



Dated: 19.09.2025

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HO/GAD/2025-26/2039



Head Office, General Administration Department 2<sup>nd</sup> Floor, 10 BTM sarani, Kolkata-700001

Email: <a href="mailto:hogad.calcutta@ucobank.co.in">hogad.calcutta@ucobank.co.in</a>
Phone: 033-44558099/7383

Website http://www.ucobank.com

The information provided by the bidders in response to this RFP Document will become the property of the Bank and will not be returned. The Bank reserves the right to amend, rescind or reissue this RFP Document and all amendments will be advised to the bidders and such amendments will be binding on them. The Bank also reserves its right to accept or reject any or all the responses to this RFP Document without assigning any reason whatsoever.

This document is prepared by UCO Bank towards engagement of reputed electrical auditors for electrical audit work of various Banks's owned building at Kolkata

PART-I (Technical Bid)

युको बैंक सामान्य प्रशासन बिभाग प्रधान कार्यालय कोलकाता 700 001





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#### **Disclaimer**

While the document has been prepared in good faith, no representation or warranty, express or implied, is or will be made, and no responsibility or liability will be accepted by UCO BANK or any of its employees, in relation to the accuracy or completeness of this document and any liability thereof expressly disclaimed. The RFP is not an offer by UCO BANK, but an invitation for bidder's responses. No contractual obligation on behalf of UCO BANK, whatsoever, shall arise from the offer process unless and until a formal contract is signed and executed by duly authorized officials of UCO BANK and the selected Bidder.

#### NOTICE INVITING OFFERS FROM ELECTRICAL AUDITORS

a. Sealed quotations are invited from competent vendors having sound technical capability for electrical audits of Bank's owned Buildings at Kolkata having HT & LT connection in two part system to be submitted to the Dy. General Manager (GA), UCO Bank, Head Office, General Administration Department, 2<sup>nd</sup> Floor, 10 BTM Sarani, Kolkata-700001 in two separate envelopes, PART-I (Pre-Qualification Documents) & PART-II (Price bid).

#### b. Salient Features:

Tender Reference	HO/GAD/2025-26/2039 Dated 19.09.2025						
Name of the work	Electrical audit work of various Banks's owned building at Kolkata						
Estimated Cost	Rs.1.5 lakh plus GST as applicable						
Cost of Tender Documents	<b>Rs.250/-</b> (Rupees Two Hundred and fifty only) (Nonrefundable). <b>Not Applicable for MSME</b> (Document related MSME to be furnished Under Part-I).						
EMD	<b>EMD: a)</b> EMD of Rs. 1,500/-(Rupees fifteen hundred only) must be submitted with Technical Bid (Part-I) in the form of pay order /demand draft in favour of UCO Bank, payable at Kolkata. <b>Not Applicable for MSME (Document related MSME to be furnished Under Part-I).</b>						
	<ul> <li>b) EMD of unsuccessful bidders will be released (without any interest) against their request letter after acceptance of L.O.I by the identified bidders.</li> <li>c) EMD of L-1 bidders will be released (without any interest)</li> </ul>						
	after submission of Performance Bank Guarantee.						
	<b>d)</b> However, if Successful tenderer withdraws their acceptance of our L.O.I before submission of Performance Bank Guarantee, UCO Bank will have the right to forfeit the Earnest Money Deposit without making reference.						





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Pre-Bid Meeting  Last Date & Time for Submission of Tender  Mode of submission	Pre Bid Meeting will be held on 25.09.2025 at 15:00 hours in UCO Bank, GAD, Head Office at 2nd Floor, 10 BTM Sarani, Kolkata-700001 where issues relating to the tender will be discussed and clarifications, if any, will be furnished. Bidders are requested to attend the pre-bid meeting at their own cost. The decision taken on pre-bid meeting regarding any changes will be uploaded in Bank's website in form of corrigendum which will be the part of tender document.  Bids can be submitted on or before 10.10.2025 upto 5.00 pm, through offline mode in sealed envelope at UCO Bank, GAD, Head Office at 2nd Floor, 10 BTM Sarani, Kolkata-700001
mode of sostmission	documents): it will comprise of Pre-Qualification Documents.  In Second Sealed Cover super scribed with PART- II (Price Bid): It will comprise of price bid.  In Third Sealed Cover super scribed with Name of
	work, NIT No, Date & time of Submission & Opening, Name & Address of the Bidder will comprise of both First Sealed cover (PART- I) and Second Sealed Cover (PART- II) and a Sealed Cover with the Earnest Money & Tender Fee.
Availability of Tender	The Tender Documents should be downloaded from the
Document	Bank's website <u>www.uco.bank.in</u> from 19.09.2025 to 10.10.2025
Date and Time of Opening	10.10.2025 at 5:30 PM at UCO Bank, GAD, Head Office at 2 <sup>nd</sup>
Technical Bid i.e. Part-I	Floor,10 BTM Sarani, Kolkata-700001
Address of Communication	UCO Bank, Head Office
	Head Office General Department
	2 <sup>nd</sup> Floor, 10 B.T.M. Sarani
Fire will as all discount	Kolkata-700 001
Email address	hogad.calcutta@ucobank.co.in
Contact Telephone/Fax Numbers	Tel :033-4455-8099/7383
Bids to be submitted	Tender box placed at above address
Contents of the Technical	a. Original Demand Draft of Tender Cost and EMD (Not
Bid(Part-I):	Applicable for MSME. Document related MSME to be
	furnished)
	b. Bidder's Covering letter
	c. Application Format as stipulated in RFP
	d. Documents in support of all eligibility criteria
	e. All pages of this RFP as downloaded from the website
	should be duly signed by the authorized representative of the
	company on all pages including all Annexures.
	f. Duly filled up integrity Pact and Indemnity as per Bank's format





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Validity of Tenders	120 (One Hundred and Twenty) days from the date of opening.
Scope of works	Duties/responsibilities enumerated in the <b>Annexure-I</b> . Please return the same with your signature as a token of acceptance thereof.

- **c.** UCO Bank reserves the right to accept or reject in part or full, any or all Tenders without assigning any reason whatsoever and without any cost and compensation therefor. Any decision of UCO Bank in this regard shall be final, conclusive and binding on all the Tenderers.
- d. The bidder must obtain for himself/herself/themselves on his/her/their own responsibility all the information which may be necessary for the purpose of making a valid tender and entering into a valid contract. The Bidder is advised to inspect the installations at the site of work and acquaint himself/herself/themselves with all local conditions, nature of work and all matters pertaining thereto.
- **e.** All the information relating to corrigendum if any, result of pre-bid meeting, selection of bidders to participate in Price Bid, name of L-1 bidders etc. will be uploaded in Bank's website which may please be noted. No separate newspaper notification will be issued in this regard.

Asst. General Manager (GAD)





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#### **Eligibility Criteria:**

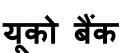
- Firms should have the persons with Graduate/post Graduate Degree in Electrical Engineering from India or abroad and /or possessing the membership of the Institution of Engineers or any other professional institute. Firm also should have (BEE Certified) Electrical Energy Auditor.
- 2. The bidder should be a Firm/Company/Govt. Deptt having valid license issued by the Local Body, authorized to issue such certificate.
- 3. The bidder must be registered under GST.
- 4. The bidder must have PAN.
- 5. Firm should have at least three years experience in consultancy/Audit for similar work i.e Electrical Audit preferably for multi-storied buildings in Banks/ Govt./Public Sector/reputed private sector organizations.
- **6.** Firm should have successfully executed
  - **a.** Three similar completed works costing not less than the amount equal to 40% of the estimated cost during last three years ending last day of the month previous to the one in which applications are invited.

or

**b.** Two similar completed works costing not less than the amount equal to 50% of the estimated cost during last three years ending last day of the month previous to the one in which applications are invited.

or

- c. One similar completed work costing not less than the amount equal to 80% of the estimated cost during last three years ending last day of the month previous to the one in which applications are invited.
- 7. The bidder must have registered and well-equipped office at Kolkata (Considering 30 km radius from Head Office-I) at least for last five years.





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#### **FORM OF TENDER**

То
The Asst. General Manager (H.O-GAD)
UCO Bank Head Office, General Administration Department
2nd Floor, 10 B T M Sarani
Kolkata – 700001
Sir,

- 2. We hereby agree to abide by and fulfill all other Terms and Conditions of the Tender and in default thereof, to forfeit and pay to you or your successors, or Authorized Nominees such sums of money as are stipulated in the conditions contained in the tender together with the written acceptance of the purchase order.

For and on behalf of	•	
(With seal)		
Signature		
Name		
Designation		
DULY AUTHORIZED SIGNATORY	day of	20





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#### **General Terms & Conditions**

#### A) REJECTION OF BID:

The bid is liable to be rejected if:

- Tenders not received in two parts in separate envelopes.
- It is not in conformity with the instruction mentioned in this tender document.
- It is received after expiry of the due date and /or time.
- It is evasive and contains incorrect information.
- If there is canvassing of any kind.
- It is submitted anywhere other than the tender box or to the addressee.
- If any indication of price/rate/charges is being found in Part-I of the tender.
- If the tender/R.F.P is conditional.
- If there is any conflict of interest between the bank and Tenderer /Bidders.

#### B) Evaluation Criteria of the tender:

The tender will be evaluated on the basis of overall cost quoted under "Price Bid".

#### C) List of documents to be submitted in PART - I

- **a)** The list of similar works executed in last three years in Banks/Public Sectors/Reputed Private Sector Organization along with completion certificate mentioning therein the details of work with value & date of completion.
- **b)** Copies of PAN card, Trade License, GST registration certificate.
- c) Copies of certificates of members on Graduate/Post Graduate Degree in Electrical Engineering from India or abroad and /or the membership of the Institution of Engineers or any other professional institute.
- d) Copy of BEE certify Electrical Auditor Certificate
- e) Key personnel permanently employed (as per Annexure, duly signed).
- f) Application form
- g) EMD & Tender Cost

### D) List of documents to be submitted in PART - II

Basic Fee for Electrical Audit of seven (7) Nos Banks Building at Kolkata.





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### E) Details of Bank's Building

### (i) Buildings with H.T Power Supply

SI.No	Building's Address	Building's Details
1	UCO BANK, HEAD OFFICE- I, AT 10 BTM SARANI,KOLKATA-700001	Floor- G+9 Approx. Total Area -71830 Sq.ft
2	UCO BANK, HEAD OFFICE-II, AT DD, 3&4, SALTLAKE SECTOR-1, KOLKATA-700064	Floor- G+7 Approx. Total Area - 37230 Sq.ft
3	UCO HOUSE AT 1/1 ALIPORE AVENUE, KOLKATA-700027	A) Junior Block Floor- G+7- Approx. Total Area - 32000 Sq.ft  B) Senior Block Floor- G+6- Approx. Total Area - 25000 Sq.ft
4	UCO BANK BUILDING (CENTRAL TRAINING COLLEGE), AT GE-8, SECTOR-III, SALT LAKE, KOLKATA – 700 106.	A) Block-1 Floor- G+3- Approx. Total Area -15000 Sq.ft  B)Block-2 Floor- G+7- Approx. Total Area - 40000 Sq.ft
5	UCO BANK BUILDING , AT 2,INDIA EXCHANGE PLACE,KOLKATA-700001	Floor- G+3- Approx. Total Area - 32000 Sq.ft

### (ii) Buildings with L.T Power Supply

SI.No	Building's Address	Building's Details
1	GITANJALI APARTMENGT 48/2B GARIAHAT ROAD, KOLKATA- 700019	Floor- G+5 Approx. Total Area -3600 Sq.ft
2	DOVERLANE APARTMENT 18/28, DOVER LANE, KOLKATA-700029	Floor- G+4 Approx. Total Area- 2100 Sq.ft





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#### F) Other Terms & Conditions:

- The Successful Bidder will be engaged for 'Electrical Audit' of Banks Building at Kolkata.
- The work is to be started in consultation with General Administration Department, UCO Bank, Head Office.
- The Successful Bidder will have to carry out the work without making hindrances to other agencies, whose works are likely to be carried out simultaneously at the same site during working period.
- The Successful Bidder will take all measure on the site of the work to protect the public as
  well as workmen from accidents and shall be bound to bear the expenses of defense of
  every suit, action or other proceedings at Court that may be brought by any persons for
  injury sustained owing to neglect of the above precautions from their end and to pay
  compensation to any such persons as per law.
- The Successful Bidder will have to inform the names of their authorized representatives to be deployed at the site during the work, and their working hours and availability at site.
- There will be no escalation of rate during the period of rate contract.
- No space will be provided for site office, labour camps, storage etc.
- No extra payment will be made except whatever quoted in tender towards expenses related to transportation, accommodation, food, site office, labour camps, storage etc.
- **Execution of Agreement:** The successful bidders will have to execute an Agreement with Bank in non-judicial stamp paper of requisite value purchased in favour of the vendor or UCO Bank and as per the draft of Agreement as per Annexure.
- **INTEGRITY:** Successful Contractor has to execute Integrity Pact as per Bank's format given in Annexure-V on Non-Judicial Stamp Paper of appropriate value.
- **INDEMNITY:** The successful bidders will have to execute an INDEMNITY with Bank in non-judicial stamp paper of requisite value purchased in favour of the vendor or UCO Bank and as per the draft copy enclosed under Annexure.
- The Applicants may visit the locations before submission of their quotation.
- Bank reserves the right to accept or reject any or all quotation/s without assigning any reason.

#### G) Completion Time:

Six weeks from the fifteenth day of date of Agreement or handing over of site which ever is later.

#### H) Payment Terms:

Payment will be made against invoice after completion of job, subject to compliance of terms of contract and statutory deductions as per Rule.





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#### Annexure - I

#### Details of Duties & Responsibilities of Consultant are furnished herein below:

Execution of Electrical Audit of the Bank's Building as given under "General Terms & Conditions" of RFP documents and submission of detailed report in both Hard & soft Copy with necessary suggestion in order to improve Electrical System. Reporting format is as under:

1. Floor wise assessment of luminaries/light fittings (Report to be submitted as per following format):

es/light aries/li luminari		acceptable or Not	
ittings ght es/light fittings Wo	Vatt Amp		

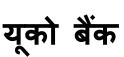
**2. Floor wise assessment of** Air conditioning system (Report to be submitted as per following format):

Type of Air conditi oning units	No of Air conditi oning	city of Air conditi oning	Total el load consum Watt	Conditio n of air condition ing system	Remarks (Condition of machine acceptable or Not	Suggestions on improvement, if any
		(TR)				

**3.Floor wise assessment of UPS** (Report to be submitted as per following format):

N O O f U P	Ca pa city of (KV A)	P-P Voltage of each UPS	P-N Voltage each UPS	Phase Currents	Total electrical load consumption	Neutral Earthing & its adequacy	Protective earthing & its adequacy	Remarks (Condition of machine acceptable or Not	Suggestions on improvement, any	if
S		RYB	R Y B	R Y B	KW A					

1. Floor wise assessment of electric circuit (Report to be submitted as per following format):

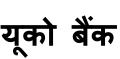




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SI.No	Heads	Result	Remarks (acceptable or Not	Suggestions on improvement, if any
1	Presence of Main switch interlocking if two different supplies are coming to Distribution panel			
2	Availability of correct identification of circuit details and protective devices			
3	Presence of non standard (mixed) cable colour warning notice at or near consumer unit / Distribution board			
4	Cables correctly supported throughout their run or not			
5	Condition of insulation of live parts			
6	Adequacy of wiring for current carrying capacity with regard to the type and nature of the installation			
7	Adequacy of protective devices, type and rated current for fault protection			
8	Presence and adequacy of circuit protective conductors			
9	Whether Low voltage cables segregated from Medium voltage cables			
10	Whether Cables separated / segregated from non electrical services			
11	Whether proper termination of cables at enclosures			
12	Connections Insulation of soundly conductor visible outside enclosure under no undue strain conductors			
	adequately enclosed			
	Adequately connected at point of entry to enclosure (glands, bushes etc.,)			
	Condition of accessories including socket outlets, switches & joint boxes			





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13	Other special observations, if any		
	record the results of		
	particular inspections applied		
	separately		

### 2. Floor wise assessment of electrical Panel room (Report to be submitted as per following format):

SI.No	Heads	Result	Remarks (acceptable or Not	Suggestions on i improvement, if any
1	Presence of Main switch interlocking if two different supplies are coming to Distribution panel			
2	Availability of correct identification of circuit details and protective devices			
3	Presence of non standard (mixed) cable colour warning notice at or near consumer unit / Distribution board		N	
4	Cables correctly supported throughout their run or not			
5	Condition of insulation of live parts			
6	Adequacy of wiring for current carrying capacity with regard to the type and nature of the installation			
7	Adequacy of protective devices, type and rated current for fault protection			
8	Presence and adequacy of circuit protective conductors			
9	Whether Low voltage cables segregated from Medium voltage cables			
10	Whether Cables separated / segregated from non electrical services			
11	Adequacy of protective earthing conductor			
12	Adequacy of Neutral earthing conductor			
13	Whether proper termination of cables at enclosures			
14	Connections soundly made and under no undue strain  Connections insulation of conductor visible outside enclosure  Connections of live conductors adequately enclosed			



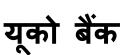
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		Adequately connected at point of entry to enclosure (glands, bushes etc.,)			
		Condition of accessories including socket outlets, switches & joint boxes			
15	Details	No of Panels			
	switch gear panels	Rating of panels			
		Measurement of P-P & P-N voltage of Panels			
		Measurement of P-P & P-N current of Panels		N	
		Condition of Panels			
		Any other observations	V		
16		thod of Cables laid			
	inside the acceptable	Electrical room is			
17		ctrical Air conditioning load			
		Light & power load			
18		trical load balancing is give details of phase			
19	Other special record the res	observations, if any ults of ections applied			
	separately				

**6.** Assessment of Substation (Report to be submitted as per following format):

SI.No	Heads	Result	Remarks (acceptable or Not	Suggestions with new technologically energy efficient, environment friendly, cost benefited air conditioning system
1	Presence of Main switch interlocking if two different supplies are coming to Distribution panel			
2	Availability of correct identification of circuit details and			





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	protective devices		
3	Condition of metering equipment		
4	Condition of isolator (where present)		
5	Presence of non standard (mixed) cable colour warning notice at or near consumer		
	unit / Distribution board		
6	Cables correctly supported throughout their run or not		
7	Condition of insulation of live parts		
8	Adequacy of wiring for current carrying capacity with regard to the type and nature of the installation		
9	Whether Low voltage cables segregated from Medium voltage cables		
10	Whether Cables separated / segregated from non electrical services		
11	Whether proper termination of cables at enclosures		
12	Connections soundly made and under no undue strain  Connections of conductor visible outside enclosure  Connections of live conductors adequately enclosed  Adequately connected at point of entry to enclosure (glands, bushes etc.,)  Condition of accessories including socket outlets, switches & joint boxes		
13	Adequacy of protective earthing conductor		
14	Adequacy of Neutral earthing conductor		
15	High tension cable size adequacy		
16	Interlocking between High tension and Low tension switch gears		
17	Interlocking between Transformers (if any)		
18	Details Over No. voltage Rating & make		
L	Raining & Hidiko	L	





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protection	Condition				
	Δην	other			

	protection	Condition		
		Any other observations		
19	Under voltage	No.		
	protection	Rating & make		
		Condition		
		Any other observations		
20	Earth fault	No.		
	protection	Rating & make		
		Condition		
		Any other observations		
21	Short circuit	No.		
	protection	Rating & make		
		Condition		
		Any other		
		observations		
22	Over current	No.		
	protection	Rating & make		
		Condition		
		Any other observations		
23	inside the Ele acceptable	d of Cables laid ectrical room is		
24	Total Electrical Loc	conditioning load		
		Light & power load		
25	acceptable (Give	al load balancing is details phase wise		
26	Other special of record the results of particular inspecti			

### **6.A Assessment of Substation switchgears(**Report to be submitted as per following format):

No of Brea kers	Capa city of . each break	ec	P oltage ach reake		ea	N Itage ch eaker		Pho Cur	ase rent	s I	Total elec oad consumptio		Neutral Earthing & its adequacy	Protecti ve earthing & its adequa cy	Conditi on of insulatio ns	Whether breakers are loaded/under loaded and extant thereof in %	Remarks (Condition of machine acceptable or Not	Suggestion s on i improvem ent, if any
	er 1. Ratin g 2.ma ke 3.typ e	R	Y	В	R	Y	В	R	Y	В	KW	4						





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### 7. Assessment of Transformer (Report to be submitted as per following format):

Ν		P-F	)		P-I	N		Pł	hase	)	Total	electrical	Neutral	Protectiv	Conditi	Whether	Remarks	Suggestions on i
0	Capa	Vo	oltag	е	Vo	oltag	е	С	urre	nts	load		Earthing	е	on of	transformers	(Condition c	f improvement, if
of	city of	of	ea	ch	ec	ach					consun	nption	& its	earthing	insulati	loaded/und	machine	any
Tr	. each	Tro	ansfo	r	Tro	ansfo	r						adequa	& its	ons	er loaded	acceptable c	r
а	Transf	me	ers		me	ers							СУ	adequa		and extant	Not	
ns	ormers													СУ		thereof in %		
fo	1.	R	Υ	В	R	Υ	В	R	Υ	В	KW	Α						
r	Rating																	
m	2.mak																	
er	е																	
S	3.type																	

### 8. Assessment of Elevator (Report to be submitted as per following format):

N o of El	Capa city of . each	P-F Vo	o Itag	е	P-1 VC	N oltag	е		urrer		Total electral I	tric oad	Po	aramete	ers of the	e motors		Neut ral Eart hing	Protectiv e earthing & its	Conditi on of insulati ons	Remar ks (Condi	Suggestio ns on i improve ment, if
e v at or	elevat ors 1. Rating 2.mak										ption		Z 0	1	Vol tag e	Curren †	Condition of motors	& its ade qua cy	adequac y		tion of machi ne accep table or Not	any
	e 3.type	R	Y	В	R	Y	В	R	Y	В	KW	A										

### 9. Assessment of Pump (Report to be submitted as per following format):

Ν		P-F	)		P-N	1		Ph	ase	,	Total		Po	aramete	rs of the	e pump m	notors	Neut	Protectiv	Conditi		Suggesti
0	Capa	Vo	ltage	Э	Vo	ltag	е	Cı	Jrre	nts	elect	ric						ral	е	on of	Remar	ons on i
of	city of										al l	oad						Eart	earthing	insulati	ks	improve
Р	. each			4							consi	Jm						hing	& its	ons	(Condi	ment, if
U	pump										ption		Ν	1-	Volt	Current	Condition of	f & its	adequac		tion of	any
m													0	acity	age		motors	ade	У		machi	
р	1.													(KW)				qua			ne	
	Rating																	су			accep	
	2.mak																				table	
	е																				or Not	
	3.type	R	Υ	В	R	Υ	В	R	Υ	В	KW	Α										
-																						

10. Assessment of Earthing system (Report to be submitted as per following format):





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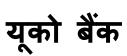
**Earthing Continuity Testing:** This Test is conducted to find out any equipment that has not been earthed properly and in compliance with *Indian Electricity Act 1956, IS-1200 part I and as per IS-3043*. It is to be checked with the help of Continuity Testing Meter and Earth Resistance Meter

SI.No	Heads	Result	Remarks (acceptable or Not	Suggestions with new technologically energy efficient, environment friendly, cost benefited air conditioning system
1	No of earth pit			
2	Туре			
3	Earthing test report			
4	Continuity test report			
5	Ccondition of total earthing system for the building. (Give detail report)			
6	Neutral Earthing & its adequacy			
7	Protective earthing & its adequacy			
8	Other special observations, if any record the results of particular inspections applied separately			

11. Assessment of lighting protection system(Report to be submitted as per following format):

SI.No	Heads	Result	Remarks (acceptable or Not	Suggestions with new technologically energy efficient, environment friendly, cost benefited air conditioning system
1	Number of terminals			geramer mig gyerenn
2	Number of down conductors			
3	Continuity of conductor			
4	Condition of the lightning conductor			
5	Joints condition			
6	Testing point on down conductor			
7	Earth conductor condition			
8	Earth resistance			
9	Other special observations, if any record the results of particular inspections applied separately			

12. Assessment of Diesel Generating Set (Report to be submitted as per following format):

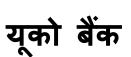




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o of Di e s	Capa city of . each Diesel Gener	of Di G	P oltag ea esel ener Set	ch	ec Di G	N oltag ach esel ener Set			nase urre		Total load consun	electrical	Neutral Earthing & its adequa cy	Protective e earthing & its adequacy	Conditi on of insulati ons	Whether Diesel Generator Set over loaded/und er loaded	Remarks (Conditio n of machine accepta ble or Not	Suggestions on i improveme nt, if any
el G	ator Set															and extant thereof in %		
e n er at or S et	1. Rating 2.mak e 3.type	R	Y	В	R	Y	В	R	Y	В	KW	А						





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#### Annexure - II

#### Particulars of the form to be furnished by the Applicants

- 1. Name of Company / Firm:
- 2. Registered Address of the Company with Telephone No., FAX & E-mail ID:
- Local Address of the company at ----- with Telephone No., FAX & E-mail ID:
- 4. Year of Establishment:
- Status of the Company (whether Proprietory / private Ltd. / Public Limited/ Co-operative Society / Public Sector / Autonomous body / Govt. Department):
- Name of the Proprietor / Directors / Partners / Controlling body:
  - i)
  - ii)
  - iii)
- 7. Whether registered for GST. If so, please mention the GST registration number and furnish a copy of such registration certificate:
- 8. Details of Permanent Account Number: (Enclose photocopy of PAN Card)





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9.

- i) Number of Electrical Auditors
- ii) Electrical Auditor's License No. and validity:
- iii) Name of Issuing Authority: (Furnish photocopy of license)

10.Whether empanelled with other PSU Banks / Govt. Deptts. / PSUs / Autonomous bodies. If so, please furnish the following particulars:



### 11.Particulars in respect of work executed

Sr. No.	Name of work/Project with address	Short description of work executed	Name & address of owner	Value of work executed	Stipulated time of completion	Actual time and date of completion

12.Key personnel permanently employed

Sr. No.	Name	Designation	Qualification	Experience	Years with the firm	Any other





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13.	Furnish :	the	names	with	contac	t no,	/address	of t	hree	respon	sible	persons	who	will	be	in c
positi	on to ce	ertify	about	the c	quality c	s we	ll as past	perf	forma	ince of	your	organiza	ation			

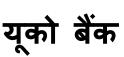
i)

ii)

iii)

The particulars furnished in the application are true to the best of my/our knowledge & belief. I/we understand that if any of the particulars is found incorrect, even at a later stage, my/our empanelment will be cancelled.

Date: Signature of Applicant (Seal)





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# ANNEXURE-III Draft Agreement

Article of agre	eement	made thi	S	day of	20	1		
between the	"UCO	<b>Bank</b> , a	body (	corporate, c	onstitute	ed under the E	3anking Comp	anies
(Acquisition &	، Transfer	r of Unde	rtaking	s) Act, 1970	as ame	ended from tim	ne to time havi	ng its
Head Office of	at No.10	), BTM Sa	rani, Ka	olkata-70000	1 (herei	nafter referred	to as "Bank" v	which
expression sho	all unles:	s exclude	ed by	or repugnar	nt to the	e subject or c	ontext be dea	emed
to mean an	ıd inclu	ide its d	assigns	and succ	essors)	of the "ON	<b>IE PART</b> and	M/s
		having	g its re	gistered offic	ce at			(
herein after a	called "T	The Vend	lor") c	of the other	part, w	hich expression	n should includ	de its
successor/s ar	nd assigr	nee/s.						
Whereas	the					executing	Contract	for
						at	t UCO Bank	Head
Office at 10 B1		ni, Kolkata	a – 700	001 (hereind	atter cal	led ''Bank'')		
					e work	order have be	en accepted	l and
signed by and								
			_			and subject to		
						ct, special cor		
						ork order, spe		
						om the submiss		
						ectively hereind		
						ication and inc		
						dat		
inclusive of all		JII OI K	5	(KU	pees		•••••	Offigj
NOW IT IS HERI			OUOW	15.	•			
					shall be	e deemed to fo	orm an intoara	Loart
	•		is diluc	lied lielelo	siidii be	deeliled to it	Jili dii iillegid	ı pun
	Agreem							
						•••••	••	
			_	) dated				
(b) Cor	rrigendu	m (if any)	) dated	l	•••••	•••••		

## GENERAL TERMS & CONDITIONS

1. Scope of work will be governed as stipulated in Annexure-I of the RFP

### 2. Price and Taxes:

The price shall be firm and binding without any escalation throughout the contract period i.e(Till Completion of Work). The prices (in Indian Rupees) . GST will be paid separately.





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### (a) Additional Terms & Condition on GST are as follows:

- Supplier/service provider to confirm that the GST amount charged in invoice is declared in its returns and payment of taxes is also made.
- The Supplier/ Service Provider agrees to comply with all applicable GST laws, including GST acts, rules, regulations, procedures, circulars & instructions there under applicable in India from time to time and to ensure that such compliance is done within the time prescribed under such laws. Supplier/Service Provider should ensure accurate transaction details, as required by GST laws, are timely uploaded in GSTN1. In case there is any mismatch between the details so uploaded in GSTN by Supplier/ Service Provider and details available with UCO Bank, then payments to Supplier/Service Provider to the extent of GST relating to the invoices/s under mismatch may be retained from due payments till such time the accurate tax amount is finally reflected in the GSTN to UCO Bank's Account and is finally available to UCO Bank in terms of GST laws and that the credit of GST so taken by UCO Bank is not required to be reversed at a later date along with applicable interest.
- UCO Bank has the right to recover monetary loss including interest and penalty suffered by it due to any non-compliance of tax laws by the supplier/service provider. Any loss of input tax credit to UCO Bank for the fault of supplier shall be recovered by UCO Bank by way of adjustment in the consideration payable.
- Supplementary invoices/debit note/credit note for price revisions to enable UCO Bank to claim tax benefit on the same shall be issued by the vendor for a particular year before September of the succeeding financial year.

The purchase order/ work order shall be void, if at any point of time the vendor is found be to a black listed dealer as per GSTN rating system and further no payment shall be entertained.

### 3. Placement of Order/Letter Of Indent(LOI):

Bank will issue the LOI as per requirement accordingly with details terms & conditions.

#### 4. Terms of Payment:

Bank will not pay any advance. Final payment will be released against your bill after C

<b>5</b> .	INTEGR	RITY:											
con	tractor (	and statutory	dedu	uction	ns will be	ma	de as per Rule	∍.					
atis	stactory	completion	of jo	ob &	subject	to	compliance	of	terms	of	contract	by	the





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Vendor has to execute Integrity Pact as per Bank's format as per **Annexure** on Non-judicial Stamp Paper of appropriate value.

#### 6. INDEMNITY BOND:

Vendor has to submit Indemnity Bond as per Bank's format as per **Annexure-V** on Non-juditial Stamp Paper of appropriate value.

#### 7. FORCE MAJEURE:

Force Majeure is herein defined as any cause, which is beyond the control of the selected bidder or BANK as the case may be which they could not foresee or with a reasonable amount of diligence could not have foreseen and which substantially affect the performance of the contract, such as:

- 1. Natural phenomenon, including but not limited to floods, droughts, earthquakes and epidemics
- 2. Acts of any government, including but not limited to war, declared or undeclared priorities, quarantines and embargos
- 3. Terrorist attack, public unrest in work area

Provided either party shall within 10 days from occurrence of such a cause, notify the other in writing of such causes. The bidder or BANK shall not be liable for delay in performing his/her obligations resulting from any force majeure cause as referred to and/or defined above.

Any delay beyond 30 days shall lead to termination of contract by parties and all obligations expressed quantitatively shall be calculated as on date of termination. Notwithstanding this, provisions relating to indemnity, confidentiality survive termination of the contract.

#### 8. Compliance of laws:

The Vendor undertakes to comply with all Laws/Rules/Regulations/Bye – Laws/Notifications etc. for the time being in force.

#### Change in law clause

Any reduction in the contract price resulting from introduction of any new law, towards leviable taxes, including eligible credits, in respect of goods and services to be supplied under the Contract, then the Parties agree to a downward adjustment to the contract price to reflect the financial impact of such "Change in law" and the financial benefit thereof shall be given to the Bank.

#### 9. CANCELLATION/TERMINATION:

Bank reserves its right to cancel the work/purchase order and/ or terminate this Agreement by giving 15 days' prior notice in writing to the Vendor without prejudice to its rights and contentions available under this Agreement or under the Law (s) for the time being in force in the following circumstances: -

a) Unnecessary or unwarranted delay in execution of the work allotted.





### सम्मान आपके विश्वास का

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- b) Delay in providing the requisite manpower at the Bank's site.
- c) The vendor violates any Laws, Rules, Regulations, Bye-Laws, Guidelines, and Notifications etc.
- d) Breach of trust is noticed during any stage of the consultancy assignment.
- e) The selected bidder commits a breach of any of the terms and conditions of the bid.
- f) The selected bidder goes in to liquidation voluntarily or otherwise.
- g) An attachment is levied or continues to be levied for a period of 7 days upon the effects of the bid.
- h) If it is found at any stage that the bidder has concealed any important information or has submitted any false information or declaration particularly regarding any pending legal action or blacklisting status.
- i) If there is any conflict of interest.
- j) An attachment is levied or continues to be levied for a period of seven days upon effects of the contract.
- k) If fails to complete the assignment as per the time lines prescribed in the Purchase order/ Agreement and/or within the extension, if any allowed.

In addition to the cancellation of work order/termination of the master contract, the Bank reserves the right to appropriate the damages from the earnest money deposit (EMD) provided by the selected bidder and/or forfeit the Performance Bank guarantee furnished by the vendor. The Bank also reserves the right to recover any dues payable by the selected bidder from any amount outstanding to the credit of the selected bidder, including the pending bills and security deposit, if any, under this contract or any other contract/order.

Notwithstading anything contained hereinbefore, Bank shall have the right to terminate the contract at any time at its own convenience by serving a prior written notice of 15 days to the vendor without assigning any reason and without cost or compensation therefor.

#### 10. Date of Commencement of work:

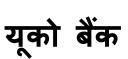
The work shall be deemed to be commenced from **fifteenth** day from the date of receipt of work order or handing over of site which ever is later. The work should be undertaken in consultation with H.O-GAD.

#### 11. Time of Completion:

Six weeks (6 Weeks) from the fifteenth day of date of Agreement or handing over of site whichever is later

#### 12. Others Terms-

**A.** Nothing contained in this Agreement shall be construed as establishing or creating between the Parties, a relationship of master and servant or Bank and agent.





### सम्मान आपके विश्वास का

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- **B**. The Vender shall notify to Bank of any material change in their status, in particular, where such change would impact on performance of obligations under this Agreement.
- **C**. The Vender shall be jointly and severally liable to and responsible for all obligations for performance of works including that of its Associates under the Agreement.
- **D**. The Vender shall at all times indemnify and keep indemnified Bank any claims in respect of any damages or compensation payable in consequences of any accident or injury sustained or suffered by its (Agency) employees or agents or by any other 3rd Party resulting from or by any action, omission or operation conducted by or on behalf of the Agency.

**E.**Governing Laws & Jurisdiction of the court

This Agreement shall be governed by the Law(s) of India for the time being in force and the Rules made thereunder from time to time and all the dispute(s) or difference(s) arising out of or in connection with the contract shall be subject to the exclusive jurisdiction of the courts of KOLKATA.

- G. Non-Discouser: The Vendor must undertake that they shall hold in trust any information received by them, under the Contract/Agreement, and shall maintain confidentiality of such information.
- H. Non Assignment: Vendor shall agree that neither the subject matter of the agreement nor any right here in shall be transferred, sub-contracted, assigned or delegated to any third party by the successful bidder without prior written consent of the Bank.

In witness where of the Bank and the vendor have set their respective hands on the day and year first herein above written.

Signed on behalf of the UCO Bank	Signature on behalf of the vendor
By its duly authorized Officer In presence of:	in presence of:
1) Signature	1)Signature
Name with address:	Name with address:
2) Signature	2) Signature
Name with address	Name with address:





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### ANNEXURE-IV FORMAT OF INTEGRITY

### (To be executed on non-judicial stamp paper of requisite

### value)

**UCO Bank**, a body corporate, constituted under the Banking Companies (Acquisition & Transfer of Undertakings) Act, 1970 as amended from time to time having its Head Office at No.10, BTM Sarani, Kolkata-700001 hereinafter referred to as "**Bank**" (which expression shall unless excluded by or repugnant to the subject or context be deemed to mean and include its assigns, administrators and successors) of the "**ONE PART** 

And
......Hereinafter referred to as "The Bidder/Contractor".

Preamble

The Bank intends to award, under laid down organizational procedures, contract/s for......The Bank values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness/transparency in its relation with its Bidder (s) and / or contractor (s).

In order to achieve these goals, the Bank will appoint an independent External Monitor (IEM), who will monitor the tender process and the execution of the contract for compliance with the principles mentioned above.

Section 1 – Commitments of the Bank.

- 1.The Bank commits itself to take all measures necessary to prevent corruption and to observe the following principles:-
- a. No employee of the Bank, personally or through family members, will in connection with the tender for, or the execution of a contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.
- b. The Bank will during the tender process treat all Bidder(s) with equity and reason. The Bank will in particular, before and during the tender process, provide to all Bidders (s) the same information and will not provide to any Bidders (s) confidential/additional information through which the Bidder(s) could obtain an advantage in relation to the process or the contract execution.
- c. The Bank will exclude from the process all known prejudiced persons.
- 2. If the Bank obtains information on the conduct of any of its employees which is criminal offence under the IPC/PC Act, or it/if there be a substantive suspicion in this regard, the Bank will inform the Chief Vigilance Office and in addition can initiate disciplinary actions.

Sections 2 - Commitments of the Bidder (s)/Contractor(s)

- 1.The bidder(s) /contractor(s) commit himself to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the tender process and during the contract execution.
- a. The Bidder(s) contractor(s) will not directly or through any other persons of firm, offer promise or give to any of the Bank's employees involved in the tender process of the execution of the contract or to any third person any material or other benefit which he/she is not legally entitled to in order to obtain in exchange any advantage or during the execution of the contract.
- b. The Bidder(s) /Contractor(s) will not enter with other Bidders into any undisclosed agreement of understanding, whether formal or informal. This applies in particular to prices, specifications,





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certifications, subsidiary contracts, submission or non submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.

- c. The Bidder(s)/Contractor(s) will not commit any offence under the relevant IPC/PC Act, further the Bidder(s) / contractors will not use improperly for purposes of competition or personal gain, or pass on to others, any information or document provided by the Bank as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.
- d. The Bidder(s) / Contractor (s) of foreign origin shall disclose the name and address of the Agent/representatives in India, if any. Similarly the bidder(s)/contractor(s) of Indian Nationality shall furnish the name and address of the foreign Banks, if any. Further details as mentioned in the "Guidelines on Indian Agents of Foreign Suppliers" shall be disclosed by the Bidder(s)/Contractor(s). Further, as mentioned in the Guidelines all the payments made to the Indian agent/representative have to be in Indian Rupees only.
- e.The Bidder(s)/Contractor(s) will when presenting his bid, disclose any and all payments he has made is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.
- 2. The Bidder (s) /Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.

Section 3: Disqualification from tender process and exclusion from future contracts

If the Bidder(s)/Contractor(s), before award or during execution has committed transgression through a violation of Section 2, above or in any other form such as to put his reliability or credibility in question, the Bank is entitled to disqualify the Bidder (s)/Contractor(s) from the tender process or take action as per the procedure mentioned in the "Guidelines on Banning of business dealings". Copy of the "Guidelines on Banning of business dealings" is annexed and marked as Annex-B".

#### Section 4: Compensation for Damages

- 1. If the Bank has disqualified the Bidder(s) from the tender process prior to the award according to Section 3, the Bank is entitled to demand and recover the damages equivalent to Earnest Money Deposit/Bid Security.
- 2. If the Bank has terminated the contract according to Section 3, or if the Bank is entitled to terminate the contract according to Section 3, the Bank shall be entitled to demand and recover from the Contractor liquidated damages of the Contract value of the amount equivalent to Performance Bank Guarantee.

#### Section 5: Previous Transgression

- The Bidder declares that no previous transgressions occurred in the last three years with any other company in any country conforming to the anti corruption approach or with any other public sector enterprise in India that could justify his exclusion from the tender process.
- 2. If the bidder makes incorrect statement on this subject he can be disqualified from the tender process and action can be taken as per the procedure mentioned in "Guidelines on Banning of business dealings".

Section 6: Equal treatment of all Bidders/Contractors/subcontractors.





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- 1. The Bidder (s)/Contractor(s) undertake(s) to demand from all subcontractors a commitment in conformity with this Integrity Pact, and to submit it to the Bank before signing the contract.
- 2. The Bank will enter into agreements with identical conditions as this one with all bidders, contractors and subcontractors.
- 3. The Bank will disqualify from the tender process all bidders who do not sign this Pact or violate its provisions.

Section 7: Criminal charges against violated Bidder(s)/Contractor(s)/Sub contractor(s).

If the Bank obtains knowledge of conduct of a Bidder, Contractor or subcontractor, or of an employee or a representative or an associate of a Bidder, Contractor or Subcontractor which constitutes corruption, or if the Bank has substantive suspicion in this regard, the Bank will inform the same to the Chief Vigilance Officer.

Section 8: Independent External Monitor/Monitors

- 1. The Bank appoints competent and credible Independent External Monitor for this Pact. The task of the Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligations under this agreement.
- 2. The Monitor is not subject to instructions by the representatives of the parties and performs his functions neutrally and independently. He reports to the Chairman & Managing Director, UCO Bank.
- 3. The Bidder(s)/Contractor (S) accepts that the Monitor has the right to access without restriction to all project documentation of the Bank including that provided by the Contractor.

The Contractor will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The same is applicable to subcontractors. The Monitor is under contractual obligation to treat the information and documents of the Bidder (s)/Contractor(s)/Subcontractor(s) with confidentiality.

- 4. The Bank will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the Bank and the Contractor. The parties offer to the Monitor the option to participate in such meetings.
- As soon as the Monitor notices, or believes to notice, a violation of this agreement he will so inform the Management of the Bank and request the Management to discontinue or take corrective action, or to take other relevant action. The monitor can in this regard submit non-binding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act, in a specific manner refrain from action or tolerate action.





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- 6. The Monitor will submit a written report to the Chairman & Managing Director, UCO Bank within 8 to 10 weeks from the date of reference or intimation to him by the Bank and should be occasion arise, submit proposals for correction of problematic situations.
- 7. Monitor shall be entitled to compensation on the same terms as being extended to / provided to Independent Directors on the UCO Bank.
- 8. If the Monitor has reported to the Chairman & Managing Director, UCO Bank a substantiated suspicion of an offence under relevant IPC/PC Act, and the Chairman & Managing Director, UCO Bank has not, within the reasonable time taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the Monitor may also transmit this information directly to the Central Vigilance Commissioner.
- 9. The word "Monitor" would include both singular and plural.

#### Section 9 – Pact Duration.

This pact begins when both parties have legally signed it, and expires for the contractor is 10 months after the last payment under the contract.

If any claim is made lodged during this time, the same shall be binding and continue to be valid despite the lapse of this pact as specified above, unless it is discharged / determined by Chairman and Managing Director, UCO Bank.

Section 10 – Other provisions

- This agreement is subject to Indian Law, Place of performance and jurisdiction is the Registered Office of the Bank i.e. Kolkata.
- Changes and supplements as well as termination notices need to be made in writing.
- If the Contractor is partnership or a consortium, this agreement must be signed by all partners or consortium members.
- Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions.

(For & on behalf of the Bank)	(For & On behalf of
Bidder/Contractor)	
(Office Seal)	(Office Seal)
Place	Place
Date	Date
Witness: (Name & Address)	Witness: (Name & Address)





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#### <u> Annexure-V</u>

#### DRAFT

# Letter of Undertaking & Indemnity (To be executed on non-judicial stamp paper of requisite value)

To
UCO Bank
General Administration Department
Head Office

- 1) We shall, at all times hereinafter, save and keep harmless and indemnified the BANK, including its respective directors, officers, and employees and keep them indemnified from and against any claim, demand, losses, liabilities or expenses of any nature and kind whatsoever and by whomsoever made in respect of the said contract and any damage caused from and against all suits and other actions that may be instituted taken or preferred against the BANK by whomsoever and all losses, damages, costs, charges and expenses that the BANK may incur by reason of any claim made by any claimant for any reason whatsoever or by anybody claiming under them or otherwise for any losses, damages or claims arising out of all kinds of accidents, destruction, deliberate or otherwise, direct or indirect, from those arising out of violation of applicable laws, regulations, notifications guidelines and also from the environmental damages, if any, which may occur during the contract period.
- 2) We shall, during the contract period, ensure that all the permissions, authorizations, consents are obtained from the local and/or municipal and/or governmental authorities, as may be





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required under the applicable laws, regulations, guidelines, notifications, orders framed or issued by any appropriate authorities.

- 3) Our obligations herein are independent, irrevocable, absolute and unconditional in each case irrespective of the value, genuineness, validity, regularity or enforceability of the aforesaid Agreement or the insolvency, bankruptcy, reorganization, dissolution, liquidation or change in ownership of the BANK or Indemnifier or any other circumstance whatsoever which might otherwise constitute a discharge or defense of an indemnifier.
- 4) This Letter of Undertaking & Indemnity shall survive the Agreement entered into between the Bank and us.

Dated, this	day of	20	
	·	<b>\</b>	
•••••			
(Signature of the Authorize	d Signatory of v	endor alona w	ith the seal of the Company





Date: 19.09.2025

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HO/GAD/2025-26/



## **UCO BANK**

Head Office, General Administration Department 2<sup>nd</sup> Floor, 10 BTM sarani, Kolkata-700001

Email: hogad.calcutta@ucobank.co.in

Phone: 033-44558099/7383

Website http://www.ucobank.com

RFP TOWARDS ENGAGEMENT OF REPUTED ELECTRICAL AUDITORS FOR ELECTRICAL AUDIT
WORK OF VARIOUS BANK'S OWNED BUILDING AT KOLKATA

PART-II (Price Bid)





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# PART-II (PRICE BID) ELECTRICAL AUDIT WORK OF VARIOUS BANK'S OWNED BUILDING AT KOLKATA

LOCATIONS	CHARGES
H.O-2	
H,O-1	
2 INDIA EX PLACE	
UCO HOUSE	
CENTRAL STAFF TRAINING	
COLLEGE	
GITANJALI APARTMENT	
DOVER LANE	
TOTAL	Rs
	(Rupees in
	word)

GST will be paid extra at applicable rate

Signature of the bidder with seal