



PREMISES AND ESTATE SECTION	
CIRCLE OFFICE, 71, NEHRU NAGAR, M.G ROAD, AGRA-282002	Tel Ph: Direct: 0562-2525750, Email id : gacoagra@canarabank.com

EMPANELMENT DOCUMENT

This document consists of the following:

- a) Notice inviting applications for empanelment of consultants & 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 Agra Circle Office is managing Bank's branches/offices/other business and non business units spanning across various locations in different districts in the state of Uttar Pradesh. The branches/offices are further controlled down the line by 9 Regional Offices located in Agra 1, Agra 2, Aligarh, Baghpat, Etah, Hapur, Muzaffarnagar, Meerut and Mathura. The Section also manages various residential apartments.

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:

- a) Architects
- b) Civil Engineering Consultant

2. Contractors:

- a) Civil Engineering Works
- b) Water Proofing Works
- c) Interior furnishing Works
- d) Electrical Works (including voice & data comm. works)
- e) Fire Alarm & Fire Fighting Works
- f) Fire Extinguishing Equipments
- g) Air Condition Equipments
- h) Security Items (Access Control, Burgler Alarm & CCTV)
- i) UPS and Battery Suppliers

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

The eligible and interested consultants & contractors and suppliers may download "Document for empanelment" from the Bank's website www.canarabank.com.

Alternatively, the document can also be collected from the above office on payment of non-refundable fee of Rs.500/- Plus GST @ 18% in the form of DD. In case the firm is MSME registered the fees will be waived if document proof is submitted along with the profile.

The duly filled in application addressed to the Assistant General Manager, along with all the necessary supporting documents & a non-refundable application fee of Rs.500/- Plus GST @ 18% in the form of DD favouring “Canara Bank, Circle Office” payable at Agra shall be submitted to the mentioned correspondence address before the stipulated date & time. **Fixed Deposit of Rs. 1,00,000/- should be pledged in the name of the Canara Bank Circle Office Agra.** The original copy of the same is to be sent along with the applications without the application fee, if any and Fixed Deposit would be rejected.

The duly completed document in the prescribed format with all supporting documents shall be sealed in a cover and super scribed as ‘**APPLICATION FOR EMPANELMENT OF (CATEGORY NAME)-2020**’ and shall be submitted to the above mentioned office of **CANARA BANK on or before 20.08.2020 up to 05.00 pm.**

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: 30.07.2020

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.
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/contractors are expected to extend their services across all the districts under the control of **Agra 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 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.**
- 3. All applicants should be registered with Goods and service tax authorities. If they are otherwise eligible but not registered for goods and service tax, they will not be considered for empanelment.**
- 4. On the top of the Proposal Envelope, it should be clearly mentioned the trait applied for.**

SCOPE, ELIGIBILITY CRITERIA AND RELATED DETAILS

I. CONSULTANTS

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

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 seven years as on **31.03.2020**
- ii) The consultant should be an assessee of Income Tax, Goods and 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 31.12.2020. 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
2.	Civil Engineering Consultant	10	30	50
3.	Electrical Engineering Consultant	10	30	-
4.	Air Conditioning Consultant	10	30	-

a. Architects:

Scope: Architects' services include planning, designing, supervising & execution of Civil Engineering works, interior furnishing 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 **31.03.2020**.
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 for software companies.
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 **31.03.2020**. 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.

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- C	CLASS- B	CLASS- A
1.	CIVIL ENGINEERING WORKS	10	30	50
2.	WATER PROOFING WORKS	10	--	--
3.	INTERIOR FURNISHING	10	30	50
4.	ELECTRICAL WORKS	10	30	--
5.	FIRE ALARM & FIRE FIGHTING	5	25	--
6.	FIRE EXTINGUISHING EQUIPMENTS	10	--	--
7.	AIR CONDITION EQUIPMENTS	10	25	--
8.	SECURITY ITEMS (ACCESS CONTROL, BURGLAR ALARM & CCTV)	5	25	--
9.	UPS AND BATTERIES	10	25	

Eligibility:

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 7 years as on 31.03.2020:
 - 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 VAT Registration. Should submit copy of the income tax PAN, VAT, Service tax certificate with valid registration number.
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 **31.03.2020**.
4. The Suppliers should be original manufacturers/ Suppliers of the items having wide dealer and service network in the geographical Jurisdiction of Uttar Pradesh. They should be established in this field for minimum of 5 years.

5. The supplier shall provide details of the personnel, equipment and manufacturing facilities.
6. The supplier should provide work orders and completion certificate of all the work carried out.

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.

1. **Civil Engineering Works:** The scope of work of Civil Contractors 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 offices of the Bank. The contractors should have well-established office with adequate engineering staff.
2. **Water Proofing Works:** The panel of Water proofing contractors will be used for executing specialized waterproofing works such as water proofing to terraces, basements, and sunken slabs of toilets, retaining walls, etc. of Bank's offices and residential buildings.
3. **Interior Furnishing:** The scope of work of Contractors for Interior works mainly 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.

The Class A, B contractors shall have full fledged work shop for preparing the furnishing/ furniture items.

4. **Electrical Contractors:** The scope of work for Electrical Contractors 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. Exposure to repairs of other appliances

like refrigerators, mixer-grinders, washing machines etc. will be an added advantage.

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.

5. **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.
6. **Fire Extinguishing Equipments:** The suppliers should have minimum of 5 years experience 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.
7. **Air Condition Equipments Suppliers:** 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 a direct authorized dealer and have good service network in the state of UP. They should have service centres at major locations within the state of UP.
8. **Supply and Installation of Security Items (Access Control, Burglar Alarm and CCTV):** The suppliers should have minimum of 5 years experience as on 31.03.2020 in supplying various type of Access Control, Burglar Alarm and 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.
9. **Supply and Installation of UPS and Batteries:** The suppliers should have minimum of 5 years experience as on 31.03.2020 in supplying and installation of UPS and Batteries with different capacity to large offices. Also, the supplier should have the experience in maintenance of all those equipments. The suppliers should be authorized dealers of the Exide/Quanta.

APPLICATION FORMAT

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

Sl. No.	CATEGORY	CLASS- C	CLASS- B	CLASS- A
1.	Architects			
2.	Civil Engineering Consultant			
CONTRACTORS:				
1.	Civil Engineering Works			
2.	Water Proofing Works			
3.	Interior Furnishing			
4.	Electrical Works			
5.	Fire Alarm & Fire Fighting			
6.	Fire Extinguishing Equipments			
7.	Air Condition Equipments			
8.	UPS and Batteries			
9.	Security Items (Access Control, Burglar Alarm & CCTV)			

PREFERRED REGIONAL OFFICE

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

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____

1. **Name of the Applicant** : _____

Address : _____

Telephone Nos.
 Office : _____

Residence : _____
Mobile : _____
Fax : _____
E-Mail id : _____

2. 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 : _____

3. Whether registered with
Registrar of Companies/ firm : _____

If Yes, then Regn. No. & Date : _____

4. Registration with various Authorities

- a) Income-tax No PAN/ GIR NO : _____
(Furnish copies of
Income-tax returns)

b) Goods & Service Tax Registration No. : _____

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** : _____

In case of **Electrical Contractors**,
Registration No. : _____

Names of the Bankers (With address):

I) _____

II) _____

(Enclose solvency certificate from the bankers)

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 Rs.)
1	2017-18	
2	2018-19	
3	2019-20	
	Average	

6. 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)

7. 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

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 2 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.

10. Details of present works under execution: _____
 (Enclose copies of work orders
 Issued by clients) _____

11. Key personnel permanently employed
 In your organization :

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

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 DETAILS

13. In Case of Electrical contractor, copy of valid license issued by the Electrical Inspectorate to be enclosed.

Whether Enclosed:

14. 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/VAT/Goods and 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
8.	If yes, No. of certificates enclosed	

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

S. No.	Description	Page No.
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FOR OFFICE USE ONLY

1. NAME OF THE AGENCY :

2. CATEGORY & CLASS OF WORK
FOR WHICH EMPANELMENT
IS SOUGHT :

3. VIEWS OF EMPANELMENT
COMMITTEE :

4. REASONS FOR REJECTION (IF ANY) :

5. RECOMMENDED STATUS :
(Recommended for Empanelment/
Not recommended)

SIGNATURE OF COMMITTEE MEMBERS