

# यूको बैंक



# UCO Bank

S.C.O. 55-56-57, 1st Floor, Bank Square, sector 17-B, Chandigarh-160017  
Tel. (0172) 5037335, Fax : 0172-2703016, E-Mail : zo.chng@ucobank.co.in

## NOTICE FOR EMPANELMENT OF

### 1. FURNISHING CONTRACTORS & 2. ARCHITECTS

Applications are invited from reputed firms for Empanelment of **Furnishing Contractors** for **Renovation/Furnishing of existing & new branches** of Chandigarh Zone having experience as under:

Firms dealing in: **1. Furnishing** (including electrical/ Networking/ furniture/ minor civil/ repair/ alteration (if required) & **2. Architectural work** of Premises of PSUs/ Banks including Government departments etc. Atleast for five years and have satisfactorily completed atleast for last five years and have satisfactorily completed atleast one work or similar nature & value amounting to Rs. 5.00 Lacs and more or two works of similar nature and value amounting to Rs. 2.50 Lacs or more each during the last five years.

Such firms desirous of empanelment for the above work may apply on the application form, which can be obtained from "**UCO Bank, GAD Department Zonal Office, SCO 55-57, Sector 17-B, Bank Square, Chandigarh**" on payment of Rs. 1000/- by way of demand draft/ pay order favoring Zonal Head, UCO Bank, Chandigarh on or before **10.02.2016**.

Applications duly filled in along with related testimonial reflecting satisfactory performance/experience in the line of business atleast for 5 years (copies to be enclosed), should reach our office in a sealed envelope super scribed "**APPLICATION FOR EMPANELMENT OF FURNISHING CONTRACTOR OR ARCHITECTS**" so as to reach our office **ON OR BEFORE 10.02.2016**.

Bank reserves the right to accept/ reject any or all offers submitted in response to this advertisement without assigning any reason whatsoever the case may be.

Applications downloaded from Bank's website [www.ucobank.com](http://www.ucobank.com) are to be submitted along with draft for Rs. 1,000/- drawn in favour of **Zonal Head, UCO Bank, Zonal Office, Chandigarh**.

**Zonal Head**



सम्मान आपके विश्वास का

Honours Your Trust

**Application format for Empanelment of Architects & Furnishing Contractors**

1. Name of the Organization and  
address of the Registered Office  
and offices and

(a)

(b)

Telephone No. (i)

(ii)

(iii)

Fax No. \_\_\_\_\_ E-mail :

2. Year of Establishment :

3. Status of the firm :  
(Whether company / firm /  
Proprietary)

4. Name and Qualification of Directors / Partners / Proprietor

	Name	Designation	Qualifications
(i)			
(ii)			
(iii)			
(iv)			

(Please attach copy of certificate / Degree etc. regarding professional qualification)

5. Whether registered with the Registrar :  
of Companies / Registrar of firms.  
If so, mention number & date.  
(Also enclose copy of Registration /  
Articles and Memorandum of  
Association)
6. Adequate & satisfactory evidence :  
to indicate financial capacity of the  
organization to undertake the said  
works with names of Bankers &  
their full address. (Attach copies of  
Balance Sheet and Profit & Loss  
or Receipts & Payment Account  
for the last 2 years)
7. Permanent Account Number :
8. Whether registered with
  - a. Indian Institute of Architects / :  
Council of Architecture /  
Institution of Engineers / Other  
Professional Institute
  - b. Indian Institute of Interior :  
Designers. Give Registration  
No. & attach copy herewith.
9. No. of years of experience in the field :
10. Whether willing to work anywhere :  
in Punjab, & Chandigarh or mention  
the places where you are willing  
to work.
11. If Registered / empanelled with other :  
organization such as Banks etc.  
Furnish their names and date of  
registration (attach copy of registration,  
if any)

12. Mention fields of activities :

13. Detailed description and value of :  
Works done and works on hand in  
Last 5 years with Banks and Others.  
(as per Annex. I & II attached)

14. Whether any Civil Suit / Litigation :  
arisen in the projects executed  
during last 10 years / being  
executed now. If yes, please  
furnish details.

15. List of important / major works on :  
hand of Banks and Others (as per  
Annex. III & IV attached)

16. Key Personnel Employed  
(As per Annex.V)

17. Infrastructure of the firm Viz. office :  
space, office equipment.  
(As per Annex.VI attached herewith)

18. Whether related to any staff member :  
of UCO Bank . If yes,  
please elaborate.

19. Please give reference with address and telephone No. of two persons for whom you have executed similar works of importance who may be directly contacted by the bank about the ability, competence or capability.

(i)

(ii)

20. Any other information

Note : Where copies are required to be furnished, these are to certified copies preferably by the concerned agencies or a Govt. Officer.

In case you intend to give further / more information, please attach separate sheet/s

Signature and Seal of the Applicant

**PROFORMA – I**  
**PARTICULARS IN RESPECT OF ORDERS EXECUTED WITH BANKS**

<b>S.No</b>	<b>Name of Work / Project execute with Address</b>	<b>Short Description of work</b>	<b>Name &amp; Address of Owner</b>	<b>Value of work Executed</b>	<b>Stipulated Time of Completion</b>	<b>Actual Time of Completion</b>	<b>Any other relevant information</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>

Signature of the Applicant

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Note : The list is to be substantiated with the documentary evidence such as work order and completion certificates in absence of which the application is liable to be rejected. Other works should be mentioned on separate sheet.

**PROFORMA – II**  
**PARTICULARS IN RESPECT OF ORDERS EXECUTED WITH OTHERS**

S.No .	Name of Work / Project executed with Address	Short Description of work	Name & Address of Owner	Value of work Executed	Stipulated Time of Completion	Actual Time of Completion	Any other relevant information
1	2	3	4	5	6	7	8

Signature of the Applicant

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Note : The list is to be substantiated with the documentary evidence such as work order and completion certificates in absence of which the application is liable to be rejected. Other works should be mentioned on separate sheet.

**PROFORMA – III**  
**PARTICULARS IN RESPECT OF ORDERS ON HAND WITH BANKS**

<b>S.No</b>	<b>Name of Work / Project executed with Address</b>	<b>Short Description of work</b>	<b>Name &amp; Address of Owner</b>	<b>Value of work Executed</b>	<b>Stipulated Time of Completion</b>	<b>Actual Time of Completion</b>	<b>Any other relevant information</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>

Signature of the Applicant

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Note : The list is to be substantiated with the documentary evidence such as work order and completion certificates in absence of which the application is liable to be rejected. Other works should be mentioned on separate sheet.



**PROFORMA – IV**  
**PARTICULARS IN RESPECT OF ORDERS ON HAND WITH OTHERS**

S.No .	Name of Work / Project executed with Address	Short Description of work	Name & Address of Owner	Value of work Executed	Stipulated Time of Completion	Actual Time of Completion	Any other relevant information
1	2	3	4	5	6	7	8

Signature of the Applicant

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Note : The list is to be substantiated with the documentary evidence such as work order and completion certificates in absence of which the application is liable to be rejected. Other works should be mentioned on separate sheet.

**ANNEXURE – V**  
**KEY PERSONNEL PERMANENTLY EMPLOYED**

<b>S.No</b>	<b>Name</b>	<b>Designation</b>	<b>Qualification</b>	<b>Experience</b>	<b>Years with the Firm</b>	<b>Name of project handled costing over Rs.20 lacs</b>	<b>Indicate special expertise such as Advaznce Mgt. Tech. like CPM/PERT &amp; Projects in which such techniques were employed</b>	<b>Any Other informati on</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>		<b>7</b>	<b>8</b>

Signature and Seal of Applicant

Note : Information has to be filled up specifically in this format only. Please do not write as per attached sheet/ as per procedure.

**ANNEXURE – VI**

**Details of infrastructure in Office**

<b>S.No.</b>	<b>Items</b>	<b>Numbers</b>	<b>Details</b>
1	Office Oremises, Area etc.		
2	Fax / M/C		
3	Telephones		
4	Other instruments		
5	Software used for planning, estimating, execution, supervision etc.		
6	Reference books used for estimates / rate analysis etc.		
7	Subscription to magazines, journals, institutes of technical nature		
8	Any other information		

Signature and Seal of Applicant

Note : Information has to be filled up specifically in this format only. Please do not write as per attached sheet/ as per procedure.

Annexure B 1  
EMPANELMENT OF ARCHITECTS / CONSULTANTS

General information for the Renovation, interior furnishing / electrical / air-conditioning / Heating Ventilation & Air-Conditioning (HVAC) / structural consultancy works of Branches/ Offices/ Training Centers/ and repair/ renovation/internal modifications and maintenance of Bank's owned / freehold / leased / hired premises etc. for a period of 5 (five) years are requested to read following instructions before filling in the forms.

1. Architectural / Furnishing Contractors firms, intending for empanelment in UCO Bank are requested to furnish the details as per enclosed format "Application Format for Architects / Furnishers" for consideration latest by 10th February, 2016 to Zonal Office contact address as per "Contact Address for Empanelment of Architects / Furnishers".
2. If the space provided in the proforma is insufficient for giving full details, separate sheet of paper may be used.
3. Decision of the UCO Bank regarding selection / rejection for empanelment will be final and binding and no further correspondence will be entertained. Architects / Furnishing Contractors empanelled will be informed by post.
4. Information and details furnished by empanelled firm / party if found to be false at any time in future or any information withheld, come to the notice of the Bank on later date, the empanelment will be cancelled immediately.
5. The proforma or part thereof shall be signed by any one or more persons on behalf of the firm holding the power of attorney to do so.
6. Where copies are required to be furnished, these should be certified copies.
7. Existing Architects / Furnishers presently associated with us should also apply for updation, review and renewal of the empanelment.
8. Forms complete in all respects should be submitted in sealed envelopes stating "EMPANELMENT OF ARCHITECTS/ FURNISHERS", seperatively. The last date of receipt of applications is 10th February, 2016, 03:00 p.m.
9. Pre-Qualification Criteria is mentioned "Application Format for Architects / Funishers".
10. Applications received after 10th February,2016, 03:00 p.m. or incomplete application form or required annexures not enclosed, will be summarily rejected.
11. Detailed information for applications is available on Bank's website <http://www.ucobank.co.in> and is to be downloaded from there. No other form of obtaining the tender will be entertained.
12. Application form downloaded from Bank's website are to be submitted alongwith draft of Rs. 1000/- drawn in favour of Zonal Head, Uco Bank, Zonal Office, 17-B, Chandiagarh
13. The application form can be obtained from UCO Bank, GAD, Zonal Office, SCO 55-56-57, Sector 17-B, Chandiagarh on the payment of Rs. 1000/- by way of DD/Pay order.