



UCO Bank
Zonal Office
General Administration Department
Jaipur

NOTICE FOR EMPANELMENT OF CONTRACTORS

UNDER VARIOUS TRADES

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

Category A - Value of work up to Rs.5 lakhs.

Category B - Value of work above Rs.5 lakhs & up to 20 lakhs.

Category C - Value of work above Rs.20 lakhs & up to 50 lakhs.

Category D - Value of work above of Rs.50 lakhs & up to 100 lakhs.

Sl No.	Type of Work	Financial Outlay per reference
Trade/Services		
1	Maintenance of existing Telephone lines/sets, network lines & laying new lines.	Category – A
2	Installation, Operation & Maintenance AC system viz existing / standalone (windows/split) / capsul / tower air-conditioning units	Category – A Category – B
3	Furnishing work including complete refurbishing, repairing of furniture with civil works like flooring, painting, repairing, sanitary & plumbing & complete electrical work and repairing of existing electrical systems.	Category - A Category - B Category - C Category - D

- 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.
2. Applicants for empanelment in a trade should have experiences in execution of similar work in Banks / Govt. / Public Sector / reputed private sector organizations in respective trades:
 - I. Three similar completed works costing not less than the amount equal to 40% of the estimated cost within seven years ending on 30th September 2020. **or**
 - II. Two similar completed works costing not less than the amount equal to 50% of the estimated cost within seven years ending on 30th September 2020. **Or**
 - III. One similar completed works costing not less than the amount equal to 80% of the estimated cost within seven years ending on 30th September 2020.
3. Average annual turnover of last three years
Category – B: Rs.30 lakhs
Category – C: Rs.50 lakhs
Category – D: Rs.100 lakhs
4. The applicants should have their office / establishment in Rajasthan..
5. Applicants for the trade of Telephone maintenance services should be capable of liasoning with BSNL and other telephone / mobile phone service providers for smooth functioning of telephone system.
6. The applicants for housekeeping should have sufficient numbers of personnel to manage the work efficiently.
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. Contractors / vendors applying for the trade of Operation / maintenance services of air conditioning machines should have vast sound experience of operation & maintenance of all kinds of air-conditioning units.
9. The Bank reserves the right to visit the establishment / workshop of applicants of any trade before finalization of empanelment.
10. The Bank reserves the right to accept or reject any application without assigning any reason thereof.
11. The existing empanelled contractors of the Bank need to apply afresh for empanelment against this notification.
12. Additional sheet of papers may be used for submitting the applications, wherever space in the format is found inadequate.
13. Bank reserves the right to call for report from the existing clients of the applicant if the feedback from existing client is found poor/unsatisfactory the same application may be reject.



14. 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, Arcade International "2nd floor , Civil Lines , Ajmer Road,Jaipur -302006 (Rajasthan)** by 4:00 P.M on 18-11-2020, 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 'B', 'C' & 'D' of all trades.
- Total Annual Turnover in last three years for category 'B', 'C' & 'D' of all trades.
- Name and Address of Bankers with solvency certificate (for category – 'B', 'C' & 'D' of all trades).
- Key personnel permanently employed (as per annexure – V) for category – 'B', 'C' & 'D' of all trades.
- Work force & workshop facilities (as per annexure – VI & VII) for category – 'B', 'C' & 'D' of all trades.



Zonal Manager



Annexure - I

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

Trade/Services.....

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 Rajasthan 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 GST. If so, please mention the GST 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:

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:

	<u>2017-18</u>	<u>2018-19</u>	<u>2019 -20</u>
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12. 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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13. 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:

[illegible]