

A) EMPANELMENT OF ARCHITECTS UNDER VARIOUS TRADES

Applications are invited from bonafide for empanelment in various financial categories of following trades:

Sl.	Type of Work/ Services	Financial Outlay per reference
1	Architect/Consultant	Category-A: up to Rs.5 lacs Category-B: more than Rs.5 lacs & less than Rs.10 lacs Category-C: more than Rs.10 lacs & less than Rs.25 lacs
2	Civil Construction/Repairing work including plumbing	Category-A: up to Rs.5 lacs Category-B: more than Rs.5 lacs & less than Rs.10 lacs Category-C: more than Rs.10 lacs & less than Rs.25 lacs
3	Furnishing work including repairing of furniture	Category-A: up to Rs.5 lac Category-B: more than Rs.5 lac & less than Rs.10 lacs Category-C: more than Rs.10 lacs & less than Rs.25 lacs
4	Electrical work including Operation/Maintenance/repairing of electrical installations.	Category-A: up to Rs.5 lac Category-B: more than Rs.5 lac & less than Rs. 10 Category-C: more than Rs.10 lacs & less than Rs.25 lacs

5	Air-conditioning work including operation/ maintenance services of standalone (window /split /cassette/ tower) air conditioning units	Category A: up to Rs.5 lac Category B: more than Rs.5 lac & less than Rs. 10 Category C: more than Rs.10 lacs & less than Rs.25 lacs
---	---	---

Fixing of Financial Outlay has been done as under:

- a) **Architect/Consultant:** on the basis of project cost against their services per reference basis.
- b) ~~Civil Construction work/Furnishing Work/Electrical Work/Air conditioning work:~~ on the basis of job/work order value (per reference basis).

A) ELIGIBILITY CRITERIA FOR EMPANELMENT OF ARCHITECTS

- a) Applicants for empanelment should have at least five year's experiences in execution of similar work in Banks / Govt. / Public Sector / reputed Private Sector organizations in respective trades.
- b) Experience of having successfully completed similar work during last five years ending last day of the month previous to the one in which application are invited should be either of the following:
 - Three similar completed works costing not less than the amount equal to 40% of respective upper limit of financial category.
 - or
 - Two similar completed works costing not less than the amount equal to 50% of the respective upper limit of financial category.
 - or
 - One similar completed work costing not less than the amount equal to 80% of the respective upper limit of financial category.
- c) Average annual financial turnover during the least three years, ending 31st March of the previous financial year, should be at least 30% of the upper limit of respective financial category (for financial category under 'C' of all trades).
- d) Valid PAN & GST Registration
- e) The applicants should have their local office / establishment (i.e. within limits of Rajasthan)

- f) Firms applying for empanelment of Architect must have the persons/partners with Graduate/post Graduate Degree in Architecture/Civil Engineering from India or abroad
- g) Firms applying for empanelment of Architect must have registration of Council of Architecture.
- h) Firms must have the adequate infrastructure / manpower for execution of civil & sanitary / interior furnishing/Electrical/Air-conditioning/Fire alarm & detection system/LAN work.

B.1.GENERAL INSTRUCTION FOR GUIDANCE OF APPLICANTS IN RESPECT OF EMPANELMENT OF ARCHITECTS:

- i) Applications must be submitted in Bank's prescribed format only (as per annexure - I) Application in any other form will not be considered.
- j) No applicants can apply for more than one financial category in a particular trade of work or services. If an Architect applies for more than one financial category in a particular trade of work of services, his application for higher category will be summarily rejected.
- k) The Bank reserves the right to visit the establishment / workshop of applicants of any trade before finalization of empanelment.
- l) The Bank reserves the right to accept or reject any application without assigning any reason thereof.
- m) The existing empanelled Architects of the Bank need to apply afresh for empanelment against this notification.
- n) Architects have 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. Architect have 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 Architect and details available with UCO Bank, then payments to Architect to the extent of GST relating to the invoices/s under mismatch will 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.

- o) Additional sheet of papers may be used for submitting the applications, wherever space in the format is found inadequate.
- p) Bank reserves the right to call for report from the existing clients of the applicant, if required.

B.2.DOCUMENTS TO BE SUBMITTED:

- The list of similar work executed in last seven years in Bank's / Govt. Departments / Public Sector Organizations / Reputed private Sector Organizations along with completion certificates / Purchase Order / Work Order mentioning therein the details of work value & date of completion. (as per Annexure-I & II).
- Photocopy of required documents in support of Eligibility Criteria.
- The documents should be provided strictly in line with 'Eligibility Criteria'. Submission of undesirable documents should be avoided.
- Copies of PAN card, GST registration certificate, Trade Licence and any other registration certificates/licences, as may be necessary, as per Rules of local Statutory Authorities.
- Audited account and Balance Sheet for last three years for financial category under 'B & above' .
- Name and Address of Bankers with solvency certificate (for category – 'C').
- Key personnel employed (as per annexure – IV) for all category.
- Duly filled up integrity pact on stamp paper as per banks format as per **Annexure-VIII** along with bid

ANNEXURE - I

TENDER APPLICATION (ON LETTER HEAD)

Description: APPLICATION FOR EMPANELMENT OF ARCHITECT UNDER FINANCIAL CATEGORY.....

The Assitant Gen. Manager,
Zonal Office
UCO BANK
Plot No- C113 & C114, B K Kaul Nagar
Ajmer- 305001

Dear Sir,

This is in response to your tender no dated

Having examined the Tender document, we hereby submit all the necessary information and relevant documents for empanelment as Architect under financial category.....

It is certified that the information furnished in this document is authentic. We hereby authorize UCO Bank 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 :

Signatures with seal/capacity

- Encl.: 1) Schedules duly filled in the prescribed form.
- 2) Tender cost (non-refundable) in the form of Demand Draft for Rs. 1000.00 (Rs. One thousand only) favouring UCO Bank, payable at Zonal Office, Ajmer.
- 3)
- 4)

ANNEXURE - II

DETAILS OF ORGANISATION GENERAL INFORMATION:

Trade.....

Financial Category.....

1. Name of Company / Firm:

2. Registered Address of the Company with
Telephone No., FAX & E-mail ID:

3. Address of the company in Kolkata with
Telephone No., FAX & E-mail ID:

4. Year of Establishment:

5. Status of the Company (whether
Proprietary / private Ltd. / Public Limited/
Co-operative Society / Public Sector /
Autonomous body / Govt. Department):

6. Name of the Proprietor / Directors /
Partners / Controlling body:
 - i)
 - ii)
 - iii)

7. a) Name and Address of Bankers:
(Applicable for category A,B ,C,D)

i)

ii)

iii)

iv)

b) Enclose Solvency certificate from at least one Banker in a sealed envelope marked confidential. (**Applicable for category C & above**)

8. GST no.

9. Whether an assessee of Income Tax.
If so, please mention the Permanent
Account Number:

12. For the Trade of Architect:

(i) Council of Architecture Registration No:

i) Validity of membership Indian Institute of Architect:

13. Furnish copies of audited Balance Sheet 2022-23 2023-24 2024 -25 with
Profit & Loss account for last three
years in case of applicants applying for the
financial **category of B & above**:

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

<u>Name of the Organisation /</u> <u>Financial Institution</u>	<u>Trade/Services</u>	<u>Date of Empanelment</u>	<u>Validity</u>
---	-----------------------	----------------------------	-----------------

15. Furnish the names of three responsible persons who will be in a position to certify about the quality as well as past performance of your organization

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

(with Seal)

ANNEXURE – III

DETAILED PARTICULARS FOR THE WORKS DONE IN PAST FIVE YEARS:

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 of completion

(Furnish photocopies of credentials)

ANNEXURE - IV

KEY PERSONNEL EMPLOYED

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

ANNEXURE – VI

WORKSHOP/LOCAL OFFICE FACILITIES:

Sr. No.	Location/Address	Type of Premises (Owned/Rented)	Type of facilities(Office/Work Shop/Store)

ANNEXURE-VII

DRAFT LETTER OF UNDERTAKING & INDEMNITY

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

To
UCO Bank
General Administration Department
Zonal Office
Ajmer

In consideration of 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 10, Biplabi Trailokya Maharaj Sarani, Kolkata-700 001 (hereinafter Referred to as "the Bank" which expression shall include its successors and assigns) at our request and on the strength of our statements and representation contained letter dated agreeing to appoint us as vendor for printing of non-security items of UCO bank, we,, a Company/firm incorporated under the Companies Act, 1956 having its registered office at - (full address) do hereby irrevocably and unconditionally agree and undertake that:

- 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 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 defence of an indemnifier.
- 4) In case we fail to pay the losses, damages and expenses as claimed and demanded by the Bank, Bank shall be entitled to recover the amount by invoking Performance Bank Guarantee furnished by us.
- 5) This Letter of Undertaking & Indemnity shall survive the Agreement entered into between the Bank and us.

Dated, this.....day of20

.....

(Signature of the Authorized Signatory along with the seal of the Company)