



UCO Bank Zonal Office
General Administration Department
New Delhi

NOTICE FOR EMPANELMENT OF CONTRACTORS/ARCHITECTS
UNDER VARIOUS TRADES

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

Category A: up to Rs.5 lakhs.

Category B: above Rs.5 lakhs & up to Rs 10 lakhs.

Category C: above Rs.10 lakhs & up to 25 lakhs.

No.	Type of Work	Financial Outlay per reference
1	Civil Work including repair & maintenance. (will include electrical work as well)	Category - A Category - B Category - C
2	Furnishing Work including repair of furniture. (will include electrical work as well)	Category - A Category - B Category - C
3	Electrical Work including operation and maintenance Electric Sub-Station at Zonal Office and Bank's Residences	Category - A
4	Air-Conditioning Work including operation and maintenance for Zonal Office and Bank's Residences	Category - A
5	Housekeeping or other Misc. services for Zonal Office	Category - C
6	Pest Control/Disinfection/Sanitization Services	Category - A
7	Maintenance of existing Telephone lines/sets and laying new lines for Zonal Office	Category - A
8	Installation & Maintenance of Glow Sign Boards and different signage for our branches in Zone	Category - A
9	Architect/Consultant	Category - A Category - B Category - C

- For operation & maintenance services, the annual value of services has been taken in account for the purpose of fixing the financial limit in the respective trade & category of services.

General Instruction for guidance of applicants in respect of empanelment of contractors:

1. Applications should be submitted in Bank's prescribed format only (as per annexure - I) Application in any other form will not be considered. The applications is to be enclosed with the application fee of Rs 250/- in form of DD favouring UCO Bank and Earnest Money Deposit of Rs 10,000/- in form of DD favouring UCO Bank.
2. Applicants for empanelment in a trade should preferably have at least three years experiences in execution of similar work in Banks / Govt. / Public Sector / reputed private sector organizations in respective trades.
3. Contractors applying for empanelment under category "A", "B" & "C" should have successfully executed at least two similar works in the relevant trade at least up to 75% of the upper limit of the particular financial category during last three years.
4. Average annual turnover of last three years
Category – A: Rs 5 lakhs to Rs 10 lakhs
Category – B: Rs.30 lakhs
Category – C: Rs.50 lakhs
5. The applicants should have their office / establishment in New Delhi & NCR.
6. No applicants should 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.
7. 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. (as per annexure – III). For Disinfection and Sanitization services the vendor must hold a valid license issued by the competent authority and must be registered in GST.
8. Applicants for the trade of Telephone maintenance services should be capable of liasoning with BSNL and other telephone / mobile phone service providers for smooth functioning of telephone system.
9. The applicants for housekeeping should have sufficient numbers of personnel to manage the work efficiently.
10. Contractors applying for the trade of Electrical work should possess the valid Electrical contractor's license, issued by competent authority, in the name of the contractor or employee of the company. Photocopy of such license should be submitted with the application. (as per annexure – II)
11. Contractors / vendors applying for the trade of Operation / maintenance services of air conditioning machines and Glow Sign Boards should have vast sound experience of operation & maintenance of all kinds of air-conditioning units.
12. The Bank reserves the right to visit the establishment / workshop of applicants of any trade before finalization of empanelment.
13. The Bank reserves the right to accept or reject any application without assigning any reason thereof.
14. The existing empanelled contractors of the Bank need to apply afresh for empanelment against this notification.
15. Additional sheet of papers may be used for submitting the applications, wherever space in the format is found inadequate.

16. Bank reserves the right to call for report from the existing clients of the applicant if required.
17. The selected contractors has to deposit interest free FDR for amount 10% of the contract value as security deposit that will be returned at end of the tenure.
18. It is being clearly mentioned that a contractor being empanelled in one category will not be allowed to work in another or second category apart from their own category.
19. Sealed envelopes containing the application for empanelment and superscribing the name of trade / services with financial category should be submitted to the **Zonal Manager, UCO Bank, Zonal Office, General Administration Department, 5, Parliament Street, New Delhi-110001** by 5:00 PM on 15.07.2020, along with the following documents / papers:

- The list of similar work executed in last three 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 – IV & V).
- Copies of PAN card, VAT registration certificate, Goods & Service Tax 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 category under 'B' & 'C' of all trades.
- Total Annual Turnover in last three years for category 'B' & 'C' of all trades.
- Name and Address of Bankers with solvency certificate (for category – 'B' & 'C' of all trades).
- Key personnel permanently employed (as per annexure – VI) for category – 'B' & 'C' of all trades.
- Work force & workshop facilities (as per annexure – VII & VIII) for category – 'B' & 'C' of all trades.

Important Dates of Tender

S. no.	Particulars	Dates
1	Date of Notice Issue	23.06.2020
2	Date for Pre Bid Queries	06.07.2020
3	Last Date & Time of submission of Tender	15.07.2020
4	Date of Technical Bids opening	16.07.2020
5	Date of Financial Bids opening (Housekeeping, Electrical, AC Work, Maintenance of Telephone Lines, Glow Sign Boards, Pest Control)	22.07.2020

Annexure - I

**PARTICULARS TO BE FURNISHED FOR EMPANELMENT OF CONTRACTORS FOR
VARIOUS TRADES / SERVICES AND FINANCIAL CATEGORIES**

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 Rajasthan 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. Whether registered with the Registrar
of Companies / Registrar of Firms / Registrar
of Co-operative societies. If so, please mention
the number of such registration and date:

8. a) Name and Address of Bankers:

i)

ii)

iii)

b) Enclose Solvency certificate from at least one Banker in a sealed envelope marked confidential.

9. Whether registered for VAT. If so, please mention the VAT registration number and furnish a copy of such registration certificate:

10. Whether registered for Goods & Service Tax. If so, please mention the Goods & Service Tax registration number and furnish a copy of such registration certificate:

11. Whether an assessee of Income Tax. If so, please mention the Permanent Account Number:

12. Furnish copies of audited Balance Sheet with Profit & Loss account for last three years in case of applicants applying for the financial category of 10 lakh & above:

2017 -18

2018-19

2019 -20

13. Whether empanelled with other PSU Banks / Govt. Deptts. / PSUs / Autonomous bodies. If so, please furnish the following particulars:

<u>Name of the Organisation / Institution</u>	<u>Trade/Services</u>	<u>Date of Empanelment</u>	<u>Validity</u>	<u>Financial</u>
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14. 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

(Seal)

Annexure – II

1. For the Trade of Electrical 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:

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Annexure – III

1. For the Trade of Pest Control Services:

- i) IPCA membership No:
- ii) Validity of membership:
- iii) Valid License for Disinfection and Sanitization
(Furnish photocopy of membership certificate)
- iv) Materials used name and quality:

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Annexure – IV

1. Detailed Particulars for the works done in past three years:

<u>Name of organization</u>	<u>Name of work</u>	<u>Value of work completed</u>	<u>Compliance of</u> <u>Stipulated</u> <u>Completion</u> <u>time</u>
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(Furnish photocopies of credentials)

Annexure - V

Particulars in respect of work executed

[illegible]

Annexure - VI

Key personnel permanently employed

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

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Annexure - VII

Other relevant information

Work Force:

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

Annexure – VIII

Workshop facilities:

Sr. No.	Location	Land Area	Type of structure	Type of facilities

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Annexure – IX
For Financial Bids

Housekeeping Works

Particulars	Rates
As per central government minimum wages (pay and allowances as per statutory requirements)	
Service Charges	

NOTE: Service charges should not be less than 2 % else bid will be disqualified.

Electrical Works (operation & maintenance of Electric Sub Station in UCO Bank Building. operation & maintenance of Electric Works at Bank's Residences)

Particulars	Rates
Annual Maintenance	

NOTE: The vendor providing the annual maintenance must deploy 1 electrician during banking hours and working days.

Air Conditioning Works (annual maintenance of all types of AC's in Zonal Office and Bank's Residences)

Particulars	Rates
Rates per unit/ton	
Split AC	
Window AC	
Cassette AC	

NOTE: The vendor providing the annual maintenance must deploy 1 electrician during banking hours and working days.

Glow Sign Boards and Signage (for UCO Bank branches in Delhi NCR)

Particulars	Rates
Rates per sq. ft. of the board along with the quality (flex sign board) (warranty of 3 years is mandatory)	
Rates of frame with angle iron	
Installation Charges	

NOTE: The work is supposed to be done as per bank's extant guidelines.

Pest Control (For UCO Bank building) /Disinfection/Sanitization (For UCO Bank building and Branches) Services

Particulars	Rates
Annual Charges with material (number of visits per month)	

Telephone Lines/Sets maintenance and lay new lines

Particulars	Rates
Annual Maintenance Charges	

General Instruction for guidance of applicants in respect of empanelment of Architects:

1. Applications should be submitted only in Bank's prescribed format (annexure – I). Additional sheet of papers may be used for submitting the applications, wherever space in the format is found inadequate. The applications is to be enclosed with the application fee of Rs 250/- in form of DD favouring UCO Bank and Earnest Money Deposit of Rs 10,000/- in form of DD favouring UCO Bank.
2. Firms applying for empanelment of Architect should have the persons with Graduate/post Graduate Degree in Architecture/Civil Engineering from India or abroad and /or possessing the membership of the Indian Institute of Architects/Council of Architecture/Institution of Engineers.
3. Firms should have the adequate infrastructure / manpower for execution of civil & sanitary / interior furnishing/Electrical/Air-conditioning/LAN work.
4. Architects applying for empanelment should have at least three years experience in execution of similar work in Govt. Banks/Public Sectors/Reputed Private Sector Organization.
5. Architects applying for empanelment should have successfully executed at least two similar works of least up to 75% value of the upper limit of the particular financial category during last three years.
6. The applicants should have their office / establishment with adequate infrastructure in New Delhi/NCR.
7. The Bank reserves the right to visit the establishment/workplace of applicants before finalization of empanelment.
8. The Bank reserves the right to accept or reject any application without assigning any reason therefore.
9. Existing empanelled Architects of the Bank need to submit their application afresh for new empanelment against this notification.
10. Bank reserves the right to call for report from the existing clients of the applicant if required.
11. Architect/Furnisher applying for empanelment has/have to submit satisfactory work done and experience certificate from the PSU/Bank/Organisation, where they executed the work.
12. Sealed envelopes containing the application for empanelment and super scribing "Application for empanelment of Architects" should be submitted to the **Zonal Manager , UCO Bank, Zonal Office, General Administration Department, 5, Parliament Street, New Delhi - 110001** by 5.30 PM on 12.07.2020, along with the following documents / papers:
 - The list of similar works executed in last three years in Banks/Public Sectors/Reputed Private Sector Organization along with completion certificate mentioning therein the details of work with value & date of completion (as per annexure – II).
 - Copies of PAN card, Trade License, VAT registration certificate, Goods & Service Tax registration certificate and any other registration certificates, as may be necessary, as per Rules of local Statutory Authorities.
 - Copies of certificates on Graduate/Post Graduate Degree in Architecture/Civil Engineering from India or abroad and /or the membership of the Indian Institute of Architects/Council of Architecture/Institution of Engineers.
 - Audited account and Balance Sheet for last three years for All Categories.
 - Total Annual Turnover in last three years for All Categories.
 - Key personnel permanently employed (as per annexure – III).

Annexure - I

Particulars of the form to be furnished for the purpose of empanelling of Architects

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 Rajasthan 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. Whether registered with the Registrar of Companies / Registrar of Firms / Registrar of Co-operative societies. If so, please mention the number of such registration and date:
 - a) Name and Address of Bankers:
 - i)
 - ii)
 - iii)

9. Whether registered for VAT. If so, please mention the VAT registration number and furnish a copy of such registration certificate:

10. Whether registered for Goods & Service Tax. If so, please mention the Goods & Service Tax registration number and furnish a copy of such registration certificate:

11. Whether an assessee of Income Tax. If so, please mention the Permanent Account Number:

12. Furnish copies of audited Balance Sheet with Profit & Loss account for last three years in case of applicants applying for the financial category of 10 lakh & above:

2017 -18

2018-19

2019 -20

13. Whether empanelled with other PSU Banks / Govt. Depts. / PSUs / Autonomous bodies. If so, please furnish the following particulars with work/empanelment certificate along with satisfactory service provider certificate with telephone no:

<u>Name of the Organisation / Institution</u>	<u>Trade/Services</u>	<u>Date of Empanelment</u>	<u>Validity</u>	<u>Financial</u>
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14. Furnish the names with contact no/address 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

(Seal)

Annexure - II

Particulars in respect of work executed

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

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Annexure - III

Key personnel permanently employed

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

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