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UCO BANK

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**REQUEST FOR PROPOSAL (RFP)
FOR
EMPANELMENT OF CONTRACTORS/ARCHITECTS IN
VARIOUS FINANCIAL CATEGORY.**

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INDEX

Sl.no	Particulars	Page no.
1.	NOTICE INVITING TENDER	3
2.	GENERAL TERMS & CONDITIONS (ANNEXURE-1)	4-7
3.	EMPANELMENT OF CONTRACTORS UNDER VARIOUS TRADES	8
	ELIGIBILITY CRITERIA FOR EMPANELMENT OF CONTRACTORS UNDER VARIOUS TRADES [A1]	9
	GENERAL INSTRUCTION FOR GUIDANCE OF APPLICANTS IN RESPECT OF EMPANELMENT OF CONTRACTORS:[A2]	9-10
	DOCUMENTS TO BE SUBMITTED	10
4.	ANNEXURE – I-TENDER APPLICATION	11
5.	ANNEXURE – II-DETAILS OF ORGANISATION GENERAL INFORMATION:	12-14
6.	ANNEXURE – III-DETAILED PARTICULARS FOR THE WORKS DONE IN PAST FIVE YEARS:	15
7.	ANNEXURE – IV-KEY PERSONNEL PERMANENTLY EMPLOYED	16
8.	ANNEXURE – V-OTHER RELEVANT INFORMATION	17
9.	ANNEXURE – VI-WORKSHOP/LOCAL OFFICE FACILITIES	18
10.	ANNEXURE-VII- DRAFT LETTER OF UNDERTAKING & INDEMNITY	19-20
11.	ANNEXURE-VIII-INTEGRITY PACT	21-27

Note : Annex-VII & VIII to be submitted on confirmation of selection.

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Ref : ZO/SBPL/GAD/71/2023-24

Date: 20.09.2024

NOTICE INVITING REQUEST FOR PROPOSAL (RFP) FOR EMPANELMENT OF CONTRACTORS & ARCHITECT IN VARIOUS FINANCIAL CATEGORIES.

SEALED QUOTATIONS ARE INVITED FROM reputed /well-established, resourceful and experienced CONTRACTORS at ,in & around Sambalpur for empanelment in the Bank's panel . Existing empanel contractors needs to apply afresh.

a) Availability of Tender Document: The Tender Documents should be downloaded from the Bank's website **www.ucobank.com** from 25/09/2024 to 08.10.2024

b) Last date & Place of Submission of Tender: 08.10.2024 up to 3.00 P.M at Zonal Office, Sambalpur,18/1,Ainthapali Road-768004.

c) Pre-Bid Meeting: 01.10.2024 , 3:00 P.M at Zonal Office, Sambalpur,18/1,Ainthapali Road-768004

d)Miscellaneous terms:

Cost of Tender Documents	Rs. 1000.00 (Rupees One Thousand only) (Non refundable). The tender document to be downloaded from Bank's website www.ucobank.com . Cost of Tender Document is to be submitted with Bid in the form of Pay Order/Demand Draft in favour of UCO Bank, payable at Sambalpur.
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e) Mode of Submission of Tender: In Sealed envelope, cover super scribed with Trade and Category applied for, NIT No, Date; Name & Address of the Bidder address to Zonal Manager, General Administration Department Zonal Office ,UCO Bank to be submitted at Zonal Office, Sambalpur,18/1,Ainthapali Road-768004

f) List of documents to be submitted

(i) All Documents to be furnished as stipulated/instructed in RFP

(ii) Duly signed RFP in all paged

(iii) Tender Cost

(iv) Duly filled up and signed Integrity Pact

h) For any clarification, following may be contacted: Sr. Manager, GAD,Zonal Office, Contact no-0663-2541412,E-mail:zosblpur.gad@ucobank.co.in


Chief Manager



Annexure-1GENERAL TERMS & CONDITIONS

- a) Each page of pre-qualification document shall be duly signed by the Applicant or his authorized representative.
- b) If the application is made by a partnership firm, a certified copy of the partnership deed, Certificate of Registration, current address of the firm and the full names and current addresses of all the partners of the firm shall also accompany the application.
- c) If the application is made by a limited company it shall be signed by a person duly authorized by the Board of Directors of the Company. A copy of the Authorization document complying with the above to be enclosed.
- d) The decision of the Bank to accept or reject any application will be final. Empanelment will be subjected to satisfactory physical inspection (if required).
- e) The Bank reserves the right to reject any or all application without assigning any reason.
- f) In case the applicant's close relatives are associated with Bank and in particular the Stationary section or General Administration wing of the Bank, details like name, designation etc. shall be furnished and informed. Non-disclosure of such critical information will lead to disqualification if it comes to light at a future date.
- g) Empanelment does not give any guarantee for allotment of any work
- h) **REJECTION OF BID:** The bid is liable to be rejected if:
- Tenders not received in sealed envelopes or without Tender Cost of.
 - 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.
 - Not fulfilling the eligibility criteria as mentioned in 'Eligibility Criteria'.
 - **If the tender/R.F.P is conditional**
 - If there is any conflict of interest between the bank and Tenderer /Bidder.

i) Evaluation of Application

The applications shall be examined so as to ascertain whether the applications:

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- i) meet the eligibility requirements;
 - ii) have been properly prepared and signed;
 - iii) Contain all the details called for and are in proper format
 - iv) are accompanied by required authorization, and
 - v) are otherwise generally in order.

j) Validity of empanelment

It will be valid for three (3) years from the date issue of confirmation letter.

k) Confidentiality :

The offers must undertake that they shall hold in trust any Information received by them, under the Contract/Agreement, and the strictest of confidence shall be maintained in respect of such Information. The bidder has also to agree:

- To maintain and use the Information only for the purposes of this Contract/Agreement and only as permitted by BANK;
- To only make copies as specifically authorized by the prior written consent of Bank and with the same confidential or proprietary notices as may be printed or displayed on the original;
- To restrict access and disclosure of Information to such of their employees, agents, strictly on a "need to know" basis, to maintain confidentiality of the Information disclosed to them in accordance with this Clause
- To treat all Information as Confidential Information.

l) De-listment:

We may delist the contractor due to followings reasons:

- Job not started in time
- Job not completed within stipulated time
- Certification of poor workmanship
- Certification of poor quality
- Not participating in tender process
- Non-submission of documents
- Submission of wrong information during empanelment
- Any other reason Bank may feel appropriate
- Sublet and/or transfer the contract to other party.

m) Court of jurisdiction:

The contract executed shall be governed by and construed in accordance with the Laws of India for the time being in force 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 at Sambalpur.

n) DISPUTE RESOLUTION MECHANISM: The Vendor and The Bank shall endeavor their best to amicably settle all disputes arising out of or in connection with the Contract in the following manner:

- i. The Party raising a dispute shall address to the other Party a notice in writing requesting an amicable settlement of the dispute within seven (7) days of receipt of the notice.
- ii. The matter will be referred for negotiation between designated officials of the Bank /Purchaser and the Authorised Official of the Bidder. The matter shall then be resolved between them and the agreed course of action documented within a further period of 15 days.
- iii. In case any dispute between the Parties, does not settle by negotiation in the manner as mentioned above, the same shall be resolved exclusively by arbitration and such dispute may be submitted by either party for arbitration within 20 days of the failure of negotiations. Arbitration shall be held in Sambalpur jurisdiction and conducted in accordance with the provisions of Arbitration and Conciliation Act, 1996 or any statutory modification or re-enactment thereof. Each Party to the dispute shall appoint one arbitrator each and the two arbitrators shall jointly appoint the third or the presiding arbitrator.
- iv. The "Arbitration Notice" should accurately set out the disputes between the parties, the intention of the aggrieved party to refer such disputes to arbitration as provided herein, the name of the person it seeks to appoint as an arbitrator with a request to the other party to appoint its arbitrator within 45 days from receipt of the notice. All notices by one party to the other in connection with the arbitration shall be in writing and be made as provided in this tender document. The arbitrators shall hold their sittings at Sambalpur.
- v. The arbitration proceedings shall be conducted in English language. Subject to the above, the courts of law at Sambalpur jurisdiction alone

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shall have the jurisdiction in respect of all matters connected with the Contract/Agreement even though other Courts in India may also have similar jurisdictions. The arbitration award shall be final, conclusive and binding upon the Parties and judgment may be entered thereon, upon the application of either party to a court of competent jurisdiction. Each Party shall bear the cost of preparing and presenting its case, and the cost of arbitration, including fees and expenses of the arbitrators, shall be shared equally by the Parties unless the award otherwise provides. The Bidder shall not be entitled to suspend the Service/s or the completion of the job, pending resolution of any dispute between the Parties and shall continue to render the Service/s in accordance with the provisions of the Contract/Agreement.

o) Integrity Pact:- Bidder/ vendor has to furnish integrity pact as per banks format as per **Annexure-VIII** along with bid .

p).PUBLICITY: Any publicity by the contractor in which the name of Bank is to be used should be done only with the explicit prior written permission of Bank. The Contractor will not make or allow making a public announcement or media release about any aspect of the Contract unless BANK first gives the contractor its prior written consent.

Chief Manager
UCO BANK,
Zonal Office Sambalpur
GAD Dept



A) EMPANELMENT OF CONTRACTORS UNDER VARIOUS TRADES

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

Sl.No	Type of Work/ Services	Financial Outlay per reference
1	Civil Construction/ Repairing work	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	Furnishing work including repairing of furniture	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	Electrical work including Operation/Maintenance/r epairing 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
4	Air-conditioning work including operation/maintenance services of air- conditioning 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

Fixing of Financial Outlay has been done as under:

- a) **For other work viz Civil Construction work/Furnishing Work/Electrical Work:** on the basis of job/work order value (per reference basis).

A.1. ELIGIBILITY CRITERIA FOR EMPANELMENT OF CONTRACTORS UNDER VARIOUS TRADES

1. Applicants for empanelment in a trade should have at least five(5) year's experiences in execution of similar work in Banks / Govt. / Public Sector / reputed Private Sector organizations in respective trades.
2. 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

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- 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.
- 3) Average annual financial turnover during the least three years, ending 31st March of the previous financial year, should be at least 50% of the upper limit of respective financial category.
 - 4) Valid PAN & GST Registration
 - 5) The applicants should have their local office /
 - 6) Applicants for Pest control services should be a member of IPCA (Indian Pest Control Association). Photocopy of such membership certificate should be submitted with the application.
 - 7) Any deviation can be decided by the competent authority on case to case basis for the best interest of the Bank & considering the standing of the party.

A.2.GENERAL INSTRUCTION FOR GUIDANCE OF APPLICANTS IN RESPECT OF EMPANELMENT OF CONTRACTORS:

1. Applications must be submitted in Bank's prescribed format only (as per Annexure - I) Application in any other form will not be considered.
2. No applicants can apply for more than one financial category in a particular trade of work or services. If a contractor applies for more than one financial category in a particular trade of work of services, his application for higher category will be summarily rejected.
3. Applicants for the trade of Civil Construction/ Repairing work must be capable to undertake plumbing work.
4. The Bank reserves the right to visit the establishment / workshop of applicants of any trade before finalization of empanelment.
5. The Bank reserves the right to accept or reject any application without assigning any reason thereof.
6. The existing empanelled contractors of the Bank need to apply afresh for empanelment against this notification.
7. Contractors 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. Contractor 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 contractor and details available with UCO Bank, then payments to contractor 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.

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

A.3.DOCUMENTS TO BE SUBMITTED:

- The list of similar work executed in last Five 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 (for category – 'B' & above of all trades).
- Name and Address of Bankers with solvency certificate (for category – 'C' & above of all trades).
- Key personnel employed (as per annexure – IV) for category of all trades.
- Duly filled up integrity pact on stamp paper as per banks format as per **Annexure-VIII** along with bid