

Zonal Office Haryana :: Old GT Road Mandir Complex, Near Bus Stand Karnal- 132001
Phone:-01844020163, E-mail: zo.haryana@ucobank.co.in

Bid Invited for Empanelment of Architects/Contractors

Sealed Bids are invited by Bank for Empanelment of Architects and Contractors for Interior Furnishing/ Electrical/ Air conditioning works/services for its Haryana Zone.

Detailed Notice and Bid forms may be obtained from the said address or from Bank's website www.ucobank.com. The bids can be submitted till **11.08.2020 at 1700 hrs** at the above address.

Zonal Manager

अंचल कार्यालय हरियाणा :: पुराना जीटी रोड मंदिर कॉम्प्लेक्स, नजदीक बस स्टैंड करनाल -132001
दूरभाष :- 01844020163, ई मेल: zo.haryana@ucobank.co.in

वास्तु कारोठेकेदारों को सूचीबद्ध करने के लिए निविदा आमंत्रित

बैंक अपने हरियाणा अंचल के लिए आंतरिक साज-सज्जार/ इलेक्ट्रिक/एयर कंडीशनिंग कार्य/सेवाओं हेतु वास्तु कारों तथा ठेकेदारों को सूचीबद्ध करने के लिए मुहरबंद निविदा आमंत्रित करता है।

निविदा फार्म सहित विस्तृत नोटिस हमारे अंचल कार्यालय से अथवा बैंक की वेबसाइट www.ucobank.com से प्राप्त किए जा सकते हैं निविदाएं उक्त पते पर दिनांक 11.08.2020 को अपराह्न 5.00 बजे तक जमा की जा सकती हैं ।

अंचल प्रबंधक



UCO Bank
Zonal Office, Haryana
General Administration Department

NOTICE FOR EMPANELMENT OF ARCHITECTS
OF VARIOUS TRADES FOR BANK'S WORK

Applications are invited from bonafide Architects for empanelment in the following financial categories:

Work value: ≤ Rs.30 lakhs - Category: A

General Instruction for guidance of applicants in respect of empanelment of Architects:

1. Applications should be submitted only in Bank's prescribed format (annexure – I). Additional sheet of papers may be used for submitting the applications, wherever space in the format is found inadequate.
2. Along with the application Non refundable fee in the form of DD favouring "UCO BANK Zonal Office Haryana" payable at Karnal.
3. Firms applying for empanelment of Architect should have the persons with Graduate/post Graduate Degree in Architecture/ from India or abroad and /or possessing the membership of the Indian Institute of Architects/Council of Architecture/Institution of Engineers.
4. Architects applying for empanelment should have at least three years experience in execution of similar work in Banks/Public Sectors/Reputed Private Sector Organization.
5. Architects applying for empanelment should have successfully executed at least two similar works at least up to 75% & five works up to 50% value of the upper limit of the particular financial category during last three years.
6. The applicants should have their office / establishment with adequate infrastructure in Haryana (preferably), Chandigarh, Punjab.
7. The Bank reserves the right to visit the establishment of applicants before finalization of empanelment.
8. The Bank reserves the right to accept or reject any application without assigning any reason therefore. Bank is also having exclusive right to de-panel any architect without assigning any reason & information thereof.
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. The architect empanelled under lower cost limit will not be eligible to quote for the works costing more than the limit. However, the architect empanelled under higher class can participate even for works in lower cost limits.
12. Sealed envelopes containing the application for empanelment and super scribing "Application for empanelment of Architects" should be submitted to the **Zonal Manager, UCO bank,**

General Administration Department Zonal Office Haryana, Inside Mandir Complex, Old GT Road, Near Bus Stand Karnal-132001, along with the following documents / papers:

- The list of similar works executed in last three years in Banks/Public Sectors/Reputed Private Sector Organization along with completion certificate mentioning therein the details of work with value & date of completion (as per annexure – II).
- Copies of PAN card, Trade License, GST 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 from India or abroad and /or the membership of the Indian Institute of Architects/Council of Architecture/Institution of Engineers.
- Total Annual Turnover in last three years.
- Key personnel permanently employed (as per annexure – III).

Annexure - I

Particulars of the form 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/Firm 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 for GST. If so, please mention the GST registration number and furnish a copy of such registration certificate:
10. Whether registered for VAT/Service tax. If so, please mention the VAT/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 & above:

<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>
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13. Whether empanelled with other PSU Banks / Govt. Deptts. / PSUs / Autonomous bodies. If so, please furnish the following particulars:

<u>Name of the Organisation / Institution</u>	<u>Trade/Services</u>	<u>Date of Empanelment</u>	<u>Validity</u>	<u>Financial</u>
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14. Furnish the names with contact no/address 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 - II

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

Signature of Applicant

Annexure - III

Key personnel permanently employed

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

Signature of Applicant



UCO Bank
ZONAL OFFICE
General Administration Department
Haryana

NOTICE FOR EMPANELMENT OF CONTRACTORS
UNDER VARIOUS TRADES

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

CATEGORY	UPTO WHICH THE CONTRACTORS CAN PARTICIPATE (AMOUNT IN LAKHS)	
	Class B	Class A
1) INTERIOR FURNISHING WORK	1.00	25.00
2) ELECTRICAL WORKS, REPAIRING OF ELECTRICAL SYSTEM & AC WORKS	1.00	10.00

General Instruction for guidance of applicants in respect of empanelment of contractors:

4. Applications should be submitted in Bank's prescribed format only (as per annexure - I) Application in any other form will not be considered.
5. Along with the application Non refundable fee in the form of DD favouring "UCO BANK Zonal Office Haryana" payable at Karnal.
6. 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.
7. Contractors applying for empanelment should have successfully executed at least two similar works in the relevant trade at least up to 75% & Five works up to 50 % of the upper limit of the particular financial category during last five years.
8. Contractors applying for empanelment should have Average annual turnover of last three years not less than the double of financial limit/category in which they applied.
9. The applicants should have their office / establishment at Haryana (preferably), Chandigarh Punjab.
10. 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 rejected.
11. 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)

12. The panel of Electrical Contractors will be mainly used for internal and external electrification, associated cabling, data cabling, earthing, wiring for air-conditioners, UPS, breakdown repairs and other allied works for various branches/ offices of the Bank.
13. The Bank reserves the right to visit the establishment / workshop of applicants of any trade before finalization of empanelment.
14. The Bank reserves the right to accept or reject any application without assigning any reason thereof. Bank is also having exclusive right to de-panel any contractor without assigning any reason & information thereof.
15. The existing empanelled contractors of the Bank need to apply afresh for empanelment against this notification.
16. Additional sheet of papers may be used for submitting the applications, wherever space in the format is found inadequate.
17. Bank reserves the right to call for report from the existing clients of the applicant if required.
18. The Contractor empanelled under lower cost limit will not be eligible to quote for the works costing more than the limit. However, the Contractor empanelled under higher class can participate even for works in lower cost limits.
19. 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, General Administration Department Zonal Office Haryana, Inside Mandir Complex, Old GT Road, Near Bus Stand Karnal-132001**, 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 – III & IV).
 - Copies of 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 A of all trades.
 - Total Annual Turnover in last three years for category A of all trades.
 - Key personnel permanently employed (as per annexure – V) for category – A of all trades.
 - Work force & workshop facilities (as per annexure – VI & VII) for category – A of all trades.

Annexure - I

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

Trade.....

Financial Category.....

14. Name of Company / Firm:

15. Registered Address of the Company with
Telephone No., FAX & E-mail ID:

16. Address of the company in Ahmedabad with
Telephone No., FAX & E-mail ID:

17. Year of Establishment:

18. Status of the Company (whether
Proprietary / private Ltd. / Public Limited/
Co-operative Society / Public Sector /
Autonomous body / Govt. Department):

19. Name of the Proprietor / Directors /
Partners / Controlling body:

i)

ii)

iii)

20. 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:

21. a) Name and Address of Bankers:

i)

ii)

iii)

22. Whether registered for GST. If so, please mention the GST registration number and furnish a copy of such registration certificate:
23. Whether registered for VAT/Service tax. If so, please mention the VAT/Service tax registration number and furnish a copy of such registration certificate:
24. Whether an assessee of Income Tax. If so, please mention the Permanent Account Number:

25. Furnish copies of audited Balance Sheet with Profit & Loss account for last three years in case of applicants applying for the financial category A:
- | | | | |
|--|-----------------|----------------|-----------------|
| | <u>2016 -17</u> | <u>2017-18</u> | <u>2018 -19</u> |
|--|-----------------|----------------|-----------------|

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

<u>Name of the Organisation / Institution</u>	<u>Trade/Services</u>	<u>Date of Empanelment</u>	<u>Validity</u>	<u>Financial</u>
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27. 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 – 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 – III

1. Detailed Particulars for the works done in past three 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</u> <u>time</u>
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(Furnish photocopies of credentials)

Annexure - IV

Particulars in respect of work executed

[illegible]

Annexure - V

Key personnel permanently employed

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

Annexure - VI

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 – VII

Workshop facilities:

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