

TENDER FOR

Proposed Air Conditioning work for

UCO BANK MAHUVA BRANCH WITH ATM UNDER SURAT ZONE

Issued to :

(AIR CONDITIONING WORK)

Owner

UCO BANK

Zonal Manager,

Zonal Office, Surat Zone, Second Floor, Riddhi Shoppers,
Opp. Star Bazar, Adajan, Surat – 395 003.

**Tenders are invited from only empaneled vendors with
UCO Bank, Surat Zone**

To,
Zonal Manager,
UCO Bank,
Surat Zonal Office,
Second Floor, Riddhi Shoppers,
Opp. Star Bazar, Adajan,
Surat – 395 003.

Sub : **Proposed Air Conditioning work for MAHUVA BRANCH
WITH ATM for UCO Bank, Surat Zone.
(AIR CONDITIONING / HVAC WORK)**

Sir,

I/We the undersigned have carefully gone through and clearly understood the plans, specifications, schedule of quantities, with General conditions for the above mentioned work and having visited and examined the site of the proposed work, do hereby tender to execute and complete the entire work in accordance with the priced bill of quantified and/or as given in the special specification of each works attached hereto.

It is understood that the lowest or any Tender will not necessarily be accepted and that you are not bound to assign any reason of the same.

I/we agree to keep our offer open for three months from the date of opening.

Having examined the drawings, schedule of quantities relating to the proposed Tender for HVAC work and having visited and examined the site of the proposed works and having acquired the Tender invited by you, we the undersigned hereby offer to execute, complete and maintain the proposed work in strict accordance with the specifications described in the Tender at the item rates quoted by us in the Tender for the sum of Rs.

(In Word: _____)

We undertake to complete and deliver the total work within 45 days from the date of issue of work order from you, that the work shall remain incomplete after the expiry of the aforesaid date as liquidated and ascertained damages and not by way of penalty. Suitable extension of time shall be granted for delays beyond our control.

Name and address of the contractor

Signature & Stamp of contractor

Place :

Date :

NOTICE OF INVITATION TO TENDER

Sealed tenders, in the prescribed tender form, with the Tender Fees and EMD, along with the Tender and BOQ, on item rate basis are invited from the enlisted competent HVAC contractors having technically sound and financial capacity for Proposed AIR CONDITIONING / HVAC WORK for MAHUVA BRANCH WITH ATM for UCO BANK, Surat Zone. (Tender Documents will be available from Bank's Web Site. Vendor will enclose Demand draft of **Rs. 500/- in favor of UCO Bank, Zonal Office, Payable at Surat (non-refundable) as Tender Fees.**

Parties who have not executed one or two works of similar nature, each costing not less than 40 %/50 % of the estimated cost satisfactorily during the last two to three years and does not have any office/site or presence in and around the town or district/state in which the project is located need not respond.

Earnest Money Deposit : **Rs. 3,000/-** by crossed demand Draft / Bank Guarantee on a bank other than the clientele, dischargeable/payable at Surat and drawn in favor of **UCO Bank, Zonal Office, Surat.**

Time of completion : 20 days, from the date of commencement.

Time & date of submission
Of Tender : On or Before **06/11/2024 at 5.00 p.m.**

Time & date of opening
Of Tender : **07/11/2024 at 12.00 noon** at UCO Bank, Zonal Office, Surat Zone, Second Floor, Riddhi Shoppers, Opp. Star Bazar, Adajan, Surat – 395 003. **(or any bank's convenient time).**

The Bank will not be bound to accept the lowest tender and reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.

I/we enclose demand draft / Banker's Cheque for **Rs. 3,000/- & Rs. 500/-** Towards Earnest Money deposit and Tender Fees.

I/we agree to keep our tender open for 120 days from the date of opening.

I/we enclose herewith the completed tender documents duly signed

Dy.Zonal Head
UCO Bank,
Zonal Office,
Surat.

Name of Work: **PROPOSED HVAC WORK FOR MAHUVA BRANCH WITH ATM FOR UCO BANK, SURAT ZONE. (AIR CONDITIONING / HVAC WORK)**

TENDER NOTICE

Sealed tenders, in the prescribed tender form, with the Tender Fees and EMD, along with the Tender and BOQ, Item Rates Tenders are invited on behalf of UCO BANK, Surat Zonal Office from competent contractors, who have executed two or more works of similar nature satisfactorily during last three years. The contractors should be technically sound and financially capable.

The details are as under:

1. Name of Work : **Proposed HVAC work for MAHUVA BRANCH WITH ATM for UCO BANK, Surat Zone. (AIR CONDITIONING / HVAC WORK)**
2. Earnest Money Deposit by Pay Order or Demand Draft from Nationalized Bank (No Interest Payable on this deposit) : **Rs. 3,000/- in favor of UCO Bank, Zonal Office, Payable at Surat.**
3. Tender Cost : **Rs. 500/- (Non Refundable) By Demand Draft in favor of UCO Bank, Zonal Office, Payable at Surat.**
4. Time of Completion : **45 days from the date of work order.**
5. Issue of Tender : Tender Documents will be available from Bank's Web Site.
From date 25/10/2024 to 06/11/2024.
6. Submission of Tender : Sealed Tenders with the name of work subscribed on top of the cover will be received at Zonal Manager, UCO Bank, Zonal Office, Surat Zone, Second Floor, Riddhi Shoppers, Opp. Star Bazar, Adajan, Surat – 395 003 on or before **09/05/2024 at 4.00 p.m.**
7. Time & Date of Opening Tender : **07/11/2024 at 12.00 noon (or at bank's Convenient time).**
8. Tender Rights : Conditional Tenders will not be accepted. The Bank reserves the right to accept or reject any or all the tenders without assigning any reason thereof or to accept any tender in part thereof.
9. Date of Commencement : Immediately on issue of work order.

Dy Zonal Head
UCO Bank,
Zonal Office,
Surat.

GENERAL CONDITIONS

- (1) **Sealed tenders, in the prescribed tender form, with the Tender Fees and EMD, along with the Tender and BOQ,** should be addressed to Zonal Manager, UCO Bank, Zonal Office, Surat Zone, Second Floor, Riddhi Shoppers, Opp. Star Bazar, Adajan, Surat – 395 003 and super scribed

Name of work: **Proposed AIR CONDITIONING / HVAC WORK for MAHUVA BRANCH WITH ATM, for UCO Bank, Surat Zone.**

- (2) The tenders will remain valid for a period of 120 days from the date of openings of tenders. Bank reserves the right to accept or reject any or all the tenders without assigning any reason to do so. Bank does not bind itself for accepting the lowest tender.
- (3) The tenderer should quote the rates in figures as well as in words.
- (4) All erasures, corrections and alterations made while filling the tender must be attested by initials of tenderer. Overwriting of the figures is not permitted.
- (5) The Bank reserves the right to reject any or all the tenders, accept part of any tender or entrust the entire work to any contractor or divide the work to more than one contractor (item wise) without assigning any reason or giving any explanation. The rates quoted by the contractor will hold good for this bifurcation and no compensation will be paid on this account.
- (6) Joint tenders shall not be considered.
- (7) Within 7 days of receipt of Intimation regarding acceptance of his tender by the Bank, the tenderer should send his acceptance of the work order in writing. If the tenderer does not do that, or does not start the work within 10 days of such intimation to him or fails to give justified reasons not to do so, acceptance of his tender would be withdrawn and Earnest Money Deposit would be liable to be forfeited.
- (8) The rate quoted in the tender shall include all charges of scaffolding, lift, any tools and plants railway freight labour conditions and fluctuation in the rates, excise duty, sales tax, octroi and any other taxes or expenditure for carrying out the work.
- (9) Water and Electricity will be available free at site.
- (10) No Escalation in rates will be allowed under any circumstances.
- (11) The successful tenderer is bound to carry out entire work within stipulated time limit. The tenderer will have to pay liquidated damages for non-completion of job within stipulated period at the rate of Rs. 500/- per day after expiry of period of completion subject to maximum of 10 % of site contract value.

- (12) The liquidated damages as mentioned above may not be reforced if the contractor applies sufficiently in advance for extension of time mentioning the unavoidable reasons for extension. The Bank shall, if in its opinion (which shall be final and binding upon the contractor) finds genuine reasons shown by the contractor for such request, grant suitable extension in time limit. Any claim for damage or compensation in relation there to by contractor is not permissible. Also other terms and conditions of the contract will remain unaltered in the extended period.
- (13) The successful tenderer is bound to carry out items of work necessary for completion of job even though the same are not included in the schedule of quantity. Rates of extra items will be derived from the tender. In case the rates do not exist in the tender and extra item is not similar to tender item, then the rates will be worked out on actual cost of material and labour, any other expenditure for completing that work plus 15 % towards contractor's profit & overheads. For this contractor must submit the rate analysis supported by original vouchers for purchase and labour.
- (14) The contractor must co-operate with other contractors appointed by the bank so that entire work shall proceed smoothly with least possible delay and to the satisfaction of the Bank.
- (15) The contractor shall remove all rubbish etc. out of site/premises wash and clean the floors and hand over the site in proper and tidy condition.
- (16) The tenderer shall acquaint himself with the site conditions making his own arrangement for storing of material at site, lift, etc.
- (17) Contractor shall shift furniture, cupboard, and records, for the purpose of wiring, copper piping and rearrange the same as directed. No extra charge shall be paid for the same.
- (18) Contractor shall be prepared to work at times convenient to the Bank. No charges shall be paid for the same.
- (19) The contractor will attend to all defects noticed during defect liability period. If the contractor fails to attend the defects within a reasonable time these defects will be rectified by the Bank and the expenditure incurred on this account will be recovered from security deposit, or any other money due on to time.
- (20) The contractor shall make adequate arrangement for watch and ward of his material and shall ensure the safety, breakage and any theft of material fixed or unfixed by him or other sub-contractor.
- (21) The work executed should be got approved by the Architect/Bank and contractor shall rectify any bad workmanship pointed out at any stages and remove from site all the rejected material immediately.

- (22) The contractor shall be responsible for application of labour laws, compensation for injury and accident to person, whether employed by him or by his sub-contractor.
- (23) The contractor will take necessary precautions for carrying out the work avoiding any damage to fixed or loose furniture, structures/decorative parts of the property. The contractor will rectify any damages done at his cost.
- (24) The contractor shall ensure that workmen employed by him for execution of work are suitably covered against workmen's Compensation Act, ESIS and other legislative enactments applicable to such works and workmen shall be to the contractor's account.
- (25) The contractor shall inform the Architect / Bank to check quality / measurements of any work which is likely to be hidden before covering.
- (26) In case of non-completion or delay in completion of work or removal of defects in time, the Bank shall be free to appoint another agency to get the job done at contractor's risk and cost.
- (27) Income Tax at applicable rate of the Bill Amount will be deducted at sources from the contractor's bill and will be deposited with the I.T.O. as per rules.
- (28) The Bank may delay the progress of work without, in any way, vitiating the contract and grant such extension of time for the commencement/completion of the contract as it may think proper and sufficient in consequence of such delay and the contractor shall not make claim for compensation or damage in relation thereof.
- (29) The contractor will not execute any extra item without Bank's permission in writing.
- (30) The quantities mentioned in the schedule of quantities are approximate. Payment will be made on actual work done by the contractor. However, the contractor should not deviate the quantity without Bank's permission.
- (31) Conditional tenders quoted by the tenderer are liable to be rejected.
- (32) The Bank has a right to alter the nature of work and to add or omit any items of work or to have the option of the same carried out departmentally or otherwise and such alternations or variations shall be carried out without prejudice to this contract.
- (33) The Bank has right to terminate the contract, if the contractor abandons the work, or fails to commence and complete the work in time, or fails to abide by the contract conditions.
- (34) Measurements for all items shall be taken as per actual work done and no claim for any wastage in all material shall be considered.

- (35) Contractor has to get the samples of all the materials like switch, wire, or any other accessories for the approval of the Architect / Bank.
- (36) Contractor must quote balanced rates as quantities mentioned in the tender are approximate and may vary to any extent. No extra rate shall be given on this account.
- (37) The contractor while executing the work during the working hours of the Bank shall take special care that disturbance is not created to Bank's staff and customer during the office hours. The contractor should also keep the banking hall in a reasonably good condition during the banking hours.
- (38) Contractor will submit Photographs of the existing site condition along with completed HVAC work.
- (39) **THE CONTRACTOR IS REQUIRED TO OBTAIN NECESSARY LABOUR LICENSE FROM LABOUR ENFORCING AUTHORITY BEFORE COMMENCEMENT OF THE WORK. HE IS ALSO REQUESTED TO ABIDE BY THE LABOUR LAWS APPLICABLE INCLUDING SUBMISSION OF FORM VI-B TO THE LABOUR ENFORCEMENT OFFICER.**
- (40) **THE CONTRACTOR WILL ADHERE TO THE IBA / CVC GUIDELINES DURING EXECUTION OF WORK.**
- (41) **THE RATES SHOULD BE FIRM INCLUDING ALL TAXES (EXCEPT GST). DISCOUNT IN TOTAL AMOUNT WILL NOT BE CONSIDERED AND THE SAME TENDER WILL BE LIABLE FOR DISQUALIFICATION.**
- (42) **THE CONTRACTOR MUST GIVE CELL / MOBILE NO., WHICH SHOULD BE ON FOR 24 HOURS FOR THE PURPOSE OF COMMUNICATION DURING EXECUTION OF WORK.**
- (43) **THE VENDER SHOULD HAVE VALID DEALERSHIP CERTIFICATE FROM THE RESPECTIVE A.C. COMPANY IN THE NAME OF BIDDER/FIRM.**

Name of Contractor with seal & signature

Date :

Place :

SPECIAL CONDITIONS OF CONTRACT

1. Earnest Money Deposit : Rs. 3,000/-
2. Initial Security Deposit (ISD) : -
3. Defects Liability Period : 12 months from the date of issue of virtual completion and handing over the site to owners.
4. Period of commencement : Immediately.
5. Stipulated period for completion : 20 days
6. Minimum value of work : On successful completion of work OR against delivery of A.C. Machine
7. Retention Money : 8% retention money from each running Bill.
8. Terms of Rate : The rates shall be at site of work and should be inclusive of all taxes including works contract tax if any.
9. Period of validity of Tender : 120 Days from the date of opening tender.
10. Period for honoring interim certificate : 7 working days from the date of Architect's certificate.
11. Period of honouring final certificate : 10 working days from date of Architect's certificate.
12. Validity of rates after award of Tender : "NO ESCALATION IN PRICE WILL BE ALLOWED".
13. Income Tax clearance certificate : The tenders to submit the latest Income Tax clearance certificate along with the tender.
14. Release of Retention Money : 5% Retention Money shall be released after satisfactorily completion of Defects Liability period of 12 months.

Dy Zonal Head
UCO Bank,
Zonal Office,
Surat.

FORM OF TENDER

To,
Zonal Manager,
UCO Bank,
Zonal Office, Surat Zone, Second
Floor, Riddhi Shoppers, Opp. Star
Bazar, Adajan, Surat - 395 003.

Sub : **Proposed Air Conditioning work for MAHUVA BRANCH WITH
ATM for UCO Bank, Surat Zone.**

Dear Sir,

As per the above subject matter our clarification is as under:

1. I/We refer to the Notice Inviting Tender issued by you for the captioned work.
2. I/We do hereby offer to perform, provide, execute, complete and maintain the works in conformity with Bill of Quantities, Drawings, Specification, Design, General and Special conditions of Contract, Instruction to tenders, etc. as contained in the tender documents for the sum as arrived and filled, at the respective rates quoted by me/us in the Schedule of Quantities and/or at any other sum and rate subsequently negotiated and accepted/agreed by the Bank and me/us.
3. I/We have satisfied myself / our self as to the site conditions, examined site and drawing, and all aspect of tender documents/conditions and are acceptable to us. I/We do hereby agree, should this tender be accepted in whole or in part, to
 - (A) Abide by and full-fill the terms, conditions and provisions of tender documents annexed hereto.
 - (B) Complete the work within stipulated completion time at no extra cost to the Bank.
4. I/We are enclosing herewith the Earnest Money & Tender Fees Amount of Rs., Rs. respectively in the form of Bank Draft / Pay Order / Banks Cheques no. dated: drawn on in favor of **UCO Bank, Zonal Office, Payable at Surat.**
5. I/We are submitting herewith duly filled up and signed tenders as per the following details.

- a) **“Sealed Cover”**
Sealed tenders, in the prescribed tender form, with the Tender Fees and EMD, along with the Tender and BOQ, marked as “Tender for Proposed Air Conditioning work for MAHUVA BRANCH WITH ATM for UCO Bank, Surat Zone.” on the cover and containing.
- (i) EMD & Tender Fees
 - (ii) Complete set of tender documents
 - (iii) My/our specific terms/ clarifications/ conditions/ consideration (if any) on my/ our letter head.
 - (iv) **In case of partnership firm:** Attested copy of Partnership Deed and Special Power of Attorney which contain specific powers authorizing under signed/s for tendering.
 - (v) **In case of company:** Attested copies of Memorandum and Articles of Associations of the company along with Board Resolutions authorizing undersigned for tendering.

Sealed cover should be addressed as above and having seal & address of our firm/company at bottom left corner of the envelopes.

I/We confirm that I/we are duly authorized to participate in the tendering/bidding and understand that my/our tender is liable to be rejected if,

- (i) At any items it comes to the notice of the Banks that I/We have concealed or/and have given any wrong information.
- (ii) The tender is not duly filed and /or signed and /or is incomplete and/ or covers are not properly sealed.
- (iii) The price bid contains any condition/ alteration/ modification and/ or any tempering with the tender documents is done at our end.
- (iv) Tender received by the Bank after due date and time.

All the pages of the tender documents are affixed with the seal/stamp of my/our company and initialed/ signed by the undersigned.

Signature of Tenderer/s
(Duly authorizing for tendering)
Place :
Name :

Seal/ Stamp of the Firm/Company
Date :
Designation :

ARTICLE OF AGREEMENT

Article of Agreement made this at in this day of 2024, between the **UCO BANK, Zonal Office, Surat Zone, Second Floor, Riddhi Shoppers, Opp. Star Bazar, Adajan, Surat – 395 003** (hereinafter called “the Employer” of the one part), and Name :
M/s (Hereinafter called the contractor of the other part) whereas the Employer is desires of having **Proposed Air Conditioning work for MAHUVA BRANCH WITH ATM for UCO Bank, Surat Zone** and has caused drawings and specifications describing the work and bills of quantities prepared through its appointed Architect and whereas the said drawings have been seen, the specifications and/or the schedule of quantities have been signed by or on behalf of the partners have hereto the contractor and whereas the contractor has agree to execute upon and subject to all conditions of contract (all of which are collectively hereinafter referred to as “the said conditions”) the work shown upon the said drawing and/or described in the said specifications and included in the said schedule of quantities at the respective rates therein set forth amounting to the sum as therein arrived at of such other sum as shall become payable there under (hereinafter referred to as “the said contract amount”).

NOW IT IS HEREBY AGREED AS FOLLOWS

1. In consideration of the said contract amount to be paid at the time and in the manner set forth in the said conditions execute and complete the work shown upon the said drawings and described in the said specifications and the schedule of quantities, either in whole or in part.
2. The employer shall pay the contractor the said contract amount or such other sum as shall become payable at the time and in the manner hereinafter specified in the said conditions.
3. The said conditions an appendix shall be read and construed as forming part of this agreement and the parties hereto shall respectively abide by to submit themselves to the conditions and perform the respective agreements on their part as contained in the said conditions contained.
4. “Civil Engineer” refers to the Technical Officer of **UCO BANK, Zonal Office, Surat.**
5. The plans, agreement and documents mentioned herein shall from the basis of this contract.

6. The contract is neither a fixed lump sum contract nor a piece work contract, but is an item rate contract to carry out work in respect of **Proposed Air Conditioning work for MAHUVA BRANCH WITH ATM for UCO Bank, Surat Zone** and also some addition and alteration works to be paid for according to actual measured quantities at the rates contained in the schedule of rates and probable quantities as provided in the said conditions.
7. The contractor shall afford every reasonable facility for the carrying out of the all works relating to **Proposed Air Conditioning work for MAHUVA BRANCH WITH ATM for UCO Bank, Surat Zone**. Preparing the HVAC work and other ancillary works in the manner laid down in the said conditions, and shall make good and damage done to walls, floors etc. after the completion of his work.
8. The Employer through the architect and technical officer reserves to himself the right of altering the drawing and nature of the work of having portions of the same carried out without prejudices to this contract.
9. The said conditions shall be read and construed as forming part of this agreement and the parties hereto will respectively abide by to submit themselves to the conditions and stipulations and perform the agreements of their parts, respectively in such conditions contained.
10. Time shall be considered as the essence of this agreement and the contractor hereby agrees to commence the work soon after the formal work order issued to him and complete the entire work within 60 days.
11. All payments by the Employer under this contract will be made only at **Surat**.
12. All disputes arising out or in any way connected with this agreement shall be deemed to have arise in **Surat** and only the Courts in **Surat** shall have jurisdiction to determine the same.
13. The several parts of this contract have been read and fully understood by the contractor. In witness whereof the employer if the contractor have set partnership or their respective hands to these individual. Presents and two duplicates here of the day and year first here in above written.

In witness where of the parties hereof the Employer if the contractor has set its hand to these company.

Presents its duly authorized official and the contractor has caused its common seal to be affixed hereunto and the said two duplicates has caused these presents and the said two duplicates hereof to be excavated on its behalf, the day and year first herein above written.

SIGNATURE CLAUSE

SIGNED AND DELIVERED BY M/S _____ .

By the hand of Shri _____ , Proprietor.

In the presence of

1. _____

Witnesses:

If the party is a partnership firm or an individual should be signed by all or on behalf of all the partners.

SIGNED AND DELIVERED BY

In the Presence of

2. _____

Witness:

THE COMMON SEAL OF _____