

(A Govt of India undertaking)
General Administration Department
अंचल कार्यालय, मुंबई / Zonal Office, Mumbai

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

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

Category A: up to Rs.10 lakhs

Category B: Above Rs.10 lakhs & up to Rs.30 lakhs

Category C: Above Rs.30 lakhs & up to Rs.50 lakhs

No.	Type of Work	Financial outlay per reference
1	Civil Work including repair & maintenance (will include electrical work as well)	Category - A Category - B Category - C
2	Furnishing Work including repair of furniture (will include electrical work as well)	Category - A Category - B Category - C
3	Electrical Work including operation and maintenance Electric Sub-Station at Zonal Office and Bank's Residences.	Category - A
4	Architect /Consultant	Category - A Category - B Category - C

- 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. The applications is to be enclosed with the application fee of Rs 250/- in form of DD favouring UCO Bank.
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 I reputed private sector organizations in respective trades.
3. Contractors applying for empanelment under category "A", "B" & "C" 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: up to 10 Lakhs
Category — B: Rs.30 lakhs
Category — C: Rs.50 lakhs
5. The applicants should have their office / establishment in Mumbai City & Suburbs.
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 or services, his application for higher category will be summarily rejected.
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. The Bank reserves the right to visit the establishment / workshop of applicants of any trade at any point of time before finalization of empanelment. Or after 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. The selected contractors has to deposit interest free FDR for amount 10% of the contract value as security deposit that will be returned at end of the tenure.
14. It is being clearly mentioned that a contractor being empanelled in one category will not be allowed to work in another or second category apart from their own category.
15. 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, General Administration Department, 1st floor, UCO Bank Building, D. N. Road, Fort, Mumbai-400023 by 3.00 PM on _03-05-2022, 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 detail of work value & date of completion (As per annexure — IV & V).
 - Copies of PAN card, VAT registration certificate, Goods & Service Tax registration certificate, Trade License and any other registration certificates/licenses, as may be necessary, as per Rules of local Statutory Authorities.
 - Audited account and Balance Sheet for last three years for category 'B' & 'C' of all trades.
 - Total Annual Turnover in last three years for category 'B' & 'C' of all trades.
 - Name and Address of Bankers with solvency certificate (for category — 'B' & 'C' of all trades).
 - Key personnel permanently employed (as per Annexure – VI) for category – 'B' & 'C' of all trades.
 - Work force & workshop facilities (as per annexure – VII & VIII) for category 'B' & 'C' of all trades.

Important Dates of Tender:

S. No.	Particulars	Dates
1	Date of Notice issued	19-04-2022
2	Last Date & Time of submission of Tender	03-05-2022
3	Date of Technical Bids opening	04-05-2022

Annexure – I

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

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 Mumbai 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 from at least one Banker in a sealed envelope marked confidential.	

9. Whether registered for Goods & Service Tax. If so, please mention the Goods & Service Tax 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. Enclose the copy of pan no				
11. 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. For Category B & C		2018-19	2019-20	2020-21
12. Whether empanelled with other PSU Banks / Govt. Deptts / PSUs / Autonomous bodies. If so, please furnish the following particulars				
Name of the Organization	Trade/Services	Date of Empanelment	Validity	Financial Institution
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
(S e a l)

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:

Name of organization	Name of work	Value of work completed	Compliance of stipulated completion time

(Furnish photocopies of credentials)

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			

9. Whether registered under Udhya Aadhar . If so, please mention the Udhya Aadhar registration number and furnish a copy of such registration certificate:				
10. Whether registered for Goods & Service Tax. If so, please mention the Goods & 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.		2018-19	2019-20	2020-21
13. Whether empanelled with other PSU Banks / Govt. Depts / PSUs / Autonomous bodies. If so, please furnish the following particulars				
Name of the Organization	Trade/Services	Date of Empanelment	Validity	Financial Institution
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
(S e a l)

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) Additional sheet of papers may be used for submitting the applications, wherever space in the format is found inadequate. The applications is to be enclosed with the application fee of Rs 250/- in form of DD favouring UCO Bank
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 of execution of civil & sanitary / interior furnishing / Electrical / Air-conditioning / LAN work.
4. Architects applying for empanelment should have at least three years experience in execution of similar work in Govt. Banks/Public Sectors/Reputed Private Sector Organization.
5. Architects applying for empanelment should have successfully executed at least two similar works of 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 in Mumbai City & Suburbs.
7. The Bank reserves the right to visit the establishment/workplace of applicants before finalization of empanelment.or after.
8. The Bank reserves the right to accept or reject any application without assigning any reason therefor.
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. Architect/Furnisher applying for empanelment has/have to submit satisfactory work done and experience certificate from the PSU/Bank/Organization, where they executed the work.
12. All applicants are requested to please note that the terms and conditions subject to which this notifications seeking empanelement has been issued , can be changed by Bank without any prior notice at its discretion.
13. All applicants, who are later on empanelled , shall note and agree that the tems and conditions , subject to which their empanelment may be done by bank, can be changed without any prior notice in the absolute discretion of Bank and such change shall be binding upon the empanelled applicants.
14. 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, 1st floor, UCO Bank Building, D. N. Road, Fort, Mumbai-400023 by 03.00 PM on 03-05-2022, 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 mentioning therein the detail of work value & date of completion (As per annexure - II).
 - Copies of PAN card, Udhyam registration certificate, Goods & 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 All Categories.
- Total Annual Turnover in last three years for All Categories.
- Key personnel permanently employed (as per Annexure – III).

Annexure – I

PARTICULARS OF THE FIRM 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 Mumbai 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 under Udyam Aadhar . If so, please mention the Udyam Aadhar registration number and furnish a copy of such registration certificate:				
10. Whether registered for Goods & Service Tax. If so, please mention the Goods & 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. Category B & C		2018-19	2019-20	2020-21
13. Whether empanelled with other PSU Banks / Govt. Depts / PSUs / Autonomous bodies. If so, please furnish the following particulars				
Name of the Organization	Trade/Services	Date of Empanelment	Validity	Financial Institution
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
(S e a l)

यूको बैंक  UCO BANK

(A Govt of India undertaking)

Zonal Office, UCO Bank Building, 1st floor, D.N. Road, Fort, Mumbai-400023

Bid Invited for Empanelment of Architects / Contractors

Bids are invited by UCO Bank for Empanelment of Architects and Contractors for Civil / Interior Furnishing/ Electrical for its Mumbai Zone.

Detailed Notice and Bid forms maybe obtained from the said address or from Bank's website www.ucobank.com. The bids can be submitted till 03-05-2022 at _03.00 hrs at the above address

Zonal Manager

यूको बैंक  UCO BANK

अंचल कार्यालय, पहली मंज़िल, यूको बैंक बिल्डिंग, डी॰एन॰रोड, फोर्ट, मुंबई-400023

वास्तुकारों, सलाहकारों एवं ठेकेदारों को सूचीबद्ध करने के लिए निविदा आमंत्रित

यूको बैंक मुंबई अंचल, सिविल/इलैक्ट्रिक/आंतरिक साज-सज्जा व एयर कंडिशनिंग कार्यों के लिए सलाहकारों, ठेकेदारों एवं वास्तुकारों को सूचीबद्ध करने के लिए निविदा आमंत्रित करता है। निविदा फार्म सहित विस्तृत नोटिस हमारे अंचल कार्यालय से अथवा बैंक की वैबसाइट www.ucobank.com से प्राप्त किए जा सकते हैं। उक्त पते पर दिनांक 03-05-2022 को साँय 03.00 बजे से पहले प्राप्त हुए मुहरबंद निविदाओं पर ही विचार किया जाएगा।

अंचल प्रबंधक