



**GENERAL RULES AND INSTRUCTION FOR GUIDANCE OF
TENDERERS**

- (1) Tenders are hereby invited on behalf of **UCO BANK, BHAGALPUR ZONE** for Interior Furnishing & Electrical works of UCO BANK, BELHAR BRANCH, BIHAR with estimated cost of Rs. 10,06,002.00.
- (2) Contract documents consisting of the plan, complete specification, the schedule of quantities of the various classes of work to be done, and the set of conditions of contract to be complied with by the persons whose tenders may be accepted, and which will also be found in the form of tenders can be purchased from **UCO BANK ZONAL OFFICE BHAGALPUR** Between the 10:30 AM to 05:00 PM every day, except on Sunday and Bank Holiday.

The site for the work is available/ made available in parts as specified below.

- (3) Tenders, which should always be placed in sealed cover, with the Name of project written on the envelopes will be received by **UCO BANK ZONAL OFFICE BHAGALPUR** up to 05:00 PM on 23.05.2024 and will be opened in Zonal Office on 24.03.2024 at 03.00 PM.
- (4) Tenders are to be applied on the prescribed form which can be obtained from **UCO BANK ZONAL OFFICE BHAGALPUR**. The time allotted for the carrying out of the work will be 15 Days from the next day after the date of written orders to commence work.
- (5) The contractors should quote rate and amount in figures as well as in words tendered by them. The amount of each item should be worked out and requisite totals given.
- (6) Contractors should signs & stamp on each page on tender papers and submit it.
- (7) The last date of Issue of tender form will be on 23.05.2024 up to 05:00 PM.
- (8) Earnest money RS. 10000.00 in the form of Bank draft/Banker's cheque in favour of **ZONAL MANAGER, UCO BANK ZONAL OFFICE BHAGALPUR** must accompany with each tender and each tender is to be in a sealed Envelopes super scribed on it "TENDER FOR (Name of the Project)" and addressed to: **UCO BANK ZONAL OFFICE BHAGALPUR, S K TARAFDAR ROAD, ADAMPUR, BHAGALPUR, BIHAR**
- (9) The EMD of the contractor, whose tender is accepted, shall be forfeited in full in case he does not start the work by the stipulated date mentioned in the award letter.
- (10) The acceptance of a tender will rest open the **UCO BANK, ZONAL OFFICE BHAGALPUR** which does not bind itself to accept the lowest tender, and reserves to itself the authority to reject any or all of the tenders received without the assignment





of a reason. All tenders in which any of the prescribed condition are not fulfilled or are incomplete in any respect are liable to be rejected.

- (11) The Bank reserves the right to accept the tender in full or in part and the tenders shall have no claim for revision of rates or other conditions if his tender is accepted in part.
- (12) Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable to rejection.
- (13) All rates shall be quoted on the proper form of the tender alone.
- (14) On acceptance of the tender, the name of the accredited representative of the contractor who would be responsible for taking instruction for the Employer/Architect shall be communicated to the employer.
- (15) Special care should be taken to write the rate & amount in figure as well as in words in such a way that interpolation is not possible. The total amount should be written both figures and in words. In case of figures the words Rs. should be written before the figures of rupees and words after the decimal figures. Example Rs. 2.15 P, and in case of words, the word "Rupees" should precede and the word "paise" should be written at the end, unless the rate is in whole rupees and followed by the words "only". It should invariably be up to two decimal places. While quoting the rate in schedule of quantities, the word "only" should be written closely following the amount and it should be not be written in the next line.
- (16) The bank does not bind itself to accept the lowest or any tender and reserves to itself the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at the quoted rate.
- (17) The contractor shall give a list of his relatives working with the Bank along with their designation and addresses.
- (18) No employee of the Bank is allowed to work as a contractor for a period of two years of his retirement from the Bank service without the previous permission of the Bank. The contract is liable to be cancelled if either the contractor or any of his employees is found at any time to be such a person who has not obtained the permission of the Bank as aforesaid before submission such a person who has not obtained the permission of the Bank as aforesaid before submission of the tender or engagement in the contractor's service.
- (19) The tender of works shall remain open for acceptance for a period of two days from the date of opening of tenders if any tenderer with draw his tender before the said period, then the Bank shall be at liberty to forfeit his earnest money paid along with the tender.



- (20) The tender for the work shall not be witnessed by a contractor or contractors who himself/themselves has/have tendered or who may and had/have tendered for the same work failure to observe this condition would render tenders of the contractors tendering as well as witnessing the tender liable to summary rejection.
- (21) It will be obligatory on the part of the tenderer to tender and sign and tender document for all the component part and that after the work is awarded, he will have to enter into an agreement for each component with the competent Authority in the Bank.
- (22) It may also be noted that entire allotted work should be completed within **15 (Fifteen) Days** from receipt of this letter, failing which a sum of Rs. **500.00 (Rupees Five Hundred Only)** per day, being the amount of default charge, will be recovered from you after the expiry of stipulated period.
- (23) The tenderer, apart from being a competent contractor must associate himself with agencies of the appropriate class who are eligible to tender for (a) Interior (b) sanitary & water supply installation and (c) AC.
- (24) Selected Contractor is to be deposit 2% initial security deposit of awarded work amount, which will be returned after successful completion of work on time. ISD will be deposited to this way of demand draft payable to Zonal Office, Bhagalpur within 05(Five) days of receipt of work order.
- (25) 90% payment of approved final bill will be released after completion of work and 10% will be kept as retention money for next one years as performance guarantee which will be released after successfully completion of three year and submission of satisfactory report of Branch Head.
- (26) All warranty certificates & GST invoice of purchased materials must be submitted along with the final bill for the items eligible for warranty (i.e. Ply, furniture & electrical equipments etc).


Dy. ZONAL HEAD
UCO BANK

