

**NOTICE INVITING TENDER FOR EMPANELMENT OF ELECTRICAL CONSULTANT
FOR BANK'S OWN BUILDINGS UNDER CHENNAI ZONE**

Sealed bids are invited from competent person/agencies having sound technical capability for consultancy towards formulation of detailed Scope of Work, Tender Documents, Detailed cost estimate, Monitoring of electrical works and establishing liaison with TNEB for requisite approvals of Works to be carried out in Bank's Own buildings under Chennai Zone.

Detailed terms & conditions are given below: -

1. Broad Scope of work regarding Forthcoming works at ZO Building:-

- a) We have MEGAWIN make 11 KV HT Oil Circuit Breaker (OCB) Ring Main Gear (RMG) in our Zonal Office Building at 328, Thambu Chetty Street, Parrys Corner, Opp. Madras High Court, Chennai – 600 001.
- b) Duty is to conduct an assessment of Scope of Work, Preparation of Comprehensive Technical Tender Documents, RFP, Detailed cost estimation and Monitoring of the actual work of replacement of MEGAWIN make 11 KV HT Oil Circuit Breaker (OCB) Ring Main Gear (RMG) to Vacuum Circuit Breaker (VCB) Indoor type Ring Main Gear (RMG) as per TNEB Specification .
- c) The submitted report by the Electrical Consultant should contained details of all the above mentioned aspects, so that the Tender enquiry for actual Work can be floated based on the same.
- d) Establish liaison with the Vendor carrying out actual work as mentioned above, for timely submission of required documents & drawings as per TNEB specifications towards obtaining statutory approvals for the actual work from TNEB officials.

2. Eligibility Criteria of the bidder person/ agency:

- a) Firms should have the persons with Graduate/ Post Graduate degree in Electrical Engineering from India or abroad and/ or possessing the membership of the Institution of Engineers or any other professional institute. Firms should also have (BEE Certified) Electrical Energy Auditor.
- b) Firms should have at least three years experience in consultancy/audit for similar work i.e. Electrical Consultancy/Audit preferably for multi storied buildings in Banks/Public Sector/reputed private sector organisations.
- c) Firms should have successfully executed the following:-

यूको बैंक, अंचल कार्यालय, द्वितीय तल, 328, तम्बू स्ट्रीट, चेन्नई- 600001
UCO BANK, ZONAL OFFICE, 2ND FLOOR, 328, THAMBU STREET, CHENNAI – 600001
दूरभाष Phone: 044: 43405572, फैक्स Fax: 044-43405575, ई-मेल E-mail: zo.chennai@ucobank.co.in

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1. Three similar completed works costing not less than the amount equal to 40% of the estimated cost during last three years ending last day of the month previous to the one in which applications are invited.

Or

2. Two similar completed works costing not less than the amount equal to 50% of the estimated cost during last three years ending last day of the month previous to the one in which applications are invited.

Or

3. One similar completed work costing not less than the amount equal to 80% of the estimated cost during last three years ending last day of the month previous to the one in which applications are invited.

d) Firm should have their office/ establishment with adequate infrastructure at Chennai.

e) Firm must be GST enlisted company.

3. Schedule for submission of Bids:

SN	Process	Schedule
1	Date of commencement of tender	20/12/2023
2	Pre-bid meeting	28/12/2023 at 3 PM at General Administration Department, UCO Bank Zonal Office, Chennai
3	Last date of receipt of Sealed Bids	08/01/2024 up to 4 PM , tender receipt after that timeline would not be considered for evaluation.
4	Address for communication/ submission of bids	Zonal Manager, UCO Bank, Zonal Office, General Administration Department, UCO Bank, Zonal Office, 328, Thambu Chetty Street, CHENNAI – 600001
5	Date of opening of Technical Bids	09/01/2024 at 4 PM at General Administration Department, UCO Bank Zonal Office, Chennai

4. Quotation should be submitted in sealed envelopes, super scribing 'APPLICATION FOR EMPANELMENT OF ELECTRICAL CONSULTANT FOR BANK'S OWN BUILDINGS UNDER CHENNAI ZONE'. The outer envelope must contain name, address, e-mail and contact Phone number of the bidders.

5. The Technical Bid should contain Application in Bank's prescribed format as per Annexure-A along with all relevant documents as mentioned in the Annexure-B and an acceptance of terms & conditions as mentioned in Annexure-C. There should not be any indication of price/rate/charges in the Technical Bid of the tender. Conditional tenders will not be accepted.

6- **Evaluation of Bids:** Eligibility/Technical bid would be opened first, bidders who qualified in the evaluation of their eligibility bid are only considered for empanelment. Date of opening of bids would be intimated to bidders through Mail and Phone, in case of further rescheduling of the same, intimation would again be sent to bidders through bidder's email & telephone no. as shown on outer envelope of their bid. Bank is not liable of non receipt of information of opening of bids in case of not mentioning of email ID / telephone no, bounce back of email, not connecting to bidders through telephone. Bank reserves the right to reject any/all bids without assigning any reason thereto. Bidders can witness the tender opening process through their authorized representative of 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.

4. For any queries, bidder may contact the undersigned on working days between 10 A.M. to 5 P.M.
5. Bank is not responsible for any typographically mistake in the tender documents, late receipt bid or damage of bid in transit.
6. Any dispute arising in this matter will be settled in the jurisdiction of Chennai.

Zonal Manager,
UCO Bank, Zonal Office Chennai,
328, 2nd Floor, Thambu Chetty Street
Parry's Corner, Opp. Madras High court,
Chennai – 600 001

Ph-044-43405556/540

Enclosure: - Annexure- A, B, C

यूको बैंक, अंचल कार्यालय, द्वितीय तल, 328, तम्बू स्ट्रीट, चेन्नई- 600001
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APPLICATION FORMAT

ANNEXURE-A

**APPLICATION FOR EMPANELMENT OF ELECTRICAL CONSULTANT
FOR BANK'S OWN BUILDINGS UNDER CHENNAI ZONE**

1. Name of Applicant
(Company/Firm/Individual/Agency):
2. Registered Address of the Applicant
with Telephone No. & E-mail ID:
3. Address of the Applicant in Chennai (If any)
with Telephone No. & E-mail ID:
4. Year of Establishment:
5. Status of the Applicant (whether
Proprietary/Private Ltd./Public Limited/
Co-operative Society/Public sector/
Autonomous body/Govt. Department):
(Enclose copies of relevant documents)
6. Name of Proprietor/Directors/Partners/
Controlling body
i)
ii)
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.:
(Enclose copies of relevant documents)
8. Whether registered for GST.
If so, please mention the GST
number and furnish a copy:
9. Details of Permanent
Account Number:
(Enclose photocopy of PAN Card)
10. Whether the documentary proofs establishing
The eligibility for empanelment has been provided

(Enclose copies of relevant documents/ work orders, completion certificates
specified in Annexure-B)

The particulars furnished in the application, eligibility bid- Annexure-B &
documentary proofs submitted along with 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 & EMD

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ELIGIBILITY BID (PART-I)

ANNEXURE- B

SN	Documentary proofs establishing eligibility of bidder	Provided (Yes/No)
1	Name of the bidder and Address	
2	License of Electrical Auditors/ Degree in Electrical engineering/ Accredited by BEE.	
3	Degree/ license/ BEE accreditation in favour of staff to be entrusted for doing electrical audit in branches.	
4	Copy of GST & PAN in the name person/agency	
5	Earnest money DD/ undertaking in case of exempted firm.	
6	List of clients with contact details	
7	Copies of Three similar completed works costing not less than the amount equal to 40% of the estimated cost during last three years ending last day of the month previous to the one in which applications are invited.	
	Work order/ contract -1	
	Successful completion certificate	
	Work order/ contract -2	
	Successful completion certificate	
	Work order/ contract -3	
	Successful completion certificate	
8	Copies of Two similar completed works costing not less than the amount equal to 50% of the estimated cost during last three years ending last day of the month previous to the one in which applications are invited.	
	Work order/ contract -1	
	Successful completion certificate	
	Work order/ contract -2	
	Successful completion certificate	
9	Copies of One similar completed works costing not less than the amount equal to 80% of the estimated cost during last three years ending last day of the month previous to the one in which applications are invited.	
	Work order/ contract -1	
	Successful completion certificate	

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 & EMD can be forfeited.

(Signature & Seal of bidder)

Name of Bidder

Date

can be forfeited. I/ we understand and accept the terms & conditions of the tender.

Date:

(Signature & Seal of bidder)

Name of Bidder

Date

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TERMS & CONDITIONS:

GENERAL CONDITION:

1. The Successful Bidder(s) will be engaged for doing 'APPLICATION FOR EMPANELMENT OF ELECTRICAL CONSULTANT FOR BANK'S OWN BUILDINGS UNDER CHENNAI ZONE'

2. The work is to be started in consultation with General Administration Department/ Security Department, UCO Bank, Zonal office, Chennai.

3. The Successful Bidder will have to carry out the work without making hindrances to other agencies, whose works are likely to be carried out simultaneously at the same site during working hours.

4. The Successful Bidder will take all measure on the site of the work to protect the public, our staff as well as their workmen from accidents and shall be bound to bear the expenses related to loss /damage to property, loss of life/ injury / medical treatment of any person caused by the act of person doing Electrical audit and defense of every suit, action or other proceedings at law that may be brought by any persons for injury sustained owing to neglect of the above precautions from their end and to pay compensation to any such persons as per law.

5. The Successful Bidder will have to inform the names of their authorized representatives/ engineer to be deployed at the site for the work. Bidder will submit a verified copy of electrical engineering certificate along with two passport size photo of the staff or representative, who will be assigned for conducting the work in our building. Authorization to conduct the audit/ assessment of Scope of Work will be issued from our office in the name of that staff.

6. There will be no escalation of rate during the period of rate contract.

7. No space will be provided for site office, labour camps, storage etc.

8. Canvassing in connection with tender is strictly prohibited and the tenders submitted by the applicants who resort to canvassing will be liable to rejection.

9. No payment will be made towards expenses related to transportation, accommodation, food, site office, labour camps, storage etc.

10. The Applicants may visit the locations before submission of their quotation.

11. Refundable Performance security equivalent to 10% of the cost of work as a guarantee of timely & satisfactory accomplishment of work to be deposited at the time of allotment of work to successful bidder, in case of any default it can be forfeited. Performance security deposit can be forfeited in case bidder fails to complete the allotted work at the schedule time; auditing work is not up to the level of satisfaction.

12. In case Bank is not satisfied with the report bank can assign the auditor to re audit the same without paying any additional charges for the re audit.

13. If the project work is found unsatisfactory, bank can terminate the work at any time in between by giving 7 days' notice to the agency and their performance security can be forfeited.

15. Bank reserves the right to accept or reject any or all quotation/s without assigning any reason.

B) COMPLETION TIME: Completion time for submission of report alongwith all mandatory documents as mentioned in Tender, would separately intimated for each contract.

C) PAYMENT TERMS: Payment will be made by Zonal Office Chennai, against invoice after completion of job, successful submission of the copy of Detailed Scope of Work, Detailed cost estimate, Technical Tender Documents etc. to the Zonal Office subject to compliance of terms of contract and statutory deductions like TDS & GST TDS as per Rule.

Acceptance of above terms and condition as per Annexure -C

(Signature & Seal of bidder)

Name of Bidder

Date

यूको बैंक, अंचल कार्यालय, द्वितीय तल, 328, तम्बू स्ट्रीट, चेन्नई- 600001

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Handwritten signature and initials.

The bid should be submitted strictly as per the following terms and conditions:-

A) Bids should be submitted in sealed envelopes super scribing **'APPLICATION FOR EMPANELMENT OF ELECTRICAL CONSULTANT FOR BANK'S OWN BUILDINGS UNDER CHENNAI ZONE.'**

B) Bids should be submitted to the **General Administration Department, UCO Bank, Zonal Office, 328, Thambu Chetty Street, CHENNAI – 600001** as per the following schedule.

C) Technical Bid for Engagement of 'Electrical Consultant')", should contain Application in Bank's prescribed format as per Annexure - A along with all relevant documents as mentioned therein and a letter from the applicant towards acceptance of scope of services and terms & conditions as mentioned in Annexure - C. **There should not be any indication of price/rate/charges in Technical bid of the tender. Conditional offer will be not accepted.**

UCO Bank shall not be responsible for non-receipt of bids within the specified date and time due to any reason including holidays or postal delay. In case the specified date and time is declared a holiday the bid will be received till the specified time on the next working day at specified time on the same day.

The vendor may modify or withdraw its offer, after its submission prior to the closing date and time scheduled for submission of documents & bid provided a written notice of the modification or withdrawal is received by UCO Bank.

The Bank shall be under no obligation to accept the lowest or any other offer received in response to this tender and shall be entitled to reject any or all offers at any stage without assigning any reasons whatsoever. Applicants can email to zochennai.gad@ucobank.co.in till **08/01/2024** for any queries/ clarifications.

ZONAL MANAGER
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Chennai-600001
Phone-(044) 43405556, 43405540
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