



**CANBANK COMPUTER SERVICES LTD,  
(A subsidiary of Canara Bank)**

***NOTICE***

***INVITING APPLICATIONS FOR  
EMPANELMENT OF MANUFACTURERS  
SUPPLIERS OF ATM CONSUMABLES***

**Issued By:  
VICE PRESIDENT - PROJECTS  
CANBANK COMPUTER SERVICES LIMITED  
NO.218, J P Royale, I Floor, 2<sup>nd</sup> Main  
Sampige Road, Malleswaram (Near 14<sup>th</sup> Cross)  
BANGALORE - 560 003**

**Contact Number:  
Phone : 080 - 23469661/662/664/665  
Fax : 080 - 23469667/668**



1. **Canbank Computer Services Ltd., Bangalore** invites applications from well established, resourceful and experienced firms involved in manufacturing and supplying required number of ATM consumables. The firms/agencies who meet the eligibility criteria and the Bank's evaluation, will be empanelled

**2. Eligibility Criteria:**

- a) Suppliers should have executed satisfactory supplies of ATM consumables to the tune of at least Rs. 25.00 lacs each to not less than two public sector banks/nationalized banks during the preceding financial year and documentary proof relating to execution of the order is to be enclosed to the application.
- b) Suppliers should be capable to supplying ATM consumables suitable to NCR/DIEBOLD ATM machines and to submit sample of these items (2 pieces) for testing purpose.
- c) Suppliers should have established in the business (as suppliers of ATM consumables) for a minimum period of 3 years
- d) Suppliers should have minimum annual sales turnover of Rs. 1.00 crore in respect of ATM consumables.

3. Interested parties can download the pre qualification document format from our website: [www.ccsl.co.in](http://www.ccsl.co.in). Pre qualification document format can be collected from our office also. The pre-qualification documents completed in all respects are to be submitted before **3 PM on 30.04.2011**. Existing Suppliers are also required to submit the application to participate in the empanelment process.

**4. Pre-qualification Document should contain the following:-**

(a)	Prequalification application	
(b)	Documentary proof of orders executed to PSBs/NBs	
(c)	Copy of license/ Registration	
(d)	Schedule 'A'	Details of Organisation
(e)	Schedule 'B'	Financial Statement
(f)	Schedule 'C'	Details of personnel
(e)	Schedule 'D'	Plant & equipment
(f)	Schedule 'E'	Particulars of work executed
(g)	Schedule 'F'	Declaration
(h)	DD for Rs. 2000	



**a. Method of Submission:**

The PQ document with Schedules and documents shall be sealed in an envelope and submitted to the address given in 4.5 below so as to reach on or before and date specified in 3.00 above. The envelope shall be superscribed as "Application for Empanelment of Manufacturers / suppliers of ATM consumables", and shall show name and address of the Applicant.

b. Each page of pre-qualification document shall be duly signed by the Applicant or his authorised representative.

c. Incomplete applications are liable to be rejected

d. For any clarification, following may be contacted:

THE VICE PRESIDENT - PROJECTS / MANAGER - SERVICES,  
CANBANK COMPUTER SERVICES LTD.,  
J.P.ROYALE, 1<sup>ST</sup> FLOOR, #218, 2<sup>ND</sup> MAIN,  
SAMPIGE ROAD,(NEAR 14<sup>TH</sup> CROSS),  
MALLESWARAM, BANGALORE - 560 003  
TEL NO. 080 23469661/662/664/665

e. If the application is made by a partnership firm, a certified copy of the partnership deed, current address of the firm and the full names and current addresses of all the partners of the firm shall also accompany the application.

f. If the application is made by a limited Company it shall be signed by a person duly authorized by the Board of Directors of the Company. A copy of the board resolution complying with the above to be enclosed.

g. The information furnished must be sufficient to show that the applicant is capable in all respects to successfully complete the execution of the orders.

**5.0 Evaluation of Application for Empanelment**

a. The applications shall be examined so as to ascertain whether the applications:

- i. Meet the eligibility requirements;
- ii. Have been properly prepared and signed;
- iii. Contain all the details called for and are in proper format
- iv. Are accompanied by required authorization, and
- v. Are otherwise generally in order



- b. All Applications which meet the above requirements will be considered for empanelment.
- c. The decision of the Bank to accept or reject any application will be final.
- d. The Bank reserves the right to reject any or all application without assigning any reason and cancel the empanelment process.
- e. All the selected applicants will be intimated of the Bank's decision.
- f. The empanelment will be valid for a minimum period of one year. Quotations will be called for from (among) the empanelled firms / agencies only. It's the discretion of the bank to further shortlist the empanelled firm/agency for calling for quotations/place orders
- g. In case the applicant's close relatives are associated with Bank and in particular the Stationary section or General Administration wing of the Bank, details like name, designation etc. shall be furnished and informed. Non disclosure of such critical information will lead to disqualification if it comes to light at a future date.

**VICE PRESIDENT - PROJECTS**



## PRE-QUALIFICATION APPLICATION

Description: Empanelment of Manufacturers/Suppliers of ATM consumables

To

**THE VICE PRESIDENT - PROJECTS / MANAGER - SERVICES,  
CANBANK COMPUTER SERVICES LTD.,  
J.P.ROYALE, 1<sup>ST</sup> FLOOR, #218, 2<sup>ND</sup> MAIN,  
SAMPIGE ROAD,(NEAR 14<sup>TH</sup> CROSS),  
MALLESWARAM, BANGALORE - 560 003**

Dear Sir,

Having examined the Pre-qualification document, we hereby submit all the necessary information and relevant documents for getting empanelled for supply of ATM consumables.

It is certified that the information furnished in this document is authentic. We hereby authorize Canbank Computer Services Ltd. to make independent enquiries to verify the information furnished by us.

We understand that Bank reserves the right to reject any or all applications without assigning any reason thereof.

Date :

Signature of Applicant  
Including title and capacity in which  
Application is made with seal

- Encl.: 1) Schedules duly filled in the prescribed form.  
1) Copy of Partnership Deed or Registration Certificate.  
2) Balance Sheets and Profit & Loss Accounts for 3 years.  
3) Sales Tax Registration (Value Added Tax) Certificate.



**Schedule "A"**

**DETAILS OF ORGANISATION**

**I. General Information:**

1. Name and address of the Firm	
2. Contact Person :	
3. (a) Telephone :	(b) Mobile :
(c) Fax :	(d) E-mail:
4. Place of incorporation/registration	
5. Year of incorporation /registration :	
6. Main lines of business:	

**II. Name and address of Owners/Partners/Directors:**

NAME	ADDRESS
1.	
2.	
3.	
4.	



### III. Structure and Organization

- A. The applicant is a Limited Company / Corporation / Partnership / Proprietorship
- B. Number of years of experience in similar work
- C. Were you ever required to suspend the activity for a period of more than six months continuously? If so, give details
- D. Have you ever left any orders placed with you incomplete? (If so, give details and reasons for not executing the orders)
- E. Give details of your experience in supply to Institutional customers.
- F. Describe the proposed quality control procedures during Processing & supply.
- G. Have your firm been debarred or Black listed for tendering in any organization? If so, give details.
- H. Give the technical specifications of the ATM consumables being supplied
- I. Whether Plant & Equipment is owned by the organization for production of ATM Consumables?



**Schedule "B"**  
**FINANCIAL STATEMENT:**

Name of Applicant
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**1. General**

Banker	Name of Banker		
	Address of Banker		
	Telephone	Contact person and Title	
	Fax	Telex	
Financial information	Previous three financial years (Rs. In lacs)		
	<b>2007-08</b>	<b>2008-09</b>	<b>2009-2010</b>
1. Total Assets			
2. Current Assets			
3. Total liabilities			
4. Current liabilities			
5. Profits before taxes			
6. Profits after taxes			
7. Net Worth			
8. Working Capital			

**Note:**

1. Applicants should provide financial information to demonstrate that they access to adequate financial resources to meet the cash flow requirements of the proposed works and other existing commitments. Each applicant must fill in the form. If necessary, use separate sheets to provide complete information.
2. Copies of the audited balance sheets with profit and loss accounts for the last 3 years to be attached.



### 3. Turn-over

ANNUAL TURN OVER DATA FOR LAST THREE YEARS	
YEAR	TURNOVER IN RS. LAKHS.
2007 - 2008	
2008 - 2009	
2009 - 2010	
AVERAGE ANNUAL TURNOVER	

Note:

1. All individual firms must complete the information in this form. The information supplied should be the annual supply turnover in terms of the amount billed to clients for each year for works executed during each of the last three years.

### 3. Source of Financing

SOURCE OF FINANCING	AMOUNT (RS.)
1.	
2.	
3.	
4.	

### 4. Certificates

CERTIFICATE	YES	NO
Sales Tax registration/ VAT Certificate		

Note: Attach attested copies of Items Answered Yes above



**Schedule "C"**

**KEY PERSONNEL OF THE ORGANISATION**

Name of Applicant
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SL.NO.	NAME	DESIGNATION	QUALIFICATION	PROFESSIONAL EXPERIENCE*

**\* Add separate sheet, if required.**



## Schedule “D”

### EXPERIENCE RECORD

Name of Applicant

#### 1. Details of “supplies made” during last three years

NO.	NAME OF THE BANKS TO WHICH SUPPLIES MADE	TOTAL COST (RS. LAKHS)	SUPPLIED QUANTITY

**Note:**

Provide copies of Work Orders / Proof of supply/Certificate from the Banks for having satisfactorily supplied ATM consumables during the 2008-09/2009-10. Work orders and Proof of orders will be verified if required.



## Schedule "E"

### DECLARATION

I/We, the undersigned, do hereby declare that the statements made in the pre-qualification questionnaire forms and in the required attachments are true and correct.

The undersigned hereby authorize (s) and request (s) any bank, person, firm or corporation to furnish pertinent information deemed necessary and requested by the BANK to verify this Statement or regarding my (our) competence and general reputation.

The undersigned understands and agrees that further qualifying information, may be requested and agrees to furnish any such information at the request of the Bank.

\_\_\_\_\_  
(Signed by an Authorized Officer of the Company)

\_\_\_\_\_  
(Title of Officer)

\_\_\_\_\_  
(Name of Firm)

\_\_\_\_\_  
(Date)