



**UCO Bank**  
**Zonal Office**  
**General Administration Department**  
**Jorhat**

**NOTICE FOR EMPANELMENT OF ARCHITECTS**  
**OF VARIOUS TRADES FOR BANK'S WORK**

Applications are invited from bonafide Architects for empanelment in in the following financial categories:

Work value:	≤ Rs.30 lakhs - Category: A
Work Value:	> Rs.30 lakhs < Rs.50 lakhs – Category: B
Work Value:	> Rs.50 lakhs < Rs.100 lakhs – Category: C

**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.
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/Fire alarm & detection system/LAN work.
4. Architects applying for empanelment should have at least three years experience in execution of similar work in Banks/Public Sectors/Reputed Private Sector Organization.
5. Architects applying for empanelment should have successfully executed at least two similar works at 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 Assam.
7. The Bank reserves the right to visit the establishment 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. 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, Jorhat, TN Sarma Path, Near Nehru Park, PIN-785001** by 4:00 P.M on 14-02-2023., 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, 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 Category 'B' & 'C'.
- Total Annual Turnover in last three years for Category 'B' & 'C'.
- 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:
  
  
  
  
  
8. 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 Service Tax. If so, please mention the 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:
 

<u>2019 -20</u>	<u>2020-21</u>	<u>2021-22</u>
-----------------	----------------	----------------
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>
---	-----------------------	----------------------------	-----------------	------------------

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





**Annexure - III**

**Key personnel permanently employed**

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

