



## NOTICE

Ref No: NDZO/GAD/2024-25/59

DATE: 25.10.2024

UCO Bank, Zonal Office, New Delhi desires to invite sealed offers from reputed Contractors for renovation of premises of Kamla Nagar branch situated at First floor, E 119, Kamla Nagar, New Delhi as per Bank's specification under supervision of our assigned architect in TWO PART SYSTEM, PART- I (Pre-Qualification Documents) & PART-II (Bid Documents) to be submitted to Zonal Manager, UCO Bank, Zonal Office, New Delhi in two separate envelopes. The eligible and interested contractor may collect the "Document for Tender" from the following Zonal Office, New Delhi by paying non-refundable fee of Rs. 1000.00 by way of Demand Draft payable to ZONAL OFFICE, New Delhi. The document can also be downloaded from our website. The document submitted without the prescribed fee will be summarily rejected. The duly completed document in the prescribed format with all supporting documents shall be sealed in a cover and super scribed as 'Application for TENDER of (Category name)', (Branch name) and the same be submitted to ZONAL OFFICE, New Delhi.

Tender document may be obtained / downloaded from 26.10.2024 to 05.11.2024 from Zonal Office, New Delhi & Bank website ([www.ucobank.com](http://www.ucobank.com)) respectively.

Date & Place of Submission of Tender: Upto 4.00 PM on 05.11.2024 at the office of the Zonal Manager, UCO Bank Zonal Office, 5 Sansad Marg, New Delhi.

Tender will be addressed to: **Zonal Manager, UCO Bank Zonal Office, 5 Sansad Marg, New Delhi.**

Date, Time & Place of opening of Tender: 06.11.2024 at 01.00 PM in Zonal Office, New Delhi.

UCO BANK reserves its right to reject any / or all the applications without assigning any reasons whatsoever.

Sd/-

**Zonal Manager**

**Zonal Office, New Delhi**

**UCO Bank, GAD, Zonal Office, 5, Sansad Marg, New Delhi**  
Phone: 011-23721345 Fax: 011-49498246 E-mail: [zonewdelhi.gad@ucobank.co.in](mailto:zonewdelhi.gad@ucobank.co.in)





## **NOTICE OF INVITATION TO TENDER**

Sealed tenders on item/rate over estimated cost basis are invited from reputed contractors for renovation of premises of UCO Bank Kamla Nagar branch situated at First floor E 119, Kamla Nagar, New Delhi.

Contractors who have not executed one or two work of similar nature, each costing not less than 75% of the estimated cost satisfactorily during last two or three year & does not have any office/site or presence in the Delhi state need not respond. Contractor must have valid labour license and there copy has to be attached herewith for reference. If L1 contractor fails to discharge the assigned work then bank is free to provide the work order to L2 contractor only if the L2 contractor is ready to discharge the work at the L1 quoted price/rate.

**Tender will be submitted in two parts in two separate envelopes**

**First Part: Application format duly filled by Contractor, Signed Tender Form with EMD amount and Tender Fees, if applicable.**

**Second Part: Financial Bid.**

Tender collection: - Tender document may be obtained from 26.10.2024 to 05.11.2024 at 10:00 AM to 04:00 PM from following address-

**UCO Bank, General Administration Department, Zonal Office, 5, Sansad Marg, New Delhi**

Tender fee: - 1000.00 ( DD/PO)

Estimated cost of project: - Rs. 9,85,804.00

Time of completion: - 25 Days

Earnest Money: - Rs 10,000.00 By crossed demand draft/ Banker's cheque drawn in favour of  
ZONAL MANAGER UCO BANK payable at New Delhi.

Sl No	Particulars	Date	Time	Venue
1	Last Date for Submission of tender	05.11.2024	04.00 PM	UCO Bank, General Administration Department, Zonal Office, 5, Sansad Marg, New Delhi
2	Opening Date of Tender	06.11.2024	01.00 PM	

**Note: Tender may be downloaded from UCO Bank website: [www.ucobank.com](http://www.ucobank.com)**

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 any reason what so ever.

Sd/-  
ZONAL MANAGER  
Zonal Office, New Delhi



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

- (1) Tenders are hereby invited on behalf of **UCO BANK, New Delhi Zone** for renovation of premises of Kamla Nagar branch situated at First floor E 119, Kamla Nagar, New Delhi for an estimated cost of Rs. 9,85,804.00
- (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 New Delhi** Between the 10:00 AM to 04:00 PM every day, except on Sunday and Bank Holiday.
- (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 New Delhi** up to 4:00 PM on 05.11.2024 and will be opened in Zonal Office on 06.11.2024 at 01.00 PM.
- (4) Tenders are to be on the prescribed form which can be obtained from **UCO BANK ZONAL OFFICE New Delhi** by paying tender fees of Rs 1000.00 in PO/DD. The time allotted for the carrying out of the work will be 25 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 05.11.2024 up to 04:00 PM.
- (8) Earnest money Rs. **10,000.00** in the form of Bank draft/Banker's cheque in favour of **ZONAL MANAGER UCO BANK, New Delhi** 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:  
**Zonal Manager  
UCO Bank, General Administration Department,  
Zonal Office, 5, Sansad Marg, New Delhi**
- (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 with the **UCO BANK New Delhi Zone** 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.

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- (13) All rates shall be quoted on the proper form of the tender alone.
- (14) An item rate tender containing 30% below/above will be summarily rejected, However where the tenderer voluntarily offer a rebate for payment within a stipulated period, this may be considered.
- (15) 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.
- (16) 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. 2.15P, 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.
- (17) 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.
- (18) The contractor shall give a list of his relatives working with the Bank along with their designation and addresses.
- (19) 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.
- (20) 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 withdraw his tender before the said period, then the Bank shall be at liberty to forfeit his earnest money paid along with the tender.
- (21) 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 and failed to observe this condition would render tenders of the contractors tendering as well as witnessing the tender liable to summary rejection.
- (22) 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.







- (23) It may also be noted that entire allotted work should be completed within **25 (Twenty Five) Days** from receipt of this letter, failing which a sum of Rs. **500.00 (Five Hundred)** per day, being the amount of default charge, will be recovered from you after the expiry of stipulated period. Delay in completion of work more than 05 days will attract cancellation of work order.
- (24) 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.

Signature of competent Authority

Sd/-  
ZONAL MANAGER  
UCO BANK  
ZONAL OFFICE, NEW DELHI

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## APPLICATION FORMAT

1. Name of the Applicant :  
Address :

Telephone No.      Office :  
Residence :  
Mobile :  
E-Mail :

2. a) Status of the Firm (Whether company/Partnership / proprietary):

b) Year of establishment:

3. Whether registered with Registrar of Companies/ firm. If so, No. & Date :

4. Registration with Tax Authorities :

a) PAN NO:

b) GST No:

5. Completion of work with Government / Public Sector / Banks

SLNO	NAME OF THE ORGANISATION with contact person and their contact no.	NATURE OF WORKS	VALUE OF WORKS	Date of Work allotment	Date of completion

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What are your fields of core competence? Mention the fields on preference Basis

1)

2)

6. Electric License No with Validity Date:

## DECLARATION

1. All the information furnished by me / us here above is correct to the best of my knowledge and belief.
2. I / we have no objection if enquiries are made about the work listed by me / us in the accompanying sheets / annexure.
3. I / We agree that the decision of UCO Bank in selection of firms will be final and binding to me / us.
4. I / We have read the instructions appended to the proforma and I / we understand that if any false information is detected at a later date the work order shall be cancelled at the discretion of the bank.

Place :

SIGNATURE OF THE APPLICANT

Date :

NAME & DESIGNATION  
SEAL OF ORGANISATION

Document Attached:

1.

2.

3.

4.

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