

**NOTICE INVITING APPLICATIONS FOR EMPANELMENT OF CONTRACTORS/
VENDORS FOR INTERIOR FURNISHINGS AND ELECTRICAL AND DATA CABLING**

UCO Bank invites applications for empanelment of contractors/vendors for works related to interior furnishing of branches and their electrical and data cabling. Full details and application forms can be downloaded from our website www.ucobank.com and submitted along with payment of Rs 1000/- by Demand Draft (non-refundable) favouring "UCO Bank", payable at Surat. **Last date for receipt of duly filled in application is 27.12.2016.**

**DGM & Zonal Head,
Zonal Officer, Surat**

Pre-qualification notice for empanelment of Contractors/Vendors for :

- a) Interior Furnishings**
- b) Electrical & Data Cabling**

General information for those , who wish to include their name in the UCO Bank's panel for our Branches/Offices in Gujrat State (Surat Zone), are requested to read the following instructions before filling the enclosed Bio-Data form.

1. Firms/persons intending for empanelment in **UCO Bank** are requested to furnish the details as per enclosed format for consideration.
2. Each page of the application shall be signed by person/persons on behalf of the organization having necessary authorization /Power of Attorney to do so.
3. Audited account showing total annual turnover and balance sheet for last 3 years.
4. Name and address of bankers with Solvency Certificate.
5. Possession of PAN card, VAT & Sales Tax Registration Certificates along with other registration certificates/licenses, if necessary, as per rules, in vogue, of local statutory authorities.
6. If the space provided in the Pro forma is insufficient for giving full details, separate sheet of paper may be used.
7. Please note that whosoever want(s) to be empanelled for more than one category if they (he/she) are(is) eligible otherwise, then they (he/she) should apply on separate Bio-Data form along with required fee. Please write Not Applicable (NA) in the Column which is not relevant in respect for the applicant.
8. The firms must have worked for/executed work for Govt./Public Sector Undertakings/reputed public sector or private sector organisations and the total value of such work was at least 75% of the estimated cost of the work to be undertaken by the Bank along with Completion Certificate mentioning therein the details of work with value and date of completion. **Information furnished to Bank will be held as strictly confidential.**
9. If any clarifications are required, the same may be obtained from **UCO Bank, Surat Zonal Office. Decision of the UCO Bank regarding selection / rejection for empanelment will be final and binding and no further correspondence in this regard will be entertained.**
10. Information and details furnished by the empanelled firm / party, if found to be false at any time in future, or in case of any information withheld and coming to the notice of the Bank, on later date, will render the empanelment liable for immediate cancellation.
11. The Pro forma or any part thereof shall be signed by any one or more persons on behalf of the firm holding the power of attorney to do so.
12. An amount of Rs 1000/- (non-refundable) to be paid by way of Demand Draft/Pay Order favouring "UCO Bank", payable at Surat and the DD/Pay Order should be attached with the application.
13. Empanelment of firms will be valid only for 3 years, if selected. However, in case of any unsatisfactory work at any point of time, empanelment is liable to be cancelled at the discretion of the Bank.
14. Where copies are required to be furnished, the same have to be should be certified ones. **The request in duly enclosed Bio-Data form should reach us during office hours, on or before 28.12.2016 on the above address.**

15. The aforesaid information/Instruction along with Bio-Data Form can be obtained from our Zonal Office, or by requesting at our email address zo.surat@ucobank.co.in .
16. Envelope containing the application form shall be sealed and submitted to “The Zonal Head, UCO Bank, Surat Zonal Office” and on this envelope should specifically be superscribed “**Application for empanelment as Contractor for Interior Furnishing/ Electrical & Data Cabling Works**”.

**DGM & Zonal Head,
Zonal Office, Surat.**

BIO – DATA

Request for Empanelment of: _____

1. Name of the firm :

Address :

Telephone No. :
Office :
Residence :
Mobile :
Fax :
E-Mail :

- 2 a) Whether proprietary/partnership/ Pvt. Ltd. / Public Ltd. (certificate of registration / partnership deed to be enclosed as Annexure-I) :

b) Name of the Proprietor, Partners, Directors :

I)

II)

III)

- c) Year of establishment : Experience :

3. Registration with Tax Authorities :
 - i) Income-tax (PAN) No. :
 - ii) Service tax No. :
 - iii) EPF Regn. No. :
 - iv) ESI Regn. No. :

(Copies of certificates of registration with relevant authorities to be enclosed as Annexure-II-A, II-B, II-C, II-D, II-E)

4. Names of the Bankers with address & telephone Numbers:
 - I)
 - II)

5. Certificate of registration with the Council of Architecture & others ,whosoever is registered with concerned body, if so, please mention the number.
(copy of certificate to be enclosed as Annexure-III)

6. Enclose copies of audited balance- : Sheet and Profit & Loss A/C. for the last 3 years as Annexure (IV-A, IV-B and IV-C)

7. Certificate of Registration with Govt. / Public Sector / Banks (certificate of Registration to be enclosed as Annexure V) :

Name of the organization	Year since empanelled

8. Give details, if at present involved in litigation, in similar type of contracts :

Sr. No.	Name of Project	Name of Employer	Nature of work	Work order dated	Date of completion of work	Value Rs.

9. Details of civil suit, if any, that arose :
during execution of contract in the past
10 years

10. Specify maximum value of single-
value project executed during the
last three years. :

11. Name & relation, if any, with the staff
member of UCO Bank :

12. Details of work executed during the last 3 years:

Type of work	Work executed for (name of the Institution / Body)	Nature of work (in brief)	Location	Value Rs.	Duration of work with date of Commencement & completion		If work left incomplete or terminated (give reasons)

Note: Copies of Work Orders / Appointment Letters along with xerox copies of relevant TDS certificate, satisfactory Completion Certificate obtained from the client to be enclosed as Annexure-VI. Please note without the copies of certificates, your application is liable to be rejected.

13. Details of work **on hand** (photo copies of Performance Certificate, Work Orders issued by valued clients, preferably Banks, Govt., Semi-Govt. bodies should be enclosed as Annexure-VII).

Type of work	Work executed for (name of the Institution / Body)	Nature of work (in brief)	Location	Value Rs.	Duration of work, stipulated time	Present stage of work

14. LIST OF NAME(S) OF PROPRIETOR / PARTNERS & EMPLOYEES

Name	Qualifications	Experience	Particulars of work done	Employed in your firm since	Value of work done

15. Turnover in last 3 years :

Sr. No.	Year	Turnover (Rs.in lacs)	Income-tax paid	Service Tax paid
1	2013-14			
2	2014-15			
3	2015-16			

Copies of Income-tax returns / Assessment Orders for each year to be enclosed as Annexure-VIII A, B, C, D & E

16. GROUP FOR WHICH REGISTRATION IS SOUGHT OUT OF THE FOLLOWING CATEGORIES :

Name of the activity	Please mention category A /B
Interior decoration including Renovation / Furnishing / Civil / Electrical / Air-conditioning / Fire Safety works on turnkey basis: A) For the works up to Rs.15.00 lacs B) For the work above Rs.15.00 lacs & above	

Note: When there is turnkey job, consulting firm selected will take care of entire work.

14. LIST OF ENCLOSURES:

ANNEXURE NO.	PARTICULARS	TICK IF ENCLOSED
I	Certificate of registration of Company / partnership deed.	
IIA, IIB, IIC, IID, IIE	Certificates of registration with Income Tax, Service Tax, EPF, ESI and VAT / TIN authorities.	
III	Certificate of registration with the Council of Architecture & others who so ever is registered with concern body.	
IVA, IVB, IVC	Audited Balance Sheet & Profit & Loss A/c. Statement for the last three years.	
V	Certificates of Registration with Govt. / Public Sector / Banks.	
VI	Copies of work orders / appointment letters along with xerox copies of relevant TDS certificate, satisfactory completion certificate mentioning value of work.	
VII	Copies of performance certificate, work orders issued by valued clients, preferably Banks, Govt., Semi-Govt. Bodies.	
VIIIA, VIIIB, VIIC, VIID, VIIIE	Copies of income-tax returns / assessment orders for previous 05 years.	

Note: In absence of any of the above enclosures, your application is likely to be rejected.

(Strike off whichever is not applicable. Additional information, if required, may also be given.)

DECLARATION

1. I / We have **read the instructions** appended to the Proforma and I / We understand that if any **false information** is detected at a later date, any **future contract** made between ourselves and **UCO Bank**, on the basis of the information given by me / us can be treated as **invalid** by the Bank and I / We will be solely responsible for the consequences.

2. I / We agree that the decision of **UCO Bank** in selection of contractors will be final and binding to me / us.

3. All the information furnished by me hereunder is correct to the best of my knowledge and belief.

4. **I / We agree that I / we have no objection if enquiries are made about the work listed by me / us in the accompanying sheets.**

5. I / We declare that I / we have **not applied in the name of sister concern** for the subject empanelment process.

Place :
Date :

SIGNATURE
NAME & DESIGNATION
SEAL OF ORGANISATION