



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

**NOTICE FOR EMPANELMENT OF CONTRACTORS**  
**UNDER VARIOUS TRADES**

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

Value of work above Rs.5 lac & up to 20 lac.

SI No.	Type of Work	Financial Outlay per reference
<b>Services</b>		
1	• Operation & Maintenance AC system viz existing / standalone (windows/split) / capsul / tower air-conditioning units	
2	• Housekeeping of Premises	
3	• Watch and ward services	
4	Furnishing work including repairing of furniture with civil works like flooring, painting, repairing, sanitary & plumbing & minor electrical work	
5	Civil work including repairing & maintenance, water proofing job etc	
6	Electrical work and repairing of existing electrical systems.	
7	• Operation / maintenance services of all electrical installations (H.T & L.T installations viz, transformers L.T, H.T Panel, Pump motor etc.)	

- 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.

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**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.
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 "B" 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 for Category – B: Rs.30 lakhs
5. The applicants should have their office / establishment in Assam.
6. The applicants for housekeeping should have sufficient numbers of personnel to manage the work efficiently.
7. 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)
8. Contractors / vendors applying for the trade of Operation / maintenance services of air conditioning machines should have vast sound experience of operation & maintenance of all kinds of air-conditioning units.
9. The Bank reserves the right to visit the establishment / workshop of applicants of any trade before finalization of empanelment.
10. The Bank reserves the right to accept or reject any application without assigning any reason thereof.
11. The existing empanelled contractors of the Bank need to apply afresh for empanelment against this notification.
12. Additional sheet of papers may be used for submitting the applications, wherever space in the format is found inadequate.
13. Bank reserves the right to call for report from the existing clients of the applicant if required.
14. Sealed envelopes containing the application, all necessary papers ( as mentioned below) & annexure ( Enclosed with application) for empanelment and superscribing the name of trade / services 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 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, 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 of all trades.
  - Total Annual Turnover in last three years of all trades.
  - Name and Address of Bankers with solvency certificate (all trades).
  - Key personnel permanently employed (as per annexure – VI) of all trades.
  - Work force & workshop facilities (as per annexure – VII & VIII) of all trades.





**Annexure - I**

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

Trade.....

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 for sufficient value 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 Service Tax/GST.  
If so, please mention the Service Tax/GST  
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:
- 2019 -20                      2020-21                      2021-22

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:





**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 Stipulated Completion time</u>
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(Furnish photocopies of credentials)





**Annexure - V**

**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	Name of Architect





**Annexure - VI**

**Key personnel permanently employed**

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





**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

