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UCO BANK

Honours Your Trust



संदर्भ सं/Ref No:-RZO/GAD/SEC/2022-23/45

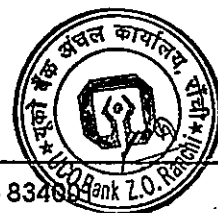
दिनांक/Date:-14-10-2022

UCO Bank
Zonal Office Ranchi
UCO Bank, Zonal Office, Sainik Bazar, Main Road, Ranchi-834001
E-mail: zo.ranchi@ucobank.co.in; zoranchi.sec@ucobank.co.in

UCO Bank invites sealed Notice Inviting Tender (NIT) for Empanelment of vendors for installation and maintenance of Security Equipments (CCTV & Digital Alarm System in the Branches/ Currency Chest/s / Offices under UCO Bank Ranchi Zone (Jharkhand).

RFQ	Scheduled
Date of commencement of issue of NIT	15.10.2022
Last Date & Time for submission :	05.11.2022 upto 5:00 PM at Zonal Office, Ranchi
Work contain	Empanelment of vendors for Installation and Maintenance of Security Equipments (CCTV & Digital Alarm System in the Branches/ Currency Chests/ Offices under UCO Bank, Ranchi Zone.
Pre Bid Meeting	25.10.2022 at 12:30 PM at Zonal Office, Ranchi
Date of Opening of Tender	08.11.2022 at 12:30 PM at Zonal Office, Ranchi
Validity of NIT	90 (Ninety) days from the date of opening.
Address of Communication:	UCO Bank, Zonal Office, Sainik Bazar, Main Road, Ranchi-834001
E-mail:	zo.ranchi@ucobank.co.in zoranchi.sec@ucobank.co.in
Contact number	0651-2330845

Note: The bidder has to submit the bids in sealed envelope that should be put in a single sealed outer cover must reach us on or before the last date of bid submission as given in the Control Sheet. Any bid received by the Bank after the deadline of bid submission will be rejected and will return unopened to the Bidder.



सुरक्षा विभाग यूको बैंक, अंचल कार्यालय, सैनिक बजार, मेन रोड, रांची - 834001
Security Department, UCO Bank, Zonal Office, Sainik Bazar, Main Road, Ranchi - 834001
फोन/Phone:- 0651-2330845, e-mail: - zo.ranchi@ucobank.co.in



❖ **Empanelment of Vendors for Installation and Maintenance of Security Equipments (CCTV & Digital Alarm System) in the Branches/ Currency Chests / Offices under UCO Bank, Ranchi Zone (Jharkhand).**

- Applications are invited from reputed Agencies/ Companies/Firms for empanelment for Installation & Maintenance of Security equipments (CCTV & Digital Alarm system) in the 75 Branches, two Currency Chests and Offices under UCO Bank Ranchi Zone.

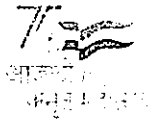
(A) Status of availability of Security Equipments:

- We have 75 Branches, two Currency Chests & Offices under Ranchi Zone. Each of our Branches, Currency Chests and Offices have been provided with CCTV Surveillance System and Fire cum Burglar Alarm System for Security and Safety of Bank's assets. These Security Equipments need to be maintained for their 24x7 functioning which included repair/replacement of faulty parts. Up gradation of obsolete equipments, installation of new equipments on need basis.
- **Alarm System:** - Our Branches, Currency Chests and Offices have either Fire Cum Burglar integrated Alarm System or separate Fire Alarm and Burglar Alarm System. Alarm Systems are provided with various types of sensors like Panic Switch, Vibration, Tilt, Magnetic contact, Smoke, Heat, Multi, PIR sensor, hooter & Motorized siren, autodialed (PSIN/GSM).
- **CCTV System:-** Our Branches , Currency Chests and Offices have SDVR based analogue / digital CCTV System of 4/8/16/32 Channels, standalone IP camera, CCTV Systems are provided with various types of Dome/Bullets cameras with IR feature, fixed or varifocal lens.

(A) Scope of work:-

- The scope of work for maintenance and installation of Security Equipments is as follows:
- **For Alarm System:** - Maintenance of the available Fire cum Burglar Alarm Systems under (AMC), repair/replacement of faulty parts. Replacement of old and obsolete Alarm panel/ System with new one on need basis. Re-installation of equipments in case of shifting/furnishing of Branch premises and installation of new System in new opened Branch.
- **For CCTV System:** - Maintenance of the available CCTV Systems under (AMC), repair/ replacement of faulty parts, replacement of old and obsolete DVR/ Cameras with new one on need basis. Re-installation of equipments in case of shifting/furnishing of branch premises and installation of new system in new opened branch.





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Installation of new 4 Channel SDVR based CCTV System in Branches having Safe Deposit Locker Cabinets.

B) Period of Empanelment :-

- Vendor(s) will be empanelled for a period of 3 years from the date of empanelment and it would be reviewed on annual basis on the basis of performance of selected vendor and participation of empanelled vendors in the coming tender processes. Bank can extend the period of empanelment beyond initial three years on year to year basis. Bank can terminate the empanelment on one and all vendor at any point of time.

C) Procedure of Empanelment:-

1. One bidder can apply for empanelment for one or more Security item(s), bidder to spell out the name of item. CCTV System or Alarm System for which the empanelment is sought.
2. One bidder can be empanelled for one or more item(s) for which the bidder fulfilling the eligibility criteria.
3. Bidder need to submit the proofs to validate their experience (copies of work order/contract & performance certificates of the work done) in the respective field i.e. CCTV/Alarm System for which the empanelment is sought.
4. After assessment of eligibility bids, bank may confirm the authenticity of the of the work orders/ contract, performance certificate from their client(s) and bank will also confirm the local address of the bidder through own sources. Only after the said confirmations the eligibility bid would be adjudged as valid.
5. Bidder(s) found eligible on the basis of evaluation of their eligibility criteria, confirmation of work/performance/local address will be summoned to demonstrate their products for the next stage of assessment for empanelment.
6. Only those eligible bigger(s) will be considered for empanelment who's offered products met the requisite specification for the selected security equipment(s).
7. When the price Quotation will be taken from the empanelled vendor(s)/company, at that time we can give preference to the item price taken by the OEM.
8. The Zonal Office will collect a price list of all the security gadgets / items from the OEM Company. If the selected Empanelled vendor/Agency gives a price quotation more than OEM price, then the price quotation of that vendor will be rejected.



D) Eligibility criteria for bidders:-

1. Only those Companies/firms/agencies that fulfill the eligibility criteria as mentioned in 'Annexure-I' of this advertisement will be considered for next stage of assessment for empanelment.
2. **Availability of Tender documents & tender fee:-**

Tender documents are available on Bank's website www.ucobank.com as well as at our Zonal Office till last date of submission of bids i.e. 05.10.2022. Bidder required to deposit the non-refundable Tender fee amounting Rs. 250/- (two hundred fifty only) either in the form of DD in favor of UCO Bank Zonal Office, Ranchi, payable at Ranchi requisite DD should be submitted with bid, if the bidder uses the downloaded tender papers. There is no exemption for this and it is mandatory.

3. **Pre-Bid meeting:-**

Pre-bid meeting is scheduled to be held at our Zonal Office on 25.10.2022 at 12:30 P.M. interested bidder can submit their queries/clarifications, suggestion to our purchase committee on schedule date and time. As a resultant of pre bid meeting any addendum/corrigendum in bids terms & conditions if warranted would be reflected on Bank's website (www.ucobank.com) after a day from pre-bid meeting i.e. from 25/10/2022 & no paper notification would be made for addendum/corrigendum in bid document. Interested bidders are advised to go through Bank's website after schedule date for any modification in bid document. After pre-bid meeting clarification, suggestion and any type of representation will not be entertained.

4. **Submission of bids:-**

1. Applications are to be submitted to the undersigned in a sealed envelope super scribing as **"Bids for Empanelment of agencies for maintenance and installation of security equipments"** with bidders contact details (address, e-mail & phone no.). Bids should be submitted at our below mentioned address on or before 5:00 P.M. of 05.11.2022.

5. Opening of Bid(s):-

- Sealed bid would be opened at our Zonal Office: Ranchi date for opening of bid will be conveyed after receipt of tender(s), through email & telephone of the bidders as shown on the outer envelope of bid. Bank is not liable for non receipt of information of opening of bids in case of not mentioning of email ID/ telephone number on outermost envelope. Undelivered email, inability to contact bidders through telephone. Bank reserves the right to reject any/all bids without assigning any reason thereto, meanwhile major reasons leading to rejection of bid are specified herein below. Bidders can witness the tender opening process through their authorized representative on schedule date & time, it is not mandatory for bidder to present at the time of opening of bids. We are not bound to hold the process of opening of tender due to absence of representative of any or all of the bidders at the time of opening of bids. Bids received after scheduled date & time would not be considered for opening & evaluation. Sealed bid(s) along along with tender fee (if deposited) would be returned to sender's address shown on outer envelope.

6. Evaluation of Bids:-

1. Sealed bids received on or before last date would be evaluated on the basis of eligibility criteria as per **Annexure-I** & checklist **Appendix-III**.
2. Documentary proofs in respect of each eligibility criteria would be evaluated confirmation of local address executed work/performance would be ascertained by Bank. Only after that the bid would be considered for the next stage of empanelment for the field / security item(s) in which it fulfills the eligibility conditions.
3. In the next stage of assessment for empanelment the eligible bidders would be invited for demonstration of their products, in case the offered products found suitable as per criteria fixed by bank, then only the candidature of the bidder is approved for empanelment.
4. Empanelment would be restricted to maximum ten bidders for respective item.

7. Rejection of bids:-

Bank can reject the bids in following cases:-

1. Late receipt bids, received in open envelope, received through e-mail.
2. Bids not having proper documentary proofs establishing eligibility of bidder.
3. Bids not provided with requisite tender fee.
4. Copies of work order / contract submitted in proof of experience are not supported by performance certificate from client.
5. Work / services of the bidder found unsatisfactory on confirmation from their client.
6. Confirmation of local address (in the state of Jharkhand) not ascertained.
7. Product offered not meets the required specification as evaluated during demonstration.
8. Bank can reject any or all of the bids without mentioning any reason.

8. Performance security & Earnest money deposit:-

1. Empanelled bidder will be required to submit the Earnest Money Deposit (EMD) with price bid @ of 1% of the estimated cost of work or at applicable rate as prescribed by Govt./ bank's guidelines before allotment of work order. Tenders submitted without EMD should be rejected outright.
2. The EMD shall be liable to be forfeited in the event of:
 - a) Revocation of the tender or increasing the rates after opening of the tender and before the expiry of validity of tender.
 - b) EMD deposited by unsuccessful bidders will be returned immediately after awarding of the contract to the successful bidder. Any deviation from this shall require approval of the competent authority.
 - c) Within 15-days after awarding the contract the successful bidder will have to deposit by Pay Order/DD/ Banker's cheque, the initial security deposit for the balance amount over & above the EMD to from 2% of the contract value.



9. Termination of contract of work:-

The Bank reserve its right to terminate the maintenance and supply contract at any time after giving due notice of one month without assigning any reason. The contractor will not be entitled to claim any cost and compensation against such termination. However, while terminating the contract, if any payment is due to the contractor for maintenance / work already performed up to satisfaction in terms of the contract, these would be paid to it / him as per the contract terms.

10. The Bidder's Indemnity and Assurance:-

1. The Bidder should comply with all legal requirements and obtain such licenses, approvals and consents, if any prescribed/required under any law/rules/regulations, and keep them valid.
2. The Bank will not be liable to pay any remuneration or compensation to the Bidder or any of the personnel (including its owner(s), director(s), employee(s) and any representatives(s) engaged by the Bidder in relation to the service except the total cost of the security system as per agreement and AMC charges as per agreement.
3. The Bidder to indemnify against all losses, liability or obligation arising out of its conduct or that of any of the personnel including its owner(s), partner(s), employee(s) and representatives(s) in connection with the work to be offered to selected vendor.

11. Other Terms & Conditions:-

1. For any queries, bidder may contact us on working days between 10.00 A.M. to 05.00 P.M.
2. Bank is not responsible for any typographically mistake in the tender documents, late receipt bid or damage of bid in transit.
3. Tender is valid up to three (3) months from the date of publication.
4. Any dispute arising in this matter will be settled in the jurisdiction of Ranchi (Jharkhand).
5. Tender / Offers sent through Fax and E-mail will not be accepted.
6. Bank reserves the right to accept/reject in part or in full any or all offers without assigning any reason whatsoever and without any cost or compensation therefore. Any decision of



UCO Bank in this regard shall be final, conclusive and binding on the bidders.

1. **Black listing:** - Black listed vendor/firm/agency not be participating in this tender. An undertaking signed by authorized dignitary in this regard must be submitted. If in future we come to our notice that the vendor/Firm/agency has been blacklisted by bank/PSU etc, and then we will terminated it without any notice.

12. **Details of annexure & appendices related to notice inviting bids attached along with:-**

1. **Annexure-I** on eligibility criteria for bidder for empanelment for installation & maintenance of security equipments (CCTV & Alarm system) in the Branches /Currency Chests/Offices.
2. **Appendix-I** on Authority letter to be submitted by bidder in case bidder is OEM/distributor.
3. **Appendix-II** on Manufacture authorization from (MAF) to be submitted in case bidder is not OEM/Distributor.
4. **Appendix-III** on checklist for bidders for submitting eligibility bid in compliance of terms of Annexure-I
5. **Appendix-IV** on certificate of performance obtained from client(s) in respect of the each of the work order/contract executed.
6. **Appendix-V** on Format of application to be submitted by interested bidder for empanelment in respect of this notification.
7. **Appendix-VI** on Format of general information.
8. **Appendix-VII** on Format of financial, Registration for taxation and other statutory requirements.

उप महाप्रबंधक एवं अंचल प्रमुख

DGM & Zonal Head

यूको बैंक, अंचल कार्यालय, सैनिक बजार

मेन रोड, राँची-834001

UCO Bank, Zonal Office,

Sainik Market, Main Road

Ranchi -834001

E-mail: zo.ranchi@ucobank.co.in; zoranchi.sec@ucobank.co.in



सुरक्षा विभाग यूको बैंक, अंचल कार्यालय, सैनिक बजार, मेन रोड, राँची - 834001

Security Department, UCO Bank, Zonal Office, Sainik Bazar, Main Road, Ranchi - 834001

फोन/Phone:- 0651-2330845, e-mail: - zo.ranchi@ucobank.co.in

ANNEXURE-I

ELIGIBILITY CRITERIA FOR BIDDER FOR EMPANELMENT FOR INSTALLATION & MAINTENANCE OF SECURITY EQUIPMENTS (CCTV AND ALARMS SYSTEM) IN THE BRANCHES/CURRENCY CHESTS/OFFICES UNDER UCO BANK, RANCHI ZONE.

A. Experience in execution of required work and performance certification by client(s).

- Reputed Bidder should have experience in executing the similar work for which Empanelment is sought as under of the public sector Banks/RBI/Govt. organization /PSU in last 3 years as on 30th September, 2022.
- Bidder must have experience of the supplying , commissioning & maintenance of CCTV & Alarm system equipment along with CCTV health monitoring in at least one Banks within immediate past three years, should be presently continuing with at least one Public Sector Bank (PSBs).
- Bidder must have at least three years satisfactory experience in commissioning and maintenance of CCTV and Alarm System equipment including health check up upto 30th September, 2022.
 - i) Three similar completed or active contract of AMC and installation of Alarm/CCTV / in not less than 30 branches/locations in last seven years as on 30th September,2022 OR
 - ii) Two similar completed or active contract of AMC and installation of Alarm/CCTV / is not less than 38 branches / location in last seven years as on 30th September, 2022 OR
 - iii) One similar completed or active contract of AMC and installation of Alarm / CCTV / is not less than 60 branches / location in last seven years as on 30th September, 2022.
- Documentary proofs for the above like Annual Maintenance Contract(s) / work order(s) and performance certificate(s) of the each allotted work / contract issued by respective client Public Sector Banks / RBI / Govt. organization / PSU must be provided with bid to establish the eligibility of bidder. Bid without minimum required work order / contract and their performance certificates as above could be treated as ineligible. Work order / contract not supported by its performance certificate could be treated as Null.

B) Certification of performance by client(s) Public Sector banks / RBI / Govt. Organizations / PSU :



1. Each work order / Contract submitted as warranted above must be supported by performance certificate(s) as per **Appendix IV** of this tender document. Performance certificate should be duly filled on letter head of the clients, signed by the officials dealing in procurement/ Maintenance of the Physical Security Equipments (preferably Security Officer).
2. Bank can confirm the genuineness of the performance certificate issued by client of its own sources. In case the authenticity of performance certificate or work order / contract found uncertain, the tender of the bidder would be rejected.
3. Performance certificate issued by client would be taken as the proof of the nature of work done, number of branches/ offices / sites covered & period of contract, quality of equipments installed , level of after sale services & relationship with the client as far as terms of contract is concerned.
4. Minimum standard for eligibility for bidder as confirm from performance certificate by client should likewise:
 - i) Purpose, nature of work executed, number of branches / offices / sites covered should be in the lines of Para A of this annexure.
 - ii) Equipments installed should be as per specification provided by the clients.
 - iii) Average time taken in defect rectification should be less than seven (7) days & time taken in new installation should be less than 15 days.
 - iv) Quality of work executed, capability, technical proficiency, financial soundness, mobilization of manpower of firm, quality of product installed should not be unsatisfactory.
 - v) Instances of imposition of penalty should be less than three in the period of contract.
 - vi) Bidder should not be indulged in arbitration/court case with the client.
5. Provide list of client and their contact details to ascertain the genuineness of quality of services bidder have rendered in case work/services of bidder found unsatisfactory in any of the work/contract, their bids would be treated ineligible.
- C) Bidder should have minimum three years of experience as on 30/09/2022 in maintenance and installation of security equipments (Alarm System / CCTV). Hence provide at least one work order/contract commenced / executed prior to 30/09/2019.



D) Certification by Original Equipment Manufacturer (OEM):

1. Bidder should be the authorized equipment manufacturer/assembler or have authorization from OEM for consistent supply / servicing of space / equipments for next 5 years.
2. In case bidder is the Original Equipment Manufacturer (OEM), bidder have to provide certificate (as per Appendix-I) about manufacturing of product, genuineness of the products and after sale services & supply of accessories.
3. In case bidder is not the OEM, the bidder will have to essentially mention the name of the Original Equipment Manufacturer (OEM) whose product is to be supplied and the country of origin of the product along with technical specifications. Bidder will also to have certificate in respect of country of origin of products. Product offered should be manufactured in India. Bidder has to submit a certificate from the original equipment manufacturer (OEM) that they are the authorized agents for the sale and service of their product and manufacturer undertakes to support the after sales service of the product. Bidder should provide manufacturer authorization form (MAF) duly signed by the OEM in the name of bidder (Appendix-II).
4. All new installed products will stand for onsite comprehensive warranty against all defects in warranty period. During the warranty period the Bidder shall have to provide quarterly preventive service and shall have to attend to all breakdown call within 24 hours and 48 hours for remote area branches.
5. Bidder have ability to provide security equipments of similar or higher technical specifications fixed by bank. The products offered should be manufactured in India.

E) Registration, Establishment & Service network:-

1. As the major part of work is for 24x7 maintenance of the existing Security Systems in our branches so, Bidder should have local office/registered office/services center in the state of Jharkhand. Hence provide proof of local address, which is subjected to confirmation through our sources.
2. Ability to commence service within 15 days from the date of placement of order and complete within a month from placement of order.
3. Bidder should be registered under Shops & Establishment act.



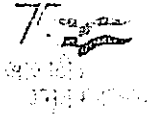
4. Ability to undertake the work of all branches throughout Jharkhand under this Zone.
5. Bidder should have a Certificate of Registration with Registrar of Companies or Registrar of Firms or have a letter of proprietorship.
6. Bidder should provide the latest Income Tax Assessment Order and PAN/TAN Number.
7. Bidder should have GST registration.

F) Financial soundness and stability:-

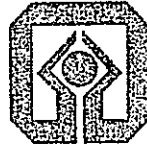
1. Bidder should have positive Net worth; provide the Audited account and Balance Sheet for last 3 years.
2. Bidder should have total Annual Turnover equal or more than the estimated cost work i.e. 30 lacs for last three years. Provide proof for the same of last three years.
3. Bidder should provide name & address of Bankers with solvency certificate not older than one year, of value not less than estimated cost of work i.e. 30 lacs.
4. Documentary proofs duly signed by authorized signatory of bidder establishing above required eligibility should be provided with bid. For assistance bidders are advised to go through the checklist (Appendix-III) for submission of documents in compliance of eligibility. Bid submitted without proper documentary proofs establishing their eligibility is treated as ineligible.

Documentary proofs duly signed by authorized signatory of bidder establishing above required eligibility should be provided with bid. For assistance bidders are advised to go through the checklist (Appendix-III) for submission of documents in compliance of eligibility. Bid submitted without proper documentary proofs establishing their eligibility is treated as ineligible.





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Appendix-I

(To be submitted by OEM / Distributer in case bidder is OEM)

No.....

Date:

To,
Zonal Manager
UCO Bank
Zonal Office, Ranchi

Subject:

Ref.No.:

Dear Sir,

We.....who are established and reputable manufactures/distributor of having factories/ Office at do hereby certify that all the components /parts/assembly/software used in the (Standalone DVR based CCTV Systems, DVR, Camera) or (Alarm System, Sensors) or etc. are original with new components / parts / assembly/ software and that no refurbished / duplicate / second hand components/ parts / assembly / software are used or would be used.

We hereby extend our full guarantee and warranty as per terms and conditions of the NIT and service, offered against this invitation by us. We also confirm that back to back spare & skill arrangement has been made with for providing support services to UCO Bank in respect of proposed contract under this NIT,

Yours faithfully,

Authorised Signatories

(Name & Designation)

Date

For and on behalf of M/S

(Name of manufacturer)

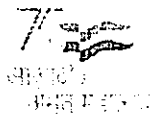
Note: This letter of authority should be on the letter head of the OEM/ Distributor and should be signed by a competent authority of the agency.

Date:

Place:

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Security Department, UCO Bank, Zonal Office, Sainik Bazar, Main Road, Ranchi - 834001
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Appendix-II

Manufacturer's Authorization Form (MAF)
(To be taken from OEM in case bidder is not OEM)

No.....

Date:

To,
Zonal Manager
UCO Bank
Zonal Office, Ranchi

Subject:

Ref.No.:.....

Dear Sir,

We.....who are established and reputable manufactures ofhaving factories atanddo hereby authorize M/s(Name and address of Vendor / Dealer) to offer their quotation, negotiate and conclude the contract with you against the above invitation for NIT offer.

We hereby extend our full guarantee and warranty as per terms and conditions of the RFP and the contract for the equipment and services offered against this invitation for NIT offer by the above firm and confirm that back to back spare & skill arrangement has been made with M/s..... for providing support services to UCO Bank in respect of proposed contract under this NIT.

Yours faithfully,

Authorised Signatories

(Name & Designation)

Date

For and on behalf of M/S

(Name of manufacturers)

Note:

1. This letter of authority should be on the letter head of the manufacturing concern and should be signed by a competent person of the manufacturer.
2. Such MAF for all items offered for which the vendor is not an OEM, should be attached.

Date:

Place:

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Security Department, UCO Bank, Zonal Office, Sainik Bazar, Main Road, Ranchi - 834001
फोन/Phone:- 0651-2330845, e-mail:- zo.ranchi@ucobank.co.in



Appendix-III

CHECKLIST FOR BIDDERS FOR SUBMITTING ELIGIBILITY BID IN COMPLIANCE OF TERMS OF ANNEXURE-I

Sl.No.	Documentary proofs establishing eligibility of bidder	Provided (Yes / No)
1	Dully filled Application format (Appendix-V)	
2	Proof of local address in state of Jharkhand.	
3	Registration under Shops & Establishment act.	
4	List of clients with contact details.	
5	Certification from OEM (Appendix-I)	
6	Authorization from OEM for consistent supply of spare/services (Appendix-II).	
7	Certificate of Registration with Registrar of Companies or Registrar of Firms or have a letter of proprietorship as applicable.	
8	Copies of last three year ITR.	
9	TAN/PAN Registration.	
10	Copies of Audited account balance Sheet of preceding 3 years.	
11	Copies of last three years account statement/GST returns.	
12	Insolvency certificate from Bank not older than 1 year	
13	Copy of GST registration.	
14	Proof of payment of Tender fee/DD.	
15	Copies of three similar contracts/work orders of AMC & installation of Alarm / CCTV along with performance certificate from issuing organization in not less than 30 branches/ locations in last 7 years.	
	Work order / contract-1	
	Performance certificate against above.(Appendix-IV)	
	Work order / contract-2	
	Performance certificate against above.(Appendix-IV)	
	Work order/contract-3	
	Performance certificate against above.(Appendix-IV)	
OR		



15	Copies of three similar contracts/work orders of AMC & installation of Alarm / CCTV along with performance certificate from issuing organization in not less than 38 branches/ locations in last 7 years.	
	Work order/contract-1	
	Performance certificate against above.(Appendix-IV)	
	Work order/contract-2	
	Performance certificate against above.(Appendix-IV)	
OR		
15	Copies of three similar contracts/work orders of AMC & installation of Alarm / CCTV along with performance certificate from issuing organization in not less than 60 branches/ locations in last 7 years.	
	Work order/contract-1	
	Performance certificate against above.(Appendix-IV)	
16	Copy of one work order/contract commenced / executed prior to 30/09/2022.	
17	Any other document bidder likes to submit to prove its eligibility.	

(Authorized Signatory)
M/s

Yours faithfully,
Name:

Seal of the firm:

Date:



Appendix-IV

CERTIFICATE OF PERFORMANCE

(To be obtained from client(s) on their letter head in respect of each of the work order/ contract)

Name and Address of Client:-

Name of the Vendor:-

SL.No	PERFORMANCE EVALUATION	RESPONSE TO BE FILLED BY CLIENT	
1	Work executed by above vendor is related to	Alarm System	CCTV
2	Nature of work	New installation	AMC
3	Please mention reference letter no./work order/contract no.		
4	Period of contract/Actual period of Service rendered.		
5	In how many locations/branches/offices work executed/AMC provided.		
6	PARAMETERS	TICK THE APROPRIATE	
A	Whether the equipments installed matches with the specifications offered by the client.(Yes/No)	Yes	
B	Average time taken by the vendor in defect rectification after reporting of defect (in number of days)	Less than 4	4 to 7
C	Average time taken for installation of new equipment.(in number of days)	Less than 7	8 to 15
D	Quality of Work	Good	Satisfactory
E	Capabilities of the vendor	Good	Satisfactory
F	Technical Proficiency	Good	Satisfactory
G	Financial Soundness	Good	Satisfactory
H	Mobilization of Manpower	Good	Satisfactory
I	Quality of products installed	Good	Satisfactory
7	If any penalty imposed on vendor(Yes/No)	Yes	
8	If 'Yes' at above, then mention the no. of instance(s) of imposition of penalty during the currency of contract/work.	Less than 3	Three



9	Did the vendor go for Arbitration/court case in case of any dispute in connection with the referred contract?	Yes	No
---	---	-----	----

Any other worth mention point client like to highlight on evaluation of performance of vendor.

Provide separate performance certificate against each work order/ contract submitted with eligibility bid, without submission of above duly filled format respective work order would not be considered for evaluation of eligibility of vendor.

Bank can confirm the legitimacy of this performance certificate from issuing office through own sources.

Signature of Reporting Officer with office seal

Details of Officer

Name:

Designation:

Contact no. & E-mail Id:

Reporting Officer should be in-charge looking after physical security measures of the institution, preferably Security Office.

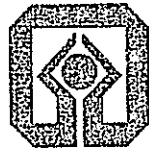


सुरक्षा विभाग यूको बैंक, अंचल कार्यालय, सैनिक बजार, मेन रोड, रांची - 834001
Security Department, UCO Bank, Zonal Office, Sainik Bazar, Main Road, Ranchi - 834001

फोन/Phone:- 0651-2330845, e-mail:- zo.ranchi@ucobank.co.in



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Appendix-V

FORMAT FOR APPLICATION
(On bidder's letter head)

Reference no.

To,
The zonal Manager
UCO Bank Zonal Office, Ranchi

Sub: Application for empanelment for installation & maintenance of security equipment in Branches /offices under UCO Bank Ranchi Zone.

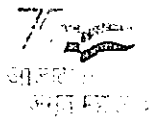
Sir,

In reference to your Notice in inviting bids for empanelment of agencies for installation & maintenance of security equipment in the Branches / Offices under your zone, we wish to submit that:-

1. We have carefully examined all the contents incorporated in this Tender Document and we have accepted all the terms & conditions of the tender.
2. We are herewith applying for empanelment for installation & maintenance of CCTV System/ Alarm System (tick the appropriate (s)).
3. We are herewith submitting the documentary proofs confirming our eligibility for empanelment for Installation & Maintenance of CCTV System / Alarm System (tick the appropriate(s)).
4. We undertake to demonstrate our products as per requisition by the bank.
5. We have paid the non-refundable tender fee amounting Rs. 250/- (two hundred fifty) through NEFT in Bank's specified submitting DD no. of requisite amount along with this bid or seeking exemption on account of and proof of exemption is submitted.
6. In case of successful empanelment, we undertake to provide Earnest Money Deposit (EMD) as required / applicable with price bid and performance Security as required / applicable at the time of allotment of work. Bank can forfeit the amount of EMD / performance security as per terms, conditions of notice inviting tender / work order.
7. We confirm that we have not been disqualified / blacklisted by any of our client, Govt. Department/ RBI/ Bank/PSU for supply or maintenance of the concerned security equipment(s). Bank can reject our bid / empanelment at any stage in case above confirmation is found false or unsatisfactory performance report received from any of our client.

सुरक्षा विभाग यूको बैंक, अंचल कार्यालय, सैनिक बजार, मेन रोड, रांची - 834001
Security Department, UCO Bank, Zonal Office, Sainik Bazar, Main Road, Ranchi
फोन/Phone:- 0651-2330845, e-mail:- zo.ranchi@ucobank.co.in





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8. We certify that our agency / firm / company is not owned or controlled by any director or serving officer/employee of UCO Bank or their relatives the same meaning as assigned under section-6 of the company act 1956.

For and on behalf of

.....
(With seal)

Signature.....

Name.....

Designation.....

सुरक्षा विभाग यूको बैंक, अंचल कार्यालय, सैनिक बजार, मेन रोड, रांची - 834009
Security Department, UCO Bank, Zonal Office, Sainik Bazar, Main Road, Ranchi - 834009
फोन/Phone:- 0651-2330845, e-mail: - zo.ranchi@ucobank.co.in





Appendix-VI

GENERAL INFORMATION: (SHEET ENCLOSED):

Sl.No.	ITEM	PARTICULARS	REMARKS
1	Name of the Company/Firm/Organization		
2	Year of Establishment and Incorporation		
3	Status of the firm whether Company/Partnership/Firm/Proprietary etc:-		
	a) Registered under the Companies Act, 1956. If so mention registration number and date.		
	b) Registered under the Societies Registration Act, 1860. If so mention registration number and date.		
	c) Registered under the Indian Trust Act, 1882. If so mention registration number and date.		
	d) Sale proprietorship firms whose proprietor is a resident in India as per the Income Tax, 1961. If so mention registration number and date.		
	e) Partnership firm registered in India. If so mention registration number and date.		
4	Nature of Business. Strike (x) or score out which is not applicable.		
5	Address of Registered Office with PIN Code:		
6	Correspondence Address:-		
7	Address of Manufacturing Unit / R& D Site:-		
8	Name of Directors/Partners/Members etc:- A) B) C)		

सुरक्षा विभाग यूको बैंक, अंचल कार्यालय, सैनिक बजार, मेन रोड, रांची - 834001
Security Department, UCO Bank, Zonal Office, Sainik Bazar, Main Road, Ranchi - 834001
फोन/Phone:- 0651-2330845, e-mail:- zo.ranchi@ucobank.co.in





9	a) Name of contact person(s):-		
	b) Mobile Numbers (s):		
	c) Land Line:		
10	Name of person(s) authorized to conduct business along with Mobile , Tele, Fax and E-mail details:		
11	Website (if any):		
12	E-mail Address:		
13	a) Has your company /firm been ever blacklisted in past 3 years. Give details if Yes.		
	b) If no a notarized certificate be submitted stating that the company / firm or its owner or any sister concern have not been so blacklisted by any institution of the Central or State Govt, PSU/PSBs in the past three years on any grounds whatsoever. Any subsidiary company(Write Yes/No) Give all details if yes.		
14	Furnish the Names of three responsible persons/officers who will be in a position to certify about the quality as well as past performance of your organization.		
SL.No.	Name	Address	Contact Number
1			
2			
3			

Yours faithfully,

Name:

Designation: Proprietor

सुरक्षा विभाग यूको बैंक,अंचल कार्यालय,सैनिक बजार,मेन रोड, रांची - 834001
Security Department, UCO Bank, Zonal Office, Sainik Bazar, Main Road, Ranchi - 834001
फोन/Phone:- 0651-2330845,e-mail:- zo.ranchi@ucobank.co.in



Appendix-VII

PART-II: FINANCIAL, REGISTRATION FOR TAXATION AND OTHER STATUTORY REQUIREMENTS:

Sl.No.	ITEM	PARTICULARS	REMARKS
1.	Whether registered for the following and having necessary certificates/Authority? If so, mention registration number and date. Enclose relevant certificate/Application documents.		
a.	Income Tax PAN		
b.	GSTN (GST registration No.)		
c.	TIN		
d.	ESIC		
e.	EPF		
f.	Income Tax Clearance Certificate		
2.	Furnish copies of Audited Balance Sheet and profit & loss account (Audited) for the last 3 financial years:- (Enclose audited copies)	Turnover (INR lacs)	Profit after tax (IR lacs)
	a) FY 2019-20, Turnover and profit after Tax	Rs.	Rs.
	b) FY 2020-21, Turnover and profit after Tax	Rs.	Rs.
	c) FY 2021-22, Turnover and profit after Tax	Rs.	Rs.

Yours faithfully,

Proprietor for

Name:

Seal of the firm:

Place

सुरक्षा विभाग यूको बैंक, अंचल कार्यालय, सैनिक बजार, मेन रोड, रांची - 834001
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