

**CIRCLE OFFICE, PREMISES AND ESTATE SECTION**

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EMPANELMENT DOCUMENT

**(Document Fee – Rs. 590.00, by the way of non-refundable DD in favour of Canara Bank,
Circle Office Ranchi payable at Ranchi)**

This document consists of the following.

- a. Notice inviting applications for empanelment of various contractors /suppliers/ vendors/ firms in various categories for carrying out furnishing, electrical & data cabling, civil, air-conditioning, courier services, and architectural works and suppliers of glow sign boards, note counting machines & UV lamps and UPS systems & batteries.
- b. General rules and instructions to the intending applicants.
- c. Scope & Eligibility criteria for various categories.
- d. Application format for empanelment

Note: This is a fresh empanelment process which will be valid for a period of 3 years hence existing panel of vendors should also apply.

NOTICE FOR EMPANELMENT

General Administration Section of Canara Bank, Circle office Ranchi is managing Bank's branches/office premises at various locations of the state of Jharkhand. The intention of this notice of empanelment is to maintain a separate panel of various contractors/vendors/suppliers/firms under various categories for various types of works as and when required by the bank. The last date for submission of applications is 08.08.2024 up to 05:00 PM.

Note: The panel will only be valid for the state of Jharkhand unless any other specific orders given by the Bank.

GENERAL RULES AND INSTRUCTIONS TO THE INTENDING APPLICANTS

1. Generally, the routine works of the Bank are awarded/procurements are made by calling competitive tenders/quotations from the empanelled contractors/ suppliers and in case of emergent 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. 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.
4. Documentary proof with respect to the prequalification criteria shall be furnished along with the application form. In this regard, copies of the work orders and completion certificates and 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.
5. The authorized person of the firm/ company shall sign in all the pages of the application with seal of the company/ firm.
6. 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.
7. 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.
8. If the 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.
9. Applications received after the due date and time are liable for rejections.
10. **The Applicants must have their office in the geographical jurisdiction of the State of Jharkhand. The empanelment shall be valid for a period of three years w.e.f 30.08.2024 i.e till 29.08.2027.**
11. 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.
12. Canara Bank reserves its right to reject any / or all the applications without assigning any reasons whatsoever. In this regard, no telephonic query or any letters will be entertained.

SCOPE, ELIGIBILITY CRITERIA, COST LIMIT AND RELATED DETAILS**ELIGIBILITY CRITERIA AND COST LIMIT****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 Categories & Cost limits are furnished below.

Sl.no	Particulars	Category A	Category B	Category C	Category D
		Upper limit	Upper limit	Upper limit	Upper limit
1.	Architect/Consultant	50.00 lacs	30.00 lacs	15.00 lacs	1.00 lacs
2.	Furnishing Works	50.00 lacs	30.00 lacs	15.00 lacs	1.00 lacs
3.	Electrical & Data Cabling Works	50.00 lacs	30.00 lacs	15.00 lacs	1.00 lacs
4.	Civil Works	50.00 lacs	30.00 lacs	15.00 lacs	1.00 lacs
5.	Air-Conditioning Works service provider	50.00 lacs	30.00 lacs	15.00 lacs	1.00 lacs

Eligibility Criteria COMMON TO ALL CATEGORIES (Sl. No. 1 to 5)

Sl. no	Eligibility criteria	Documents required
1.	The applicant must be empanelled with Govt. organizations, central autonomous bodies, state autonomous bodies PSUs, Govt. Banks 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 related works of at least 3 years as on 31.03.2024.	Copy of work orders prior to not earlier than 3 years from 31.03.2024 or of 31.03.2024.
3.	The applicant must have carried out following cost of works during the last 3 years as on 31.03.2024. <ul style="list-style-type: none"> a. One work/project costing 80% of the category cost limit. b. Two works/projects costing 50% of the category cost limit. c. Three works/projects costing 40% of the category cost limit. 	Copies of work orders and work completion certificates.
4.	The applicant must have average annual turnover of at least 30% of the category	Copy of CA certificate certifying the average annual turnover for last three

	cost limit for last three financial years i.e 21-22, 22-23 & 23-24.	financial years i.e 21-22, 22-23 & 23-24. Copies of Audited Balance sheet and P/L A/c statement.
5.	The applicant must have a solvency certificate of amount equal to the category limit for which the applicant seek to get empaneled	Copy of solvency certificate issued by the applicant's bank.
6.	The applicant should be an assessee of Income Tax and must possess GST Registration.	Copy of PAN card & GSTIN Registration certificate.

Note: Contractors/firms empanelled under Category D will be under scrutiny by the bank for 1 year with regard to their workmanship, quality, timeliness and other related parameters. If found satisfactory/favourable they may be upgraded to higher categories in the future empanelment exercises as per their application. If found contrary/unfavourable they may also be removed from the panel list in future.

COURIER SERVICES/GLOW SIGN BOARDS/NOTE COUNTING MACHINES & UV LAMPS/UPS SYSTEMS AND BATTERIES

Sl. no	Eligibility criteria	Documents required
1.	The supplier should be an OEM/Direct Dealer/Supplier of the items having wide dealer and service network in the geographical jurisdiction of Ranchi City and in Jharkhand state,	Letter of Authorisation for dealers valid for a further period of minimum one year from 31.03.2024.
2.	The suppliers must have an experience of at least 3 years.	Copies of work orders prior to 31.03.2024.
3.	The applicant should be an assessee of Income Tax and must possess GST Registration.	Copy of PAN card & GSTIN Registration certificate.

ARCHITECTS

Sl. no	Eligibility criteria	Documents required
1.	The proprietor should have a graduate/post graduate degree in architecture. 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 Architecture and should have experience in planning, designing and supervising civil engineering, Interior works for the banks, Financial Institution and for software companies.	Copy of degree.
2.	Should have an experience of at least 3 years.	Copies of work orders prior to 31.03.2024.
3.	The applicant should be an assessee of Income Tax and must possess GST Registration.	Copy of PAN card & GSTIN Registration certificate.

ELECTRICAL CONSULTANTS

Sl. no	Eligibility criteria	Documents required
1.	The proprietor should have a graduate/post graduate degree in electrical engineering.	Copy of degree.
2.	Should have an experience of at least 3 years.	Copies of work orders prior to 31.03.2024.
3.	The applicant should be an assessee of Income Tax and must possess GST Registration.	Copy of PAN card & GSTIN Registration 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.

SCOPE OF THE WORKS**1. Civil Engineering works**

The broad scope of work of Civil Contractors is 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 residences and offices of the Bank .

2. Interior Furnishing / Modular Furnishing

The scope of work of Contractors for Interior works mainly include original works, alterations and renovations of the branch premises involving erection of partitions work both wood & aluminum, counters, paneling, false ceiling, cavity flooring, storage units, furniture and fabricated workstations and other allied furnishing works.

3. Electrical Contractors

The scope of work for Electrical Contractors is to undertake HT as well 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 JSEB for obtention of additional power, breakdown repair, interior wiring for computerized office environment and other allied works. The electrical works also involves domestic electrical works attending to LT side, liasoning with JSEB in case of meter burnouts 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, mixers, washing machines etc. will be added advantage. Electrical contractors shall have necessary permits / license from Chief Electrical Inspector of Jharkhand (CEIJ) office and familiar with IE rules & regulations and guidelines of CEIJ.

4. Air conditioning equipments supplier (including maintenance)

The Air-conditioner units suppliers shall be the manufacturers/ suppliers/service providers of window units, split units, ductable split, package air-conditioners and should be direct dealer and have good service network in the Ranchi city and in other major districts of Jharkhand state.

5. Supply and fixing of Glow Sign Board

The scope of work includes supply, Installation and maintenance of Glow Sign Board, Non Lit Boards, Name Boards and various other Bank Signage 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.

6. Supply of UPS / Battery

Supplier shall have necessary and valid permits / license of Branded UPS / Battery preferable Exide and other reputed makes and ready to supply and install the item in all our branches in the areas of Jharkhand State without additional / differential freight charges.

7. Courier Services

Courier Service Provider should have office in the geographical Jurisdiction of Ranchi City and good service network in Urban, Semi urban and Rural areas of Jharkhand state. They should have all India presence. Proof of address with copy of lease agreement for proof of ownership should be attached in support of this. The Courier agency should have provided satisfactory service in the respective region to any of the Scheduled Banks / Financial institutions / Government Departments having all India network etc. Order copies OR Satisfactory certificate from the clients with number years of service should be attached. The Courier Agency should have the facility of Web tracking of the Courier / Consignments.

8. Note Counting Machine Machines & UV Lamps

They should have minimum of 3 years experience in the activity of supply and maintenance of currency Note Authenticator / Note Counting / Note Sorting Machines capable of detecting suspected counterfeit notes as per latest RBI guidelines. The Model quoted by the supplier should have been released / operational in the market for at least 12 months.

APPLICATION FORMAT**APPLIED FOR EMPANELMENT OF: (Mention Works)****CATEGORY** :

Electrical Contractor

(if any- Name of issuing Authority) :

Validity of Electrical License :

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 :

b) Value Added Tax No :
 (furnish copies of Income-tax
 returns, registration)

c) Registration Number (Enclose the copies)
 with Council of Architects,
 in case of Architects or Professional bodies :
 in case of other consultants :
 in Electrical contractors, Registration No. :

5. 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)
1	2021-22	
2	2022-23	
3	2023-24	
	Average	

6. Registration with Government / Public Sector / Banks

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

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

- 1)
- 2)
- 3)

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

Sl No	Name of Work	Work executed for (name of the organization with address, concerned office & telephone no)	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)
1								
2								
3								

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

8. Key personnel permanently employed in your organization:

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

9. 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

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 :

SIGNATURE OF THE 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/VAT/Service tax 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 |
| If yes, No. of certificates enclosed | |