

NOTICE FOR EMPANELMENT OF CONTRACTORS UNDER VARIOUS TRADES

Applications are Invited from Bonafide Contractors for Empanelment in various Financial Categories of following trades:

Category A - Value of work up to Rs. 12 lakhs.

Category B - Value of work above Rs. 12 lakhs & up to 25 lakhs.

Sl. No.	Type of Work	Financial Outlay per reference
Services		
1	Furnishing work including repairing of furniture with Civil works like Flooring, Painting, Repairing, Sanitary & Plumbing & Electrical work	Category - A Category - B
2	Civil work including Repairing & Maintenance, water proofing job etc	Category - A
3	Electrical work and Repairing of Existing Electrical Systems.	Category - A

- 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.
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

Category - A: Rs. 15 lakhs , B: Rs.30 lakhs

5. **The applicants should have their Office/Establishment at Agartala or at any place in North East.**
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 be rejected.**
7. Contractors applying for the trade of Electrical work should possess the valid Electrical contractor's license, issued by the Directorate of Electricity, Govt. of Tripura or respective Governments 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. The Bank reserves the right to visit the establishment / workshop of applicants of any trade before finalization of empanelment.
9. The Bank reserves the right to accept or reject any application without assigning any reason thereof.
10. **The existing Empanelled Contractors of the Bank need to apply afresh for empanelment against this notification.**
11. Additional sheet of papers may be used for submitting the applications, wherever space in the format is found inadequate.
12. Bank reserves the right to call for report from the existing clients of the applicant if required.
13. 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, Central Road, Kaman Chowmuhani, Agartala – 799001** by 3:30 P.M on 25.02.2019 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 **Aadhar Card, PAN Card, GST 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',.
 - Total Annual Turnover in last three years for category 'B', .
 - Name and Address of Bankers with solvency certificate.
 - Key personnel Permanently employed (as per annexure – VI) for category – 'B', .
 - Work force & workshop facilities (as per annexure – VII & VIII) for category – 'B',.

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

Trade.....

Financial Category : **A / B (Please \sqrt appropriate Category)**

1. Name of Company / Firm:
2. Registered Address of the Company with Telephone No., FAX & E-mail ID:
3. Local Address with Telephone No. & 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 GST. If so, please mention the GST registration number and furnish a copy of such registration certificate:
10. Whether an assessee of Income Tax. If so, please mention the Permanent Account Number:
11. Aadhar No:
12. Furnish copies of audited Balance Sheet 2015-16 2016-17 2017-18 With Profit & Loss account for last three years in case of applicants applying for the financial category of 10 lakh & above:
13. Whether empanelled with other PSU Banks / Govt. Deptts. / PSUs / Autonomous bodies. If so, please furnish the following particulars:

Name of the Organisation / Institution	Trade / Services	Date of Empanelment	Validity	Financial Category (A/B/C)

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 - I

1. Detailed Particulars for the works done in past three years:
(Please Furnish photocopies of credentials)

Name of Organization	Name of Work	Value of Work Completed	Compliance of Stipulated Completion Time

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:

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 - IV

Key Personnel Permanently Employed

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

Annexure - V

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 - VI

Workshop facilities:

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