

ANNEXURE - I

TENDER APPLICATION (ON LETTER HEAD)

Description: APPLICATION FOR EMPANELMENT OFUNDER
FINANCIAL CATEGORY.....

The Zonal Manager,
General Administration Department
UCO Bank
Zonal Office ,Sambalpur
18/1,Ainthapali Road,768004

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 asunder 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 Sambalpur.
- 3)
- 4)

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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 Sambalpur 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:

10. For the Trade of Electrical Work & Electrical Maintenance Work:

- i) Electrical License No. and validity:
- ii) Name of Issuing Authority:
(Furnish photocopy of license)
- iii) Name of the license holder and
in what capacity the license holder
is engaged with the company:

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 2021-22 2022-23 2023-24
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,

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please furnish the following particulars:

Name of the Organisation / Trade/Services Date of Empanelment Validity
Financial
Institution

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)

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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)

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ANNEXURE - IV

KEY PERSONNEL EMPLOYED

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

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ANNEXURE - V
OTHER RELEVANT INFORMATION

Work Force:

Sr. No.	Work force	No.	Any other	Years with the Firm
1	Masons			
2	Carpenters			
3	Mechanics			
4	Electricians			
5	Mate/helpers			
6	Others			

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ANNEXURE – VI

WORKSHOP/LOCAL OFFICE FACILITIES:

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

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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

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.

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- 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

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