

UCO Bank, Zonal Office, Bhubaneswar  
UCO Bank Building, 2<sup>nd</sup> floor, C2, Unit-II, Ashok Nagar, Bhubaneswar-751 009

**NOTICE FOR EMPANELMENT OF CONTRACTORS OF VARIOUS TRADES AND ARCHITECTS/ CONSULTANTS FOR BANK'S WORK IN BHUBANESWAR ZONE.**

Applications are invited from bonafide **Contractors/ Architects/ Consultants** for empanelment in various financial categories of the following Trades:

Type of Work	Financial Outlay per Reference
Civil Construction/Repairing work including Sanitary and Plumbing work.	Category-A: up to ₹ 5.00 lacs Category-B: more than ₹ 5.00 lacs & upto ₹ 10.00 lacs Category-C: more than ₹ 10.00 lacs & upto ₹ 25.00 lacs
Furnishing work including repairing of Furniture.	Category-A: up to ₹ 5.00 lacs Category-B: more than ₹ 5.00 lacs & upto ₹ 10.00 lacs Category-C: more than ₹ 10.00 lacs & upto ₹ 25.00 lacs
Horticulture work.	Category-A: less than ₹ 0.50 lacs
Electrical work including operation/maintenance of Electrical installations	Category-A: up to ₹ 5.00 lacs Category-B: more than ₹ 5.00 lacs & upto ₹ 10.00 lacs Category-C: more than ₹ 10.00 lacs & upto ₹ 25.00 lacs
Air-conditioning work including operation/maintenance services of air-conditioning installations	Category-A: Up to ₹ 5.00 lacs Category-B: more than Rs. 5 lacs & upto Rs. 10.00 lacs.

For Monthly/Quarterly services, the annual value of services is to be taken for the purpose of fixing the financial limit in the respective trade & category of services.

**General Instructions for guidance of applicants in respect of empanelment of contractors:**

- Applications should be submitted only in Bank's prescribed format. Additional sheet of papers may be used for submitting the applications, wherever space in the format is found inadequate.
- Contractors applying for empanelment in a trade should have at least seven years experience in execution of similar work in Banks/ Govt./Public Sector/reputed private sector organizations in respective trades.



- Contractors applying for empanelment should have completed (a) **three** similar work costing not less than the amount equal to 40% of the estimated cost within seven years ending last day of the month previous to the one in which applications are invited in execution of similar work ,  
Or  
(b) **Two** similar work costing not less than the amount equal to 50% of the estimated cost within seven years ending last day of the month previous to the one in which applications are invited in execution of similar work,  
Or  
(c) **One** similar work costing not less than the amount equal to 80% of the estimated cost within seven years ending last day of the month previous to the one in which applications are invited in execution of similar work.
- No contractor 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 rejected and application for the lowest category will be considered valid.
- Contractors applying for the trade of Electrical work, should possess the valid Electrical contractor's licence, issued by the Directorate of Electricity, Govt. of Odisha, in the name of the contractor. Photocopy of such licence should be submitted with the application.
- Contractors/vendors applying for the trade of supply & installation of Duct able air-cooled Air-conditioning units, having cooling capacity of 5TR and above for each machine should only be manufacturers of All India repute whereas the contractors/vendors applying for the trade of supply & installation of room Air-conditioning units, having cooling capacity up to 3TR for each unit should be All India reputed manufacturers or their authorized sales & service dealers.
- The Bank reserves the right to visit the establishment / workshop of applicants of any trade before finalization of empanelment.
- The Bank reserves the right to accept or reject any application without assigning any reason therefore.
- The existing empanelled contractors/ Architects of UCO Bank, Zonal Office, Bhubaneswar in all trades/ services and in all financial categories need to submit their applications afresh for new empanelment against this notification.**







Sealed envelopes containing the application for empanelment and super scribing the name of trade/ services with financial category, should be submitted to the **Zonal Manager, UCO Bank, Zonal Office, Bhubaneswar, 2<sup>nd</sup>. Floor, C2, Ashoknagar, Unit-II, Bhubaneswar-751 009 by 23.06.2023** along with the following documents/ papers:

- i) The list of similar work executed in last **seven** years in Banks/ Govt. Departments/Public Sector Organizations/ Reputed Private Sector organizations along with completion certificates mentioning therein the details of work with value & date of completion (As per Annexure-I).
- ii) Audited account and Balance Sheet for last three years in case of financial category above ₹ 10.00 lacs.
- iii) Total Annual Turnover in last three years.
- iv) Name and Address of Bankers with solvency certificate.
- v) Inspection & Testing facilities & procedure in case of purchase of machineries/equipments.
- vi) Address of fully equipped service centre locally in case of purchase of equipments/machineries.
- vii) Copies of PAN card, GST registration certificate, MSME registration certificate and any other registration certificates/licences, as may be necessary, as per Rules of local Statutory Authorities. The contractor must timely file GST and other statutory returns, otherwise any loss to the bank due to mismatch/delay in submission of return towards the payment of bill, will be recovered from the Contractor.
- viii) Key Personnel permanently employed (As per Annexure-II).
- ix) Work Force and Workshop facilities (As per Annexure-III)



**General Instructions for guidance of applicants in respect of empanelment of Architects/ Consultants:**

Applications are also invited from bonafide **Architects/ Consultants** for empanelment in the various financial categories of works in the state of Odisha.

Type of Work	Financial outlays per reference
Architect/Consultant	Category-A: Upto Rs.5 lakhs
	Category-B: more than Rs. 5 lakhs & upto Rs. 10 lakhs
	Category-C: more than Rs. 10 lakhs & upto Rs.25 lakhs

- Applications should be submitted only in Bank's prescribed format. Additional sheet of papers may be used for submitting the applications, wherever space in the format is found inadequate.
- Firms, applying for empanelment of Architects/Consultants should have the persons with Graduate/Post Graduate Degree in Architecture or Civil Engineering from India or abroad and/or possessing the valid membership of the Indian Institute of Architects/ Council of Architecture/Institution of Engineers (Photocopy of such membership certificate should be furnished with the application).
- The Firms should have the adequate infrastructure/manpower for execution of Civil & Sanitary/Interior Furnishing/Electrical/Air-conditioning/Installation of Fire Detection & Suppression system/Installation of Lifts work.
- Architects/consultants applying for empanelment should have at least **seven** years experience in execution of Civil & Sanitary/Interior Furnishing/Electrical/Air- conditioning/Installation of Fire Detection & Suppression system/Installation of Lifts work in Banks/ Govt./Public Sector/reputed private sector organizations.
- Architects/Consultants applying for empanelment in a specific financial category, should have successfully executed similar work during the last 7 (Seven) years ending last day of the month previous to the one in which application are invited, should be either of the following:

Three similar completed work costing not less than the amount equal to 40% of the estimated cost.

Or

Two similar completed work costing not less than the amount equal to 50% of the estimated cost.

Or

One similar completed work costing not less than the amount equal to 80% of the estimated cost.

*[Handwritten signature]*





- No Architect/Consultant should apply for more than one financial category. If an Architect/Consultant applies for more than one financial category, his application will be summarily rejected.
- The applicants should have their office/establishment in Bhubaneswar / Odisha State.
- The Bank reserves the right to visit the office/establishment of applicants before finalisation of empanelment.
- The existing empanelled Architects/Consultants of the Bank need to submit their applications afresh for new empanelment against this notification.
- The bank reserves the right to accept or reject any application without assigning any reason therefore.

Sealed envelopes containing the application for empanelment and super scribing the "Application for Empanelment of Architects/Consultants" with financial category, should be submitted to the **Zonal Manager, UCO Bank, Zonal Office, 2<sup>nd</sup>. Floor, C2, Ashoknagar, Unit-II, Bhubaneswar- 751009** by **23.06.2023** along with the following documents/ papers:

- i) The list of work executed in last Seven years in Banks/Govt. Departments/ Public Sector Organisations/Reputed Private Sector organizations along with completion certificates mentioning therein the details of work with value & date of completion. (As per Annexure-I)
- ii) Audited account and Balance Sheet for last three years.
- iii) Name and Address of Bankers with solvency certificate.
- iv) Copies of PAN card, GST registration certificate and any other registration certificate/ licence, as may be necessary, as per Rules of local Statutory Authorities.
- v) Name of key personnel permanently employed (As per Annexure-II)



**UCO BANK**  
**ZONAL OFFICE, BHUBANESWAR, C2, ASHOK NAGAR, UNIT-II**  
**BHUBANESWAR - 751009**

**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., E-mail ID:
3. Address of the Company in Bhubaneswar  
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 Proprietor/Directors/Partners/  
Controlling body:
  - i)
  - ii)
  - iii)
  - iv)
  - v)
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 registered for Service Tax. If so, please mention the 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 ( 2019-20) (2020-21) (2021-22) ( 2022-23) with Profit & Loss account for last three (if available) years in case of applicants applying for the financial category of ₹ 10.00 lacs & above:

13. Whether empanelled with other PSU Banks/ /Govt. Depts./PSUs/Autonomous bodies. If so, Please furnish the following particulars:

<u>Name of Organisation/ Institution</u>	<u>Trade/Services</u>	<u>Date of Empanelment</u>	<u>Validity</u>	<u>Financial Category</u>
--	-----------------------	----------------------------	-----------------	---------------------------

14. For the Trade of Electrical Work:

- Electrical contractor's Licence No. and validity:
- Name of Issuing Authority:



(Furnish photocopy of licence)

15. For the Trade of Pest Control Services:

- i) IPCA membership No.:
- ii) Validity of membership:  
(Furnish photocopy of membership certificate)

16. For the Trade of Catering Services:

- i) Food Licence No. & validity:
- ii)  
(Furnish photocopy of licence)

17. For supply & Installation of room air-conditioners up to cooling capacity of 3TR (In case of authorized sales & service dealers):

<u>Name of manufacturer</u>	<u>Date of engagement as</u>	<u>validity of such dealership</u>
	<u>Authorised Sales &amp; Service</u>	
	<u>Dealer</u>	

(Furnish photocopies of certificate of such sales & service dealership)

18. Detailed Particulars for the works done in past five years:

<u>Name of organization</u>	<u>Name of work</u>	<u>value of work completed</u>	<u>Compliance of</u> <u>stipulated</u> <u>completion time</u>
-----------------------------	---------------------	--------------------------------	---

(Furnish photocopies of credentials)

19. Furnish the names of three responsible persons, who will vouch for your quality of work:

- 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 with Seal





**PARTICULARS TO BE FURNISHED FOR EMPANELMENT OF ARCHITECTS/  
CONSULTANTS FOR DIFFERENT FINANCIAL CATEGORIES**

Financial Category.....

1. Name of Firm:

2. Registered Address of the Firm  
with Telephone No., E-mail ID:

3. Address of the Firm in Bhubaneswar / Odisha State  
with Telephone No., E-mail ID:

4. Year of Establishment:

5. Name of person(s) attached to the Firm with Membership No.  
of Indian Institute of Architects/Council of Architecture/  
Institution of Engineers:

6. Status of the Firm (whether  
Proprietary/Private Ltd./Public Limited/  
Co-operative Society/Public sector/  
Autonomous body/Govt. Department):

7. Name of Proprietor/Directors/Partners/  
Controlling body:

i)

ii)

iii)

iv)

v)

8. 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. :

9.a) Name and Address of Bankers:



- i) ii) iii)

b) Enclose Solvency certificate from at least one Banker in a sealed envelope marked confidential.

10. Whether registered for GST?

If so, please mention the GST 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 (2019-20) (2020-21) (2021-22) (2022-23) with Profit & Loss account for last three years in case of applicants applying for the financial category of ₹ 10.00 lacs & above: (if available)

13. Whether empanelled with other PSU Banks/ /Govt. Deptts./PSUs/Autonomous bodies. If so, Please furnish the following particulars:

<u>Name of Organisation/ Institution</u>	<u>Trade/Services</u>	<u>Date of Empanelment</u>	<u>Validity</u>	<u>Financial Category</u>
--	-----------------------	----------------------------	-----------------	-------------------------------

Detailed Particulars for the works done in past five years:

<u>Name of organization</u>	<u>Name of work</u>	<u>value of work completed</u>	<u>Compliance of stipulated completion time</u>
-----------------------------	---------------------	--------------------------------	---

(Furnish photocopies of credentials)

Furnish the names of three responsible persons, who will vouch for your quality of work:

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 with Seal



Annexure-I

Sl. No.	Name of work/project with location	Short description of work executed	Name & address of owner	Value of work executed	Stipulated time of completion	Actual time of completion	Name of Principal Architect/ Consultant
1	2	3	4	5	6	7	8

Date:

Signature of Applicant with seal





Annexure-IIKey Personnel Permanently Employed

Sl. No.	Name	Designation	Qualification	Experience	Year with the Firm	Any other
1	2	3	4	5	6	7

Date:

Signature of Applicant with seal





Annexure-IIIi) Work Force

Permanently Employed	No of persons employed	Years with the Firm
a) Mason		
b) Carpenter		
c) Mechanic		
d) Electrician		
e) Mate/Helper		
f) Others		

ii) Workshop Facilities

Location	Built-up area of workshop	Type of structure	Type of Facilities

## iii) List of Major construction Equipment in possession of the Firm:

Date:



Signature of Applicant with seal