

## **GENERAL RULES AND INSTRUCTIONS TO THE INTENDING APPLICANTS:**

1. Application form for empanelment shall be submitted in a sealed envelope super scribing '**Application for Empanelment as Contractors**'.
2. The application shall be submitted strictly in the prescribed format along with supporting documents.
3. The empanelment of contractors are proposed for the Civil, electrical, interior works and other allied works of routine nature in the registered /branch offices of the Company. Generally, the routine works of the Company are awarded on calling competitive tenders/quotations from the empanelled contractors. However, the Company has the right to award the work to any of the empanelled agencies, depending on the exigencies of the work and also opt for open tendering process for any particular work, depending on the nature of the work.
4. The application shall be signed by the authorized person/s on behalf of the applicant organization by enclosing an Authority Letter/ Power of Attorney. Each page of the application shall be signed and a copy of Memorandum & Articles of Association/Partnership Deed/Trust Deed (wherever applicable) shall be furnished along with application.
5. If the space in Application is insufficient for furnishing full details, such information may be supplemented on a separate sheet stating therein the part of proforma and serial number. Separate sheets may be used for each part of application. While filling up the application with regard to the list of important projects completed or on hand, the applicant shall only include major works handled.
6. The ability and competence of the applicant to render required services within the specified time frame will be an important factor while deciding the empanelment of contractors.
7. The applicant shall ensure that the application is hand delivered at the given address within the prescribed date and time as mentioned in the advertisement. The application shall not be accepted by post / courier.
8. Application containing false and/ or incomplete information is liable for rejection.
9. If any information or details furnished by applicants are found to be false at any time in future or any information is withheld, which comes to the notice of the Company at a later date, the empanelment of such applicant will be cancelled immediately.
10. Our company reserves right to accept or reject any or all the applications without assigning any reasons whatsoever and decision of CRAMC LTD in regard to selection of Contractors shall be final.
11. The empanelment shall be valid for a minimum period of 3 years.
12. Last date and time to accept the application is 13.03.2019 up to 5.00 pm.

13. Application forms are invited for empanelment from reputed contractors having valid registration with CPWD/MES/PSUs/ Nationalized Banks/ Govt. Sector in appropriate class.
14. The Contractors shall apply for empanelment in prescribed format. The format is to be collected from our office. It is also available on our website <http://www.canararobeco.com/forms-downloads/pages/tender.aspx>
15. The eligibility criteria for Civil, Interior and General Electrical works shall be as under :-  
Eligibility Criteria -
  - The Contractor/s should have a minimum of 5 years experience in the respective field.
  - The contractor/s should have executed at least 3 works during the last 3 years at a cost equivalent to Rs.10 lacs or above.
16. The average annual turnover should be at least equal to two times the cost of the works executed during the last three years.
  - i. The contractors should have PAN CARD, GST Number and filed annual IT Returns.
  - ii. The contractors applying for electrical works should have valid electrical license in appropriate class.
17. The contractors who intend to apply for more than one category (such as civil, electrical, interior and allied works) have to apply for each category separately using the same application form. Photocopies of the format can be used for various categories of work by the same vendor.
18. Our company may approach/visit the contractor's clients to verify contractor's general reputation / competence.
19. Our company reserves the right to accept or reject any application without assigning any reason.
20. Documentary proof with respect to the details furnished in the application form regarding eligibility criteria shall be furnished along with the application form. With regard to the completed works, copies of the work order and completion certificate and / or such documents shall be submitted. Incomplete application or application without proper proof for establishing credentials will be summarily rejected and no correspondence will be entertained in this regard.
21. The empanelment shall be made for a specific category.
22. The contractors who would be empanelled are required to deposit Rs.5,000/- as security deposit. Such deposit does not carry any interest and it will remain with the Company till the validity period of the empanelment.
23. Completed empanelment document shall be submitted upto 5.00 p.m. on 13.03.2019, to the Head - Office Services Dept, Canara Robeco Asset Management Company Ltd, Construction House, 4<sup>th</sup> Floor, 5, Walchand Hirachand Marg, Ballard Estate, Mumbai – 400001.