

(To be published in the Bank's website)



UCO BANK

( Govt . of India Under taking )

Zonal Office,Coimbatore ,

Vijay Towers,First Floor,22 Father Randy Street,

R S Puram,Coimbatore-641002

फोनPhone: 0422 –4509999 फैक्स Fax 0422 –4509988

E-mail:[zo.coimbatore@ucobank.co.in](mailto:zo.coimbatore@ucobank.co.in)

---

## NOTICE FOR EMPANELMENT OF CONTRACTORS

Applications are invited from experienced Contractors for undertaking/ composite jobs of branches as follows.

- a) Interior Decoration and furnishing works.
- b) Electrical works including operation of generating set
- c) Data Cabling works
- d) Air-conditioning
- e) Fire fighting installations

Experienced Contractors in the respective field from the areas in the state of Tamilnadu are required to submit their credentials/ organizational profile in the prescribed format.

### 1. Contractors:

- a) Civil/ Electrical /Furnishers

It is also proposed to further classify the above categories by fixing the cost limits. The eligibility criteria and other requirements for each of the above categories are detailed under “Scope, cost-wise sub-classification and Eligibility criteria”.

All contractors in the existing panel shall also apply afresh for this empanelment.

The eligible and interested contractors may collect the “Document for empanelment” from the following office by paying non-refundable fee of Rs. 500.00 by way of Demand Draft payable to (UCO Bank Zonal Office, Coimbatore). The document can also be down loaded from the website

([www.ucobank.com](http://www.ucobank.com)) and the document fee of Rs.500.00 as detailed above may be submitted along with the duly filled in document. The document submitted without the prescribed fee will be summarily rejected. The duly completed document in the prescribed format with all supporting documents shall be sealed in a cover and super scribed as 'Application for EMPANELMENT OF CONTRACTORS' and shall be submitted to Zonal Manager, Vijay Towers, 1st floor R S Puram, Coimbatore.

The Tender Documents may be downloaded from the Bank's website [www.ucobank.com](http://www.ucobank.com) from 18.06.2015 to 30.06.2015

Date & Place of Submission of Tender:

Upto 5.00 PM on 30.06.2015 at the office of the Zonal Manager, UCO Bank Zonal Office, Vijay Towers, 1st floor R S Puram, Coimbatore..

Tender will be addressed to:

Assistant General Manager,  
Zonal Office UCO Bank  
Vijay Towers, 1st floor R S Puram,  
Coimbatore.

Date, Time & Place of opening of Tender (Technical Bids) :

01.07.2015 at about 11 30 AM

The Bank reserves the right to accept or reject any or all the applications without assigning any reasons thereof.

**ZONAL MANAGER**

(To be published in the Bank's website)



UCO BANK

( Govt . of India Under taking )

Zonal Office,Coimbatore ,

Vijay Towers,First Floor,22 Father Randy Street,

R S Puram,Coimbatore-641002

फोनPhone: 0422 –4509999 फैक्स Fax 0422 –4509988

E-mail:[zo.coimbatore@ucobank.co.in](mailto:zo.coimbatore@ucobank.co.in)

NOTICE

**FORMAT TO BE USED FOR EMPANELMENT OF CONTRACTORS**

**GENERAL RULES AND INSTRUCTIONS TO THE INTENDING APPLICANTS:**

The empanelment of contractors are proposed for the Civil, electrical, interior works and other allied works of routine nature in the Branches and offices of the Bank coming under the Zonal office, Coimbatore. Generally, the routine works of the Banks are awarded/procurements be made on calling competitive tenders/quotations from the empanelled contractors/suppliers.

However, the Bank has the right to award the work/procure supply from any of the empanelled agencies, depending on the exigencies of the work and also opt for open tendering process for any particular work, depending on the nature & magnitude of the work.

**2.0. This document consists of the following:**

**a)Notice inviting applications for empanelment of contractors**

**b)General rules and instructions to the intending applicants**

**c)Scope, cost wise sub-classification and eligibility criteria for each category. d)Application format for empanelment**

**3.0. The complete document as detailed above, complete in all respects, should be submitted by the intending applicants within the stipulated date and as per the instruction given in the Notice inviting applications. The details of the applicants and their experience shall be furnished in the prescribed" Application Format "only. Wherever required and if the space provided is not sufficient, particulars can be furnished in Annexures but such details shall be clearly mentioned in the respective columns of the Application Format. Applicant shall enclose latest copies of brochures and technical documentation giving additional information about the applicant. Each page of the document shall be duly signed by the Applicant or his authorized representative.**

**4.0. The contractors, intends to apply for more than one category have to apply for each category separately.**

**5.0. No costs incurred by the applicant in applying, in providing necessary clarifications or attending discussions, conferences or site visits will be reimbursed by the Bank.**

**6.0. Documentary proof with respect to the details furnished in the application form regarding eligibility criteria shall be furnished along with the application form. In this regard, copies of the work order and completion certificate shall be submitted. Incomplete applications or applications without proper proofs for establishing their credentials will be summarily rejected and no correspondence will be entertained in this regard.**

**7.0. If the application is made by a partnership firm, it shall be signed by all the partners of the firm with their full names and current addresses, or by a partner holding the power of attorney for the firm for signing the application, in which case a certified copy of the power of attorney shall accompany the application. A certified copy of the partnership deed, current address of the firm and the full names and current addresses of all the partners of the firm shall also accompany the application.**

**8.0. If the application is made by a limited company, it shall be signed by a duly authorized person holding the power of attorney for signing the application in which case a certified copy of the power of attorney shall accompany the application. The information furnished must be sufficient to show that the applicant is capable in all respects to successfully complete the envisaged work in respective category.**

**9.0. The empanelment shall be made for a specific category. However, contractor empanelled in higher category shall be eligible for works in the lower category.**

**10.0. The evaluation will be based on the experience of the consultants, contractors / suppliers and their financial capabilities and may also include inspecting the works furnished by the contractors for which necessary co-ordination shall be made by the contractors. Based on the details furnished and inspection of works, eligibility criteria, the contractor shall be empanelled. Decision of UCO BANK, ZONAL OFFICE, Coimbatore regarding selection / rejection for empanelment will be final and binding and no further correspondence will be entertained. The empanelled contractors will only be informed by post.**

**11.0. If, information and details furnished by applicants are found to be false at any time in future or any information withheld, which comes to the notice of the Bank at a later date, the empanelment of such applicant will be cancelled immediately.**

12.0. Where copies are required to be furnished, these should be certified copies.

13.0. Applications received after the due date and time is liable for rejections.

14.0. The contractors having their office in the geographical jurisdiction of the Zonal office i.e State of Jharkhand will only be considered.

15.0. UCO BANK reserves its right to reject any / or all the applications without assigning any reasons whatsoever.

**SCOPE, COST WISE SUB-CLASSIFICATION AND ELIGIBILITY  
CRITERIA FOR CONTRACTORS.**

**A. SCOPE OF WORK::**

The scope of work of Contractors for Interior works mainly involves erection of partitions, counters, paneling, false ceiling, cavity flooring, furniture and fabricated workstations and other allied works for furnishing of branches and offices of the Bank.

The panel of Civil Engineering Contractors will be mainly used for civil engineering works like earthwork, masonry, plastering, RCC, concrete works, painting, flooring, plumbing & sanitary, water proofing, demolition works, structural steel fabrication, woodwork (doors and windows only) and other allied works for branches, residences and offices of the Bank. The panel of Electrical Contractors will be mainly used for internal and external electrification, associated cabling, earthing, wiring for air- conditioners, UPS, Liaoning with EB of state concerned for abstention of additional power, breakdown repairs and other allied works for various branches / Offices of the bank.

**B. COST WISE SUB-CLASSIFICATION::** It is proposed to classify each category of contractors depending on their past performance, technical and financial capabilities of the contractor. The contractor classified under lower cost limit cannot quote for the works costing more than the limit. However, the contractors classified under higher class can participate for works under lower class.

The contractors empanelled under Class-D are allowed to quote only in the geographical jurisdiction of City /Town where the contractor is stationed. The other class of contractors can quote for the works coming under the geographical jurisdiction of the Circle Office.

CATEGORY	VALUE OF THE WORKS UPTO WHICH THE CONTRACTOR CAN PARTICIPATE (AMOUNT IN LAKHS)			
	CLASS-B	CLASS-A		
1.INTERIOR FURNISHING WORK	10.00	30.00		
2. CIVIL ENGG. WORKS	10.00	30.00		
3. ELECTRICAL WORKS	10.00	30.00		

Similar works means all original works, alterations and modifications involving supply, installation, testing and commissioning of fire alarm system and maintaining and servicing of the installations for branches / offices of a bank.

**ELIGIBILITY CRITERIA :**

**a> Interior Furnishing Contractor:**

1. The contractor who intends to apply for Class- A & B should have the experience of successfully completing following quantum of similar works such as original works, alterations and renovations involving partitions, paneling, false ceiling, cavity flooring, furniture, work stations, counters for branches / offices of a Bank/ Government departments/public sector undertaking/central autonomous bodies/state autonomous bodies/financial institutions and other reputed firms during last 5 years prior to 31.03.2015:

a) Two similar completed works costing not less than the amount equal to 50% of the value of the work in the respective Class.

OR

b) One similar completed work costing not less than the amount equal to 80% of the work in the respective Class.

2. The contractors should

a> have well-established office in the respective centre with adequate engineering staff. b> be an assessee of Income Tax and should have registered with sales Tax department. Should submit income tax clearance certificate/copy of the income tax returns and sales tax registration certificate with valid registration number.

---

c> have the average annual financial turnover of at least four times the value of the work in the respective category during last 3 years ending with 31.03.2014.

d> submit solvency certificate from Nationalized/ scheduled bank issued within one year for an amount of 40% of the value of the work in the respective category.

**Note: 1. If other things being Equal, the professionally qualified contractors and the contractors who** have undertaken the works for Govt organizations will be preferred.

**2. All class of contractors must be Income Tax Assesses.**

**APPLICATION FORMAT**

**APPLIED FOR EMPANELMENT OF :**

**CATEGORY (type of work) :**  
**(Class A/B/C/D if any)**

**1. Name of the Applicant :**  
**Address :**

**Telephone No. :**

**Office :**

**Residence :**

**Mobile :**

**Fax :**

**E-Mail :**

**2. a) Status of the Firm(Whether company/  
Partnership / proprietary) :**

**b) Name of the Proprietor/ Partners/ Directors(With professional qualifications, if any):**

**I)**

**II)**

**III)**

**c) Year of establishment :**

**1. Whether registered with Registrar of  
Companies/firm. If so, No. & Date :**

**4 .Registration with Tax Authorities :**

**a) Income-tax No. PAN/GIR NO :**

**(furnish copies of Income-tax returns)**

**Sales /commercial**

**b) Tax : TIN No**

**(Furnish the latest copies of the returns filed) CST No**

**c) Registration Number with Council of Architects**

**in case of Architects or Professional bodies :**

**in case of other consultants :**

**5. a>Names of the Bankers with  
address :**

**I)**

**II)**

**b> Enclose solvency certificate from the bankers:**

6. Turnover of the Company/firm (Please attach copy of audited balance sheet and profit and loss account for three years).

Sl. No	Year	Turnover
1	2012-13	
2	2013-14	
3	2014-15	

7. Registration with Government / Public Sector / Banks

NAME OF THE ORGANISATION	NATURE OF WORKS	VALUE OF WORKS	DATE OF REGISTRATION

8. What are your fields of activities? Mention the fields on reference basis

- 1)
- 2)
- 3)

9. Details of the works executed during the last 3 years (for Class- D contractors) / 5 years (for class- AB, C contractors and Consultants) ( please mention only such works which qualifies for eligibility criteria)

- 10.

Sl. No.	Name of Work	Work executed for (name of the organization with address, concerned office and telephone number)	Nature of work (in brief)	Location of the work	Actual Value of the works	Stipulated time for completion	Actual time for completion	If work left incomplete or terminated (furnish reasons)

Note: Copies of satisfactory completion certificate obtained from the client shall be enclosed.

11. Details of present works under execution ( enclose copies of work orders issued by clients)

Type of work	Work being executed for (name of the organization, with address)	Nature of work (in brief)	Location of work	Value of work order	Duration of work	Present stage of work

--	--	--	--	--	--	--

**11. Key personnel permanently employed in your organization:**

Sl No.	Name	Qualifications	Experience	Particulars of work done	Employed in your firm since	Any other
1						
2						
3.						

12. Furnish the names of three responsible clients/ persons to whom the major works carried out by the applicant with address and telephone number who will be in a position to certify about the quality as well as past performance of your organization.

13. In Case of Electrical contractor copy of valid license issued by the Electrical inspectorate to be enclosed.

**DECLARATION**

1. All the information furnished by me / us here above is correct to the best of my knowledge and belief.
2. I / we have no objection if enquiries are made about the work listed by me / us in the accompanying sheets / annexures.
3. I / We agree that the decision of UCO BANK in selection of contractors will be final and binding to me / us.
4. I / We have read the instructions appended to the Performa and I / We understand that if any false information is detected at a later date the empanelment shall be cancelled at the discretion of the bank

Place :  
Date :

SIGNATURE OF APPLICANT  
NAME & DESIGNATION

## SEAL OF ORGANISATION

Application are invited from Firms/Individuals in the prescribed format given below for getting themselves empanelled for the following jobs, under UCO Bank, Coimbatore Zonal Office, who has proposed to form a panel for its branches in Coimbatore.

The jobs are:

1.Civil works. 2. Interior Decoration & Furnishing Works. 3. Electrical Works & Data Cabling Works. 5. Fire alarm systems

The envelop should be superscripted "EMPANELMENT OF CONTRACTORS". The applicants should have registered with their local Authority/chapter in Coimbatore/ Madurai/ Trichy.

### **PARTICULARS OF THE FIRM TO BE FURNISHED FOR THE PURPOSE OF EMANELING OF CONTRACTORS**

1. Name of the Organization :
2. Address :
3. Year of Establishment :
4. Status of the Firm:  
(Whether Company/Firm/Proprietary)
5. Name of Directors /Partners/Proprietors:
  - i)
  - ii)
  - iii)
6. Whether registered with the Registrar of Companies /Registrar of Firms .if so, mention number and date.
7. Name & Address of Bankers:
  - i)
  - ii)
  - iii)
  - iv)
8. Whether registered for sales tax purpose, if so mention number and date.
9. Whether an assessee of Income Tax, if so, mention permanent account number.
10. Furnish copies of certificate of qualification/registration.
11. If you are registered in the panel of other organization s/statutory bodies, bank etc., furnish their names, category and date of registration
  - i)
  - ii)
  - iii)
  - iv)
  - v)
  - vi)

12. What are your fields of activities? Mention the fields on preference basis.

- i) ii)
- iii) iv)
- iv) vi)

13. Whether willing to work anywhere in the State of Kerala or mention the places where you are willing to work.

14. i) Detailed description and value of works done of others in the past.

ii) Detailed description and value of works done for the Banks.

15. Specify the maximum value of work executed in a year.

16. Furnish the names of three responsible persons who will be in a position to certify about the quality as well as past performance of you /your organization.

- i)
- ii)
- iii)

**Signature**

**PROFORMA –I**  
**PARTICULARS IN RESPECT OF WORK EXECUTED**

SNo.	Name of work /project with address	Sort prescripti on of work executed	Name & Address of Owner	Value of work executed	Stipend Time of Completion	Actual time of completion	Remarks
1.	2.	3.	4.	5.	6.	7.	8.

**PROFORMA –II**  
**KEY PERSONNEL PERMANENTLY EMPLOYED**

SNo.	Name	Designation	Qualification	Experience	Years with Firm	Any other
1.	2.	3.	4.	5.	6.	7.

**OTHER RELEVANT INFORMATION**

S No.	Particulars
1. Work Force	

Seal & signature