

**TENDER DOCUMENT**

**1) Electric cum Energy Audit & 2) Fire Audit of Branches & Connected ATMs under Lucknow Zone Branches/ Offices**

Sr. No.	DESCRIPTION	PARTICULARS
1.	Address for Communication	: UCO Bank, Zonal Office, 1st floor, B-1/122, Vineet Khand, Gomati Nagar, Lucknow- 226010
2.	Contact Person	: Mr. Virendar Sihag, Chief Manger (Security) 9425767410
3.	Email ID	: zoLucknow.sec@ucobank.co.in

UCO Bank, Zonal office Lucknow, invites tender for Electric cum Energy audit & Fire Audit for our branches (70 Nos) under Lucknow Zone including Zonal office Lucknow, as per attached guidelines.

Date of Commencement	29/08/2023
Last date for submission of tender	12/09/2023 up to 05.00 P.M.
Opening of Technical Bid	13.09.2023 at 3.00 PM
Opening of Financial Bid	14.09.2023 at 5:00 PM
Cost of Tender	Rs.1500 per tender
EMD amount	Rs 5000/-
Issue of tender document	From 29.09.2023 to 12.09.2023. Tender documents can be download from <a href="https://www.ucobank.co.in">https://www.ucobank.co.in</a>
Bids to be submitted	UCO Bank, Zonal Office, 1st floor, B-1/122, Vineet Khand, Gomati Nagar, Lucknow- 226010  Till Date: 12/09/2023 up to 05.00 P.M.
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## **A. SCOPE OF WORK**

UCO Bank, Lucknow Zone intends to conduct Electric cum Energy & Fire Audit of Branches under Lucknow Zone & Zonal office itself. **Guidelines & Format** for the Audit is attached with tender document.

### **a. TERMS OF EXECUTION OF WORK**

The services would begin within a period of 5 days after acceptance of the work order issued by the Bank and shall be completed within 50 days. Any delay in services will attract penalty of 1% of the contract value per week subject to maximum of 4% of the contract value. Bank reserves its right to recover these amounts by any mode such as adjusting from any payments to be made by the Bank to the service provider. Part of week will be treated as a week for this purpose. However, the Bank may condone the liquidity damages for delay of less than a week. The decision to further continue/discontinue the contract with the service provider lies fully with the Bank.

### **b. Eligibility Criteria :-**

1. **For Electrical Audit;** Government certified auditor who are registered with Bureau of Energy Efficiency with capable team having minimum educational qualification of Electrical Engineering degree & five year experience of electrical audit work.
2. **For Fire Audit;** Should have passed Station Fire Officers Course and above from National Fire Service College (NFSC), Nagpur or any equivalent organisation and having minimum five years related experience in fire safety in the preceding years.
3. Both the firm must be a registered company or firm in India and should have been in the business since from the last 3 years.

### **4. General Terms and Condition:-**

**EMD amount of Rs. 5000/- through DD/Pay order in favor of UCO Bank Zonal Office at Lucknow** must be submitted along with application form.

Tender document to be collected from: - **UCO Bank, Zonal Office, 1st floor, B-1/122, Vineet Khand, Gomati Nagar, Lucknow- 226010** OR can be download from <https://www.ucobank.com>

1. The vendors should submit all the relevant supporting documents as a part of Submission. All such documents should be sealed and signed by the Authorized Signatory.
2. If, any information furnished by the vendors is found incorrect at a later date, he shall be liable to be debarred from participating in any of the bidding process of the bank. The bank reserves the right to verify the particulars furnished by the applicant independently.
3. Response to tender should be submitted in Sealed Envelope. The sealed envelope should be super scribe “ **Tender for Electric and Fire Audit for Lucknow Zone Branches and office** ” and addressed to :- **UCO Bank, Zonal Office, 1st floor, B-1/122, Vineet Khand, Gomati Nagar, Lucknow- 226010**
4. The last date of submission is **12/09/2023 up to 05.00 P.M.** No tender will be accepted after this date. In case the designated day gets declared as a public holiday, the period for submission of tender may be extended to the next working day.
5. **The Bank reserves the right to scrap the order at any time, without assigning any reason.** The Bank's decision in this regard shall be binding and final. Any decision in this regard by Bank shall be final, conclusive and binding on the firms.

6. If there will be any electric shut down required in branch or office for doing electric audit then branch may give a suitable date/time for same (as per convenient ) and may call /visit on holiday or Sunday for complete the job. No extra payment/ charge will be entertained by Bank.
7. The Company/Firm shall be responsible for all injuries to the work or workmen, to persons, animals or things and for all damages to the structural and / or decorative part of property which may arise from the operations or neglect of himself or their, whether such injury or damage arise from carelessness, accident or any other cause whatsoever in any way connected with the carrying out the electrical audit of branch/office. Insurance is compulsory and must be in effect during electric audit.
8. **This Electric/Fire Audit is to be conducted as per stipulated format in branches & connected ATMs**
9. Bank may split the work order equally to L1 & L2
10. Premises details Distt. Wise:- **Lucknow Zone**

S.N.	Locations /District	No. of Branches	No. of Branches with on-site ATM	No. of Branches with Off-site ATM
1	Raebareli	20	13	01
2	Barabanki	06	01	Nil
3	Lucknow	37	28	01
4	Sitapur	02	02	Nil
5	Hardoi	02	02	Nil
6	Lakhimpur Kheri	02	02	Nil
TOTAL		69	48	02

**5. Validity of offer:**

The price finalized shall remain valid for a period of Two year from the date of such finalization & may be increased as per the satisfactory services provided by the vendor & the approval of Competent Authority of this office.

**6. Opening of offers**

The technical bids will be opened on 13/09/2023 at 3:00 P.M in the presence of the service providers / their authorized representatives accompanied with valid ID proof and authority letter. No separate intimation will be given in this regard to the Service providers for deputing their representatives. The Price Bids / Commercial Offers will be opened on 14/09/2023 at 5:00 P.M as stipulated above irrespective of the number of offers or their representatives present.

**7. No commitment to accept lowest or any tender**

The Bank shall be under no obligation to accept the lowest or any other offer received in response to this tender and shall be entitled to reject any or all offers without assigning any reasons whatsoever.

**8. Splitting of order**

The Bank reserves its right for splitting the order between the two service providers. The splitting of the order provided the L-2 service provider agrees to match the prices quoted by L-1 service provider and agrees for all the terms and conditions. Or The Bank reserves its right to give full order to L-1.

#### **9. Right to alter quantities**

The Bank will be free to either reduce or increase the number of branches for audit on the same terms and conditions. The Bank also reserves the right to place further/repeat order on same terms and conditions within a period of 12 months.

#### **10. Reports Submission**

Vendor should submit the audit report of first branch immediately after visit for checking purpose, remaining branches can be carried out after confirmation from bank. Vendor should submit the electric audit report (softcopy/hardcopy) to us under copy to branches. **Summary/Consolidated of reports** of should be submitted separately (softcopy/hardcopy) to zonal office.

#### **11. Payment terms**

The terms of payment are as under:

1. No advance payment against work order.
2. 100 % Payment will be made by respective branches after receiving the Audit reports (softcopy & hardcopy) of all Branches & separate Summary of reports (softcopy/hardcopy) with submission at Security Department, Zonal Office, and payment done by branches.
3. No additional payments will be considered for multiple visits.

#### **12. Force Majeure.**

If at any time during the period of the contract the performance in whole or in part by either party or any obligation under the contract shall be prevented or delayed by reasons of any war, hostilities, acts of God, public, enemy, civil commotion, sabotage, fires, floods, explosions, epidemics etc. then, provided notice of the happening of the any such events is given by either party to the other within 15 days from the date of occurrence thereof, neither party shall by reason of such event be entitled to terminate their contract nor shall either party have any claim for damages against the other in respect of such non-performance or delay in performance. The whole or any part of the Party's obligations under the contract shall be resumed as soon as practicable after such event has come to an end or ceased to exist. If force majeure event continues beyond the period of three (3) months the parties shall hold consultation to resolve the problem satisfactorily.

Zonal Manager  
Lucknow Zone

Encl.:- ANNEXURE- I (BASIC INFORMATION) ANNEXURE-

II (COMMERCIAL/ FINANCIAL) \_\_\_\_\_