH DATE

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

- 1) \_\_\_\_\_  
 2) \_\_\_\_\_  
 3) \_\_\_\_\_

10. Details of the works executed during the last 5 years (please mention only such works which qualifies for eligibility criteria)

SN	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)

**EMPANELMENT OF ARCHITECTS & CONTRACTORS**

1.								
2.								
3.								

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) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

12. Key personnel permanently employed  
 In your organization :

S N	Name	Qualifications	Experience	Particulars of work done	Employed in your firm since	Any other information

13. 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 DETAILS

14. In Case of Electrical contractor, copy of valid license issued by the from Government Electricity Department or equivalent to be enclosed.

Whether Enclosed: Yes / No

15. 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. If any detail is found incorrect, empanelment may be cancelled at any stage.
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 & fully understood the 'General rules and instructions' appended to the proforma and I / we understand that if any false information is detected at a later date the empanelment shall be cancelled at the discretion of the bank.

Place : SIGNATURE OF APPLICANT

Date : NAME & DESIGNATION  
SEAL OF ORGANISATION

**Checklist** (To be filled by Applicants)

1.	Have you mentioned the category for which you have applied in the application form ?	Yes/No
2.	Have you signed in all the sheets ?	Yes/No
3.	Whether copy of PAN/GST Registration copy is enclosed ?	Yes/No
4.	Whether enclosed valid Electrical License in case of electrical contractor/ Council of Architecture in case of Architects ?	Yes/No
5.	Whether enclosed proof for year of establishment ?	Yes/No
6.	Whether proof for average annual financial turnover enclosed ?	Yes/No
7.	Whether documentary proof for having undertaken the works is enclosed ?	Yes/No
8.	If yes, No. of certificates enclosed	

**LIST OF DOCUMENTS/ CERTIFICATES/ ANNEXURES ATTACHED:**  
(To be filled by Applicants)

S. No.	Description	Page No.

\*\*\*\*\*END OF DOCUMENT\*\*\*\*\*