



PREMISES AND ESTATE SECTION	
GROUND FLOOR, CIRCLE OFFICE, VIPIN KHAND, GOMTI NAGAR, LUCKNOW (BESIDES NABARD).	Tel Ph: Direct: 0522-2307611, Email id : pecoluck@canarabank.com

## EMPANELMENT DOCUMENT

This document consists of the following:

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

### NOTICE FOR EMPANELMENT OF CONSULTANTS AND CONTRACTORS

The Premises & Estate Section of Canara Bank, Lucknow Circle Office is managing Bank's branches/offices/other business and non business units spanning across various locations in state of Uttar Pradesh. The branches/ offices are further controlled down the line by 10 Regional Offices namely Bareilly, Moradabad, Lucknow-I, Lucknow-II, Kanpur-I, Kanpur-II, Gorakhpur-I, Gorakhpur-II, Varanasi-I & Varanasi-II. The Section also manages various commercial spaces for its Office/Branch and residential spaces including apartment complex, individual houses/bungalows.

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

#### 1. Consultants/Auditors:

- a) Architects
- b) Civil Engineering Consultant
- c) Electrical Engineering Consultant
- d) Electrical Engineering Auditors (BEE Certified)

#### 2. Contractors:

- a) Civil Engineering Works
- b) Interior Furnishing Works
- c) Electrical Works (including voice & data comm. works)
- d) Air Conditioning Works
- e) Sign Board Works
- f) Shifting Works (Branch furniture, records, etc.)
- g) Destruction of Old Records (Branch records, etc.)
- h) Note Counting/Sorting Machines
- i) UPS & Batteries
- j) CCTV System
- k) Fire & Burglar Alarm System
- l) Fire Extinguisher/ Hydrant system

**All consultants, auditors & contractors in the existing panel should also apply afresh for empanelment.**

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, Lucknow 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 Lucknow shall be 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 EMPANELMENT OF (CATEGORY NAME) - 2022” and shall be submitted to the above mentioned office of CANARA BANK **on or before 26/07/2022 up to 05:00 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: 24/06/2022**

**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 consultants & contractors in the existing panel should also apply afresh for empanelment. The consultants & 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 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.**
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. Only the empanelled contractors will 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 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 specified limits of Canara Bank's Circle Office and Regional Offices will be preferred.
13. The applicant must ensure compliance with the labour laws and guidelines. The selected vendors/ consultants 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. 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 consultants/ auditors/ contractors are expected to extend their services across 58 districts under the jurisdiction of Lucknow 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.

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**Note:**

1. If other things are found equal, the professionally qualified applicants and the applicants who have undertaken the works for Government organizations 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.

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

SL NO	REGIONAL OFFICE	District	SL NO	REGIONAL OFFICE	District
1	LUCKNOW-1	Lucknow	6	KANPUR-1	Etawah
2	LUCKNOW-2	Ayodhya			Farrukhabad
		Bahraich			Hardoi
		Bara Banki			Kannauj
		Shrawasti			Kanpur Nagar
		Sitapur	Auraiya		
3	BAREILLY	Bareilly	7	KANPUR-2	Banda
		Budaun			Chitrakoot
		Kheri			Fatehpur
		Pilibhit			HAMIRPUR
		Rampur			Jalaun
		Shahjahanpur			Jhansi
4	GORAKHPUR-1	Ballia			Kanpur Dehat
		Deoria			Lalitpur
		Gorakhpur			Mahoba
		Kushinagar			Unnao
		Mau	Bhim Nagar		
5	GORAKHPUR-2	Ambedkar Nagar	8	MORADABAD	Bijnor
		Azamgarh			Jyotiba Phule Nagar
		Balrampur			Moradabad
		Basti			Amethi
		Ghazipur	9	VARANASI-2	Kaushambi
		Gonda			Pratapgarh
		Jaunpur			Prayagraj
		Mahrajganj			Rae Bareli
		Sant Kabir Nagar			Sant Ravidas Nagar (Bhadohi)
		Siddharthnagar			Chandauli
		Sultanpur	10	VARANASI-2	Mirzapur
					Sonbhadra
					Varanasi

## SCOPE, ELIGIBILITY CRITERIA AND RELATED DETAILS

### I. CONSULTANTS / AUDITORS

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 consultant should have provided consultancy services 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 the last five years as on 31.03.2022
- ii) The consultant should be an assessee of Income Tax, Service tax, etc.
- 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 31.03.2022. Applicant should submit copies of Audited/ Provisional Balance Sheets and tax return receipts. Solvency Certificate (not older than 6 months from the date of release of empanelment) of value of category applied for is to be mandatorily enclosed.

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
2.	Civil Engineering Consultant	10	30	50
3.	Electrical Engineering Consultant	10	30	--
4.	Electrical Engineering Auditors (BEE Certified)	--	--	--

#### **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, if sought by the Bank. 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 31.03.2022.
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.

**B. 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 scope of Civil 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, preparation of tender papers and assisting the Bank in undertaking repair works with or without their site supervision. The scope of works of a Civil Engg. Consultant also includes works such as waterproofing treatments & plumbing repairs in its owned buildings.

**Eligibility:**

1. Graduate in Civil Engineering with minimum 5 years of experience in planning, designing and supervision of buildings, sanitary and plumbing services and other allied works as on 31.03.2022. The consultant with post graduation in structural Engineering with experience in repairs and rehabilitation of the structures will be preferred.
2. Should have experience in planning, designing and supervision of Civil Engineering Constructions repair/ renovation works including water proofing works of buildings for the Banks, Financial Institutions and other reputed organisation/s.

**C. 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/ liasoning with Govt. Electricity Board & such other authorities.

Bank is looking for 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 etc.

**Eligibility:**

1. Graduate in Electrical Engineering with minimum 5 years of experience in the respective field as on 31.03.2022.
2. Should have experience in planning, designing and supervising of electrical works for computerized environment including experience in LT/HT works, generator and motors, UPS, lifts etc. for the Banks, Financial Institutions and other reputed organisation/s.
3. Applicants having Energy Auditor's / Energy Manager's licence issued by the relevant Govt. Authorities will be preferred.

**D. ELECTRICAL ENGINEERING AUDITORS (BEE CERTIFIED) :**

**Scope:** The services of Electrical Engineering Auditors will be used by the Bank for electrical audit & related works.

**Eligibility:**

1. Graduate in Electrical engineering with minimum 5 years of experience in the electrical auditing field as on 31.03.2022.
2. The Auditor must be Bureau of Energy Efficiency (BEE) Certified and should have experience in conducting electrical audit for the Banks, Financial Institutions and other reputed organisation/s.
3. Electrical firms having engineering department with personnel having required qualification and meeting the other eligibility criteria can also apply.

**GENERAL**

Generally, the routine interior works, civil, electrical and air-conditioning works as detailed above are being carried out by the Bank's Engineers. The services of the consultants will be availed as and when it is required depending on the magnitude and specialization required for the project.

It is proposed to avail services of consultants from the approved panel for the interior works costing up to Rs. 50.00 lacs, Civil works costing up to Rs. 50.00 lacs, Electrical works upto Rs. 30.00 lacs. However, the Bank has right to avail the services of any consultant from outside the panel depending on the circumstances.

**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.



## **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	30
4.	AIR CONDITIONING WORKS	-	5	10	15
5.	SIGN BOARD WORKS	-	2	10	20
6.	SHIFTING WORKS	--	--	--	--
7.	DESTRUCTION OF OLD RECORDS	--	--	--	--
8.	NOTE COUNTING / SORTING MACHINES	--	--	--	--
9.	UPS & BATTERIES	--	--	--	--
10.	CCTV SYSTEM	--	--	--	--
11.	FIRE & BURGLAR ALARM SYSTEM	--	--	--	--
12.	FIRE EXTINGUISHER/ HYDRANT SYSTEM	--	--	--	--

### **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 31.03.2022:  
 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 value of category applied for is to be mandatorily enclosed.
3. 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 as on 31.03.2022.

**For Class- D & Others**

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 31.03.2022
2. The applicant should be an assessee of Income Tax. Should submit copy of the Income Tax PAN with valid registration number. Also, the applicant, if registered, should submit copy of the GST registration certificate.

**GENERAL**

- 1) 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.
- 2) The Suppliers should be original manufacturers/ suppliers of the items having wide dealer and service network in the geographical Jurisdiction of Lucknow 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, 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 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, storage units, furniture and fabricated workstations 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 earthing, point wiring for appliances/components like air-conditioners, UPS etc., providing electrical equipment like luminaries, fans, light fixtures etc. of reputed makes, networking for voice communication along with preparation of outlet points, networking 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.

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

Electrical contractors shall have necessary permits / license from CEIG office or equivalent and must be familiar with IE rules & other relevant regulations and guidelines issued by various Govt. authorities.

#### 4. Air Conditioning Works:

Applications are invited for Supply and installation of various types of Acs - Window, Split, Cassette, Ductable, Packaged AC, VRF AC systems, & Comprehensive Annual Maintenance Contract of Air-conditioners (Split, Cassette, Ductable, Packaged, VRF, Centralized Chiller Plant).

Category	Specified Project Cost Limit (Amount in Rs.)	Similar Work Executed/ Completed During Last 5 Years	Average Turnover of Last 3 Years (Minimum)	Experience of Firm
A	Upto 15 Lacs	One work of Rs.12 lakh (or) Two works of Rs.7.5 lakh (or) Three works of Rs.6 lakh each	Rs. 5 Lacs	The applicant should be a well established and reputed establishment (for a minimum period of 7 years as on 31.01.2022)
B	Upto 10 Lacs	One work of Rs.8 lakh (or) Two works of Rs.5 lakh (or) Three works of Rs.4 lakh each	Rs. 3 Lacs	
C	Upto 5 Lacs	One work of Rs.4 lakh (or) Two works of Rs.2.5 lakh (or) Three works of Rs.2 lakh each	Rs. 1.5 Lacs	

- i. The vendor should be an authorized dealer of any one of the preferred brand of ACs - Voltas, Bluestar, LG, Carrier, Toshiba, Daikin, Hitachi.
- ii. The vendor should have an office or branch in any of the towns at Lucknow, Kanpur, Bareilly, Moradabad, Gorakhpur and Varanasi located in the State of Uttar Pradesh
- iii. The applicant should be a well established and reputed establishment (for a minimum period of 5 years as on 31.01.2022)
- iv. The vendor should have a valid GST and PAN registration.
- v. Applicants should have experience in having successfully completed "Similar work" (in/under single order) value as prescribed in table 'A' above for Government /Semi-Government/PSUs/Banks/ Financial Institutions / Reputed MNCs/IT companies during the last 5 years ending on 31.01.2022. The information must be supported with the copies of Work Order, Satisfactory Completion Certificate, etc.,.

- vi. The applicant should submit the valid authorized dealer certificate / letter issued by Original Equipment Manufacturers (OEM) of the air-conditioners specifying the validity of the certificate.
  - vii. Applicants should have minimum average annual turnover prescribed in above table during last 3 years ending on 31st March of last financial year i.e.31.03.2022.
  - viii. The applicant should not have been disqualified/ debarred/ terminated on account of poor or unsatisfactory performance/ blacklisted from any Government, Semi-government, PSU, Banks or any other organizations including any of the Offices/Branch of State Bank of India during last 5 years as on the date of publication of this notice. The undertaking in this tender notice to be submitted on the Letter Head of the Firm duly signed by the vendor/ Authorized Signatory. The application of disqualified/ debarred/ blacklisted/ terminated agency/ contractor/ vendor on account of poor or unsatisfactory performance shall be summarily rejected.
  - ix. Initially the empanelment is valid for a period of three years, subject to renewal of Validity every year after submission of valid dealership certificate and authorization letter from the OEM or incase if the expiry of dealership certificate arrives early, its renewal copy shall be submitted to us for active of their Empanelment. Bank may review / update the panel at regular intervals and may Include or Exclude (de-list) or Update any firm from the Empanelment without assigning any reasons thereof.
  - x. The Contractors submitting authorization for a particular Brand are eligible to quote only for those Brands, weather it is a single or Multi Brand. Multibrand dealers may submit the proof of authorization from the respective OEM and valid dealership certificate for that various brands then the Vendor will be eligible to quote only for that Brands mentioned. For multibrand dealers also the renewal of their empanelment for every year (with in total period of 3 years) is applicable as mentioned.
  - xi. The Bank may choose to carry out physical inspection of works mentioned by the applicants in their application forms, in addition to calling for confidential reports from the respective employer/client/department to ascertain their capability and quality of works. The applicant shall agree and authorize the Bank to obtain the confidential report from the clients, to obtain credit opinion from the Bankers and to verify the work executed by the contractors.
  - xii. The firm/ contractor should have the minimum annual turnover as mentioned and shall be profit making during last three financial years ending 31.03.2022. Vendor should submit a certificate from the Chartered Accountant confirming turnover and profit / loss details of the last 3 years ending 31.03.2022.
5. **Sign Board Works:** The scope of work mainly involves supply, installation, testing, commissioning, maintenance, repair, etc. of Glow Sign Boards/ Non Glow Sign Board/ Hoardings/ Internal Signage Boards / Banners/ etc. works for various Branches / Offices of the bank.
6. **Shifting Works (Branch furniture, records, etc.):** The scope of work mainly involves loading, transportation, unloading, etc. of Branch furniture, records, etc. It also includes required dismantling and re-installation works.

## 7. Destruction of Old Records:

- i. Firms/Vendors should have minimum of 5 years experience in the line of activity.
- ii. Firms/Vendors should have empanelment as approved vendor in any nationalised Bank.
- iii. Region wise highest Rates (H-1) offered will be the approved rates for the branches coming under Circle Office.
- iv. Unwanted records to be destroyed will be identified / segregated by the Firms/Vendors or their representative at the Bank's premises with their manpower at their cost in the presence of Bank's official, (who should certify that record segregated is not relevant to the record in litigation / disputes pending in the court of law and can be destroyed disposed off as per Bank's instructions).
- v. The Firms/Vendors or their representatives will arrange for weighing such records with a weighing machine in the presence of an authorised official of the Bank who will have to satisfy himself with the correctness of the weight.
- vi. The Firms/Vendors will give a certificate from the paper mill to the branches / offices within 15 days of lifting of records that the records have been effectively destroyed by converting it into pulp.
- vii. The Firms/Vendors will produce a letter of introduction attested by us to the branches / offices of the Bank for its identity while contacting them for lifting old records to be destroyed.
- viii. The payment for such records will be made in CASH/DRAFT/BANKER'S CHEQUE by the Firms/Vendors to the branches / offices on the spot according to weight and approved rate.
- ix. Unwanted records will be disposed off appropriately as per Bank's instructions.
- x. Transportation charges, cooliage and other misc. expenses will be borne by the Firms/Vendors.
- xi. A security deposit of Rs.10,000/- (Rupees Ten thousand only) by Firms/Vendors in favour of Canara Bank, Circle Office, Lucknow is to be deposited after empanelment.
- xii. The empanelment will be for three years or till the fresh empanelment, whichever is later subject to satisfactory work and bank reserves the right to discontinue Firm's/Vendor's empanelment at any time without assigning any reason to the Firm.
- xiii. The list of all items will be prepared by the Firms/Vendors and hand over the same to the branch / office.
- xiv. The Firms/Vendors shall maintain full secrecy about the Bank's record lifted by them.
- xv. Indemnify against any loss the Bank may suffer due to negligent handling of record and non-adherence of agreed terms and conditions, stipulated as above by the Firms/Vendors or their representative for handling the job undertaken. The Bank's decision in this regard will be binding.
- xvi. Bank shall forfeit the amount deposited with the Bank as security in case of non-performance / breach of contract without any pre-condition.
- xvii. The Bank reserves the right to accept or reject any or all the applications without assigning any reason whatsoever and the decision of the Bank shall be final.
- xviii. The terms and conditions stipulated by Bank from time to time should be acceptable to the empanelled Vendors.

## 8. Note Counting / Sorting Machines:

- i. The applicant must be empanelled with Govt. Organizations, Central autonomous bodies, State autonomous bodies, PSUs, Public Sector Banks etc. The firm should be registered/licensed with appropriate government authority.

- ii. The Suppliers should be well established and reputed establishment and must have minimum of five year experience as on 31.03.2022 in the activity of supply and maintenance of Loose / Bundle Counting Machine and Note Sorting Machine capable of detecting suspected counterfeit notes as per latest RBI guidelines.
- iii. Minimum average annual turnover of last three year ending as on 31st March 2022 must not be less than Rs 3.0Crores.
- iv. The machine should be of reputed brand and have dealer and service networks in the Lucknow city and branch in any of the towns at Lucknow, Kanpur, Bareilly, Moradabad, Gorakhpur and Varanasi located in the State of Uttar Pradesh.
- v. The model quoted by the supplier should have been released /operational in the market for at least 12 months
- vi. The vendor should have a valid GST and PAN registration.
- vii. Applicants should have experience in having successfully completed “Similar work” (in/under single order) value as prescribed in table ‘A’ above for Government /Semi-Government/PSUs/Banks/ Financial Institutions / Reputed MNCs/IT companies during the last 5 years ending on 31.01.2022. The information must be supported with the copies of Work Order, Satisfactory Completion Certificate, etc.
- viii. The applicant should submit the valid authorized dealer certificate / letter issued by Original Equipment Manufacturers (OEM) of the air-conditioners specifying the validity of the certificate.
- ix. Initially the empanelment is valid for a period of three years, subject to renewal of Validity every year after submission of valid dealership certificate and authorization letter from the OEM or in case if the expiry of dealership certificate arrives early, its renewal copy shall be submitted to us for active of their Empanelment. Bank may review / update the panel at regular intervals and may Include or Exclude (de-list) or Update any firm from the Empanelment without assigning any reasons thereof.
- x. The dealers/ vendors found suitable for empanelment shall be required to make Security Deposit of Rs. 1,00,000/- (Rupees One Lac Only) in the form of demand draft payable to Canara Bank, Circle Office, Lucknow which shall be refunded, without any interest, by the Bank in case of expiry of empanelment. However if any amount is to be levied / recovered from the firm by the Circle Office/ Bank on account of liquidated damages / penalty / default / blacklisting or any other reason whatsoever as decided by the Bank shall be recovered from the said security deposit.

## 9. UPS & Batteries Works:

Applications are invited for supply, installation, testing and commissioning of On Line UPS (conventional and modular) systems and Comprehensive Annual Maintenance Contract of UPS Systems, eligibility criteria being as under:

- i. Must be in the field of manufacturing UPSs for the last 5 (Five) years and should have manufacturing plant capability to manufacture On Line UPS of capacity up to 30KVA or above.
- ii. Minimum average annual turnover of last three year ending as on 31st March 2022 must not be less than Rs 3.0Crores.
- iii. Must have valid PAN and GST Registration.
- iv. At least one of the Directors/Partners/Proprietor/Employee should be graduate in Electronics / Electrical Engineering/Electrical & Electronics with minimum 5 years' experience and should be with the firm for at least last 3 years.
- v. All requisite testing equipment and facilities should be available at the factory to carry out the testing of the equipment thereat.
- vi. Must be registered with other organizations like PSU / Govt. Dept. / Semi Govt. Department / Nationalized Banks/Private banks.
- vii. Vendor must have service centers/ service engineers or office or branch in any of the towns at Lucknow, Kanpur, Bareilly, Moradabad, Gorakhpur and Varanasi located in the State of Uttar Pradesh

- viii. The firm should have quality certification like ISO and the products (UPS) having quality certifications like CPRI/ETDC/ERTL/SAMEER shall only be eligible for empanelment. BIS Certification for the UPS systems up to 10 KVA should be mandatorily submitted for Empanelment. The Vendors not having BIS Certification for the UPS systems up to 10 KVA will be summarily rejected.
- ix. Bank may visit your manufacturing unit(s) / factory to inspect about the facilities available for manufacturing and testing of the equipment's before finalizing for empanelment.
- x. Initially the empanelment is valid for a period of three years, subject to renewal of Validity every year after submission of valid dealership certificate and authorization letter from the OEM or incase if the expiry of dealership certificate arrives early, its renewal copy shall be submitted to us for active of their Empanelment. Bank may review / update the panel at regular intervals and may Include or Exclude (de-list) or Update any firm from the Empanelment without assigning any reasons thereof.
- xi. The OEMs found suitable for empanelment shall be required to make Security Deposit of Rs. 1,00,000/- (Rupees One Lac Only) in the form of demand draft payable to Canara Bank, Circle Office, Lucknow which shall be refunded, without any interest, by the Bank in case of expiry of empanelment. However if any amount is to be levied / recovered from the firm by the Circle Office/ Bank on account of liquidated damages / penalty / default / blacklisting or any other reason whatsoever as decided by the Bank shall be recovered from the said security deposit.
- xii. The vendor has to submit, certificate of Authorization from the Original Equipment Manufacturer for batteries, should be enclosed apart from the other details for the makes: The SMF Batteries must be any one of EXIDE / AMRARAJA / PANASONIC / YOUSA / GLOBAL YOUSA / HITACHI / AMCO (BEST) / U-PLUS / BASE / NEWMAX / CSB/HBL/ NUMERIC and Tubular batteries must be any one of EXIDE, SOUTHERN BATTERIES, KIRLOSKAR, AMCO- INSTA POWER MAKES
- xiii. On Line UPS vendors empaneled for Circle Office, Lucknow automatically get enlisted for the Battery supply and installation work included in the notice.

**10. CCTV Systems:** The suppliers should have minimum of 5 years experience as on 31.03.2022 in supplying various type of CCTV equipments with different Capacity to large Offices. Also, the suppliers should have experience in maintenance of all type of Security equipments. If Banks requires imported Security items the vendor should have the direct dealership of the products he needs to be supplied. The suppliers should be aware of the latest technology in the system.

**11. Fire Alarm & Fire Fighting System:** The scope of work of the Fire detection and alarm contractors mainly involves all original works, alterations and modifications involving supply, installation, testing and commissioning of fire detection and alarm system for various Offices/Residential buildings and maintaining and servicing of the installations. The suppliers should be aware of the latest technology in the system.

**12. Fire Extinguishing Equipments:** The suppliers should have minimum of 5 years experience as on 31.03.2022 in supplying various type of Fire fighting equipments with different Capacity to large Offices. Also the suppliers should have experience in maintenance of all type of Fire extinguishers. If Banks requires imported FE the vendor should have the direct dealership of the products he needs to be supplied.

## APPLICATION FORMAT

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

Sl. No.	CATEGORY	CLASS- D	CLASS- C	CLASS- B	CLASS- A
<b>CONSULTANTS / AUDITORS :</b>					
1.	Architects				
2.	Civil Engineering Consultant				
3.	Electrical Engineering Consultant				
4.	Electrical Engineering Auditors (BEE Certified)	--	--	--	--
<b>CONTRACTORS :</b>					
1.	Civil Engineering Works				
2.	Interior Furnishing Works	-			
3.	Electrical Works	-			
4.	Air Conditioning Works				
5.	Sign Board Works				
6.	Shifting Works	--	--	--	--
7.	Destruction of Old Record	--	--	--	--
8.	Note Counting / Sorting Machines	--	--	--	--
9.	UPS & Batteries	--	--	--	--
10.	CCTV System	--	--	--	--
11.	Fire & Burglar Alarm System	--	--	--	--
12.	Fire Extinguisher/ Hydrant System	--	--	--	--

### PREFERRED REGIONAL OFFICE

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

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

1. Name of the Applicant : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



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) : \_\_\_\_\_

BEE Certificate No.  
(In case of **Electrical Auditors**) : \_\_\_\_\_

Contractor's Registration No.  
(In case of **Electrical Contractors**): \_\_\_\_\_

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	2018-19	
2	2019-20	
3	2020-21	
	<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)
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 auditor, copy of valid certificate issued by the Bureau of Energy Efficiency (BEE) to be enclosed.

In Case of Electrical contractor, copy of valid license issued by the Electrical Inspectorate 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.
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.