

(A Govt. of India Undertaking)

Premises & Estate Section, Circle Office Pune

F.P. 790(Part), Shivaji Road, Shivaji Nagar, Pune-411005

Tel: 020-25530622, 25571000 Extn: 228/234. Email: pecopne@canarabank.com

EMPANELMENT OF SUPPLIERS

Applications are invited for the empanelment of Suppliers under various category viz; Note counting machines, Jewel weighing scale, Water dispenser, Stabilizers, Inverters & UPS to our various Branches/Offices coming within the jurisdiction of Circle Office Pune (entire Maharashtra except Mumbai).

Tender documents can be obtained from the Circle Office Pune at above mentioned address by paying a non refundable fee of Rs 500/- (incl of GST @ 18%) by way of Demand Draft favoring **CANARA BANK CIRCLE OFFICE PUNE**, payable at **PUNE** OR the offer documents can be downloaded from our Bank's website: www.canarabank.com. The sealed offers should reach above office on or before **29.09.2020 up to 03:00 p.m.** The Bank reserves the right to accept or reject any or all offers without assigning any reasons thereof. Any corrigendum or amendment will be hosted in Bank's website only.

Date: 19.09.2020

Place: Pune

Sd/-

Divisional Manager

Premises & Estate Section, Circle Office Pune
F.P. 790(Part), Shivaji Road, Shivaji Nagar, Pune-411005
Tel: 020-25530622, 25571000 Extn: 228/234. Email-pecopne@canarabank.com

TENDER DOCUMENT FOR EMPANELMENT OF SUPPLIERS

EMPANELMENT DOCUMENT

This document consists of the following:

- a. Notice inviting applications for empanelment of suppliers from fresh applicants and also from existing empanelled vendors.
- b. General rules and instructions to the intending applicants.
- c. Scope, Cost wise sub-classification and eligibility criteria for each category.
- d. Application format for empanelment.
- e. Mandatory Certificate to be submitted by the firm as per Ministry of Finance Order (Public Procurement No 1) dated 23rd July 2020.

ALL EXISTING SUPPLIERS IN THE PANEL SHOULD APPLY AFRESH FOR EMPANELMENT.

NOTICE INVITING APPLICATIONS FOR EMPANELMENT OF SUPPLIERS

Applications are invited in the prescribed format for empanelment of Suppliers for supplying the below mentioned items to our branches/Offices coming within the jurisdiction of our Circle Office Pune (entire Maharashtra except Mumbai). For details log on to our Website <http://www.canarabank.com/> or contact at the above office.

It is proposed to maintain separate panel of Suppliers for various traits, the details of which are as under:-

Suppliers :

- a) Note counting machines(LNCM,BNCM)
- b) Jewel weighing scale (with single USB portal)
- c) Water Dispenser
- d) Stabilizers, Inverters & UPS

It is also proposed to further classify the above categories by fixing the financial limits. The eligibility criteria and other requirements for each of the above categories are detailed under

“Scope, Cost-wise sub-classification and Eligibility criteria”

Interested Suppliers having prior experience in carrying out work as per eligibility criteria shall apply. The application form may be downloaded from Bank’s website www.canarabank.com & Non- refundable application fee of Rs.1180/- (including 18% GST) (Rupees One Thousand One Hundred Eighty Only) in the form of DD favouring "Canara Bank, Circle Office Pune" payable at “Pune” to be submitted along with the filled up application. The document submitted without the prescribed fee will be summarily rejected. However, those who have exemption certificate from NSIC/Similar Government authorities as per provision of MSME Act will be exempted from application fee, subject to the submission of valid document/certificate to that effect.

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)’ and shall be submitted to the above mentioned office of CANARA BANK on or before 29.09.2020 up to 3.00 PM. Separate application forms are to be submitted for different categories.

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: 19.09.2020

ASSISTANT GENERAL MANAGER

GENERAL RULES AND INSTRUCTIONS TO THE INTENDING APPLICANTS

1. The empanelment of suppliers is proposed to supply the office materials for our branches and offices coming under the Circle Office. Generally, the procurements are made on calling competitive tenders/quotations from the empanelled suppliers. However, the Bank has the right to procure supply from any of the empanelled Vendors, depending on the exigencies of the work.
2. The complete document as detailed above, complete in all respects, should be submitted by the intending applicants within the stipulated date and as per the instructions given in the Notice inviting applications. 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.

The checklist given along with the application should be duly filled up and should be submitted along with applications. The applications without checklist are liable for rejection.

3. **The Suppliers, who intend to apply for more than one category, have to apply for each category using separate application forms along with separate Demand draft and submit in individual covers super scribing the category of work applied for in the envelope.**
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 details furnished in the application form regarding eligibility criteria shall be furnished along with the application form. In this regard, copies of the work order and completion certificate and/or such documents shall be submitted. Incomplete applications or applications without proper proofs for establishing their credentials will be summarily rejected and no correspondence will be entertained in this regard.
6. The authorized person of the firm/company shall sign in all the pages of the application with seal of the company/firm.
7. If the application is made by a partnership firm, a certified copy of the partnership deed, current address of the firm and the full name and current address of all the partners of the firm shall also accompany the application.
8. If the application is made by a limited company, it shall be signed by a duly authorized person holding the power of attorney for signing the application in which case certified copies of the power of attorney and the certification of incorporation, Memorandum of Articles of Association shall accompany the application.

9. The evaluation will be based on the experience of the suppliers and their financial capabilities. Based on the details furnished, eligibility criteria, the suppliers will be empanelled. Decision of the Bank regarding selection / rejection for empanelment will be final and binding and no further correspondence will be entertained.
10. 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.
11. Applications received after the due date and time is liable for rejections. If any application sent by Post/Courier and if the said document reaches after the due date and time specified above, the application will not be considered.
12. The Suppliers having their office in the geographical jurisdiction of the Circle office Zone wise as mentioned above will only be considered. The empanelment shall be valid for a minimum period of three years subject to review of performances.
13. Canara Bank reserves its right to reject any / or all the applications without assigning any reasons whatsoever.
14. Please note that all the documents requested should be arranged in the same order as mentioned in the checklist for each Annexure with proper numbering.

**SCOPE, COST-WISE SUB CLASSIFICATION AND ELIGIBILITY CRITERIA
FOR EMPANELMENT OF SUPPLIERS**

A. COST-WISE SUB CLASSIFICATION

It is proposed to classify each category of suppliers depending on their past performance, technical and financial capabilities of the suppliers.

Sl.No	CATEGORY	Upto which The Suppliers Can Participate (In Lakhs)			
		CLASS-D	CLASS-C	CLASS-B	CLASS-A
1	Note Counting Machine a)LNCM b) BNCM	1	10	20	NIL
2	Jewel weighing scale (with single USB portal),	1	5	10	NIL
3	Stabiliser, Inverter & UPS	1	10	20	NIL
4	Water Dispenser	1	10	20	NIL

B. ELIGIBILITY CRITERIA:

1.COMMON TO ALL CATEGORIES		
Sl.No	Eligibility Criteria	Document Required
1	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.	Copy of a valid empanelment sanction. Copy of Registration/incorporation certificate and Copy of License
2	The applicant must have experience in related works of at least 5 years as on 31.03.2020	Copy of work orders
3	The applicant must have carried out following cost of works during the last 3 years as on 31.03.2020.	Copy of work orders
	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.	
4	The applicant must have average annual turnover of at least 30% of the category cost limit for last three financial years i.e; 2017-18, 2018-2019 & 2019-2020	Copy of CA Certificate certifying the average annual turnover for last three financial years i.e; 2017-18, 2018-19 & 2019-2020. Copies of Audited balance sheet and P/L a/c statement.
4	The applicant must have a solvency Certificate from Nationalised/Scheduled Banks issued within one year for an amount equal to cost limit in the respective field(only for Class A,B and C)	Copy of Solvency certificate issued by the applicant 's bank
5	The applicant should be an assessee of Income Tax and must possess GST Registration.	Copy of PAN card & GST IN Registration certificate
6	The applicant should have office in geographical jurisdiction of the Pune Circle	Proof of office address

9 2.ADDITIONAL ELIGIBILITY CRITERIA FOR SUPPLIERS		
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 Maharashtra state.	Letter of Authorization for dealers valid for a further period of minimum three years from 31.03.2020
2	The supplier should provide details of the equipment, test reports and manufacturing facilities.	Copy of brochure/Indian or International Standard Certification/Test report/ Manufacturing facilities etc

2.SCOPE OF WORK:

It is proposed to empanel the suppliers of Office ready furniture items for the anticipated procurements for the branches/offices of the Bank. The quotations will be obtained through authorized dealers/OEM.

A. Note Counting Machines

The Suppliers should have minimum of five year experience in the activity of supply and maintenance of Loose / Value Note counting machine and Bundle/ Section note counting machine capable of detecting suspected counterfeit notes as per latest RBI guidelines. The machine should be of reputed brand and have dealer and service networks in the Pune city and other areas coming under jurisdiction of Pune circle.

The model quoted by the supplier should have been released /operational in the market for at least 12 months.

B. Jewel weighing machine

The Supplier of the jewel weighing machine (with single USB port) should be in field for more than five years, the items should be of reputed brands and the branches should also be established in the field for more than five years. They should have dealers and service networks in the Pune city and other areas coming under jurisdiction of Pune circle. Calibration and Stamping have to be taken care of.

C. UPS, Stabilizer & Inverter

UPS, Stabilizer & Inverter provider shall be original manufacturers/ suppliers of the above items having wide dealer and service network in the geographical Jurisdiction of Circle Office, Pune above mentioned offices of the Bank. They should be established in this field for minimum 5 years.

D. Water Dispenser

The scope of work involves supply, installations and maintenance of the machines, carrying out repair work etc. The Supplier who has executed similar type of works for Government department (Central/State), Autonomous bodies, financial Institutions, Public sector banks will be given preference (as per the eligibility conditions)

Similar works means all original works, alterations and modifications involving supply, installation and testing of Water Dispenser and other related works for branches/Offices of the bank.

ANNEXURE-1
APPLICATION FORMAT
APPLICATION FOR EMPANELMENT OF SUPPLIERS/VENDORS

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CATEGORY:
CLASS IF ANY:

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)	
	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 NO, TIN NO; (furnish copies of Income-tax returns)	
	b) Goods and Services Tax : GST No : (Furnish the latest copies of the returns filed)	
5	Turnover of the Company/firm (Please attach copy of audited balance sheet and profit and loss account for three years).	
	Year	Turn Over
	2019-20	
	2018-19	
	2017-18	
	Average	

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6. Registration with Government / Public Sector / Banks

Name Of The Organization	Nature Of Works	Value Of Works	Date Of Registration

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

1)

2)

3)

8. Name of the Bankers with address

1)

2)

9. Details of Solvency Certificate enclosed:

10. Key personnel permanently employed in your organization:

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

Name Of The Official	Organisation & Address	Contact Numbers

11. 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

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 pro-forma and I / we understand that if any false information is detected at a later date the empanelment shall be cancelled at the discretion of the bank.

Place :
Date :

SIGNATURE OF THE APPLICANT
NAME & DESIGNATION
SEAL OF ORGANISATION

**CERTIFICATE
(ON LETTER HEAD OF THE COMPANY/FIRM)**

**TO
THE DEPUTY GENERAL MANAGER
CANARA BANK
CIRCLE OFFICE
PUNE**

Dear Sir,

This is to certify that we have read the clause regarding restrictions on procurement from bidders of countries sharing land border with India as per Ministry of Finance Order (Public Procurement No 1) dated 23rd July 2020. Further, it is certified that our company is neither from a country sharing land border with India nor our Company is an entity as under:

- a. An entity incorporated, established or registered in such a country; or
- b. A subsidiary of an entity incorporated, established or registered in such a country; or
- c. An entity substantially controlled through entities incorporated, established or registered in such a country; or
- d. An entity whose *beneficial owner* is situated in such a country; or
- e. An Indian (or other) agent of such an entity; or
- f. A natural person who is a citizen of such a country; or
- g. A consortium or joint venture where any member of the consortium or joint venture falls under any of the above

Further, it is certified that provision of paragraph 10 & 11 as per Ministry of Finance Order (Public Procurement No 1) dated 23rd July 2020 are not applicable to us in respect of tender.

In addition to that details of the model quoted by us is as under:

Place:
Date:

Signature:
Name & Designation:
(Company Seal)

Definition of “Beneficial Owner”

1. In case of a company or Limited Liability Partnership, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has a controlling ownership interest or who exercises control through other means.

Explanation—

- a. “Controlling ownership interest” means ownership of or entitlement to more than twenty-five per cent. of shares or capital or profits of the company;

- b. “Control” shall include the right to appoint majority of the directors or to control the management or policy decisions including by virtue of their shareholding or management rights or shareholders agreements or voting agreements;

2. In case of a partnership firm, the beneficial owner is the natural person(s) who, whether acting alone or together, or through one or more juridical person, has ownership of entitlement to more than fifteen percent of capital or profits of the partnership;
3. In case of an unincorporated association or body of individuals, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has ownership of or entitlement to more than fifteen percent of the property or capital or profits of such association or body of individuals;
4. Where no natural person is identified under (1) or (2) or (3) above, the beneficial owner is the relevant natural person who holds the position of senior managing official;
5. In case of a trust, the identification of beneficial owner(s) shall include identification of the author of the trust, the trustee, the beneficiaries with fifteen percent or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership.

Checklist (To be filled by Applicants)

Sl. No.	Particulars	
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/Service tax Registration copy is enclosed?	Yes/No
4	Whether requisite application fee by cash/DD is paid?	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	Whether solvency certificate from the bankers is enclosed?	Yes/No
9	Whether Mandatory Certificate enclosed:	Yes/No
10	If yes, No. of certificates enclosed	