



UCO Bank
Zonal Office
General Administration Department
Jalandhar

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

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

Work value:	≤ Rs.30 lakhs - Category: A
Work Value:	> Rs.30 lakhs < Rs.50 lakhs – Category: B
Work Value:	> Rs.50 lakhs < Rs.100 lakhs – Category: C

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. Firms applying for empanelment of Architect should have the persons with Graduate/post Graduate Degree in Architecture/Civil Engineering from India or abroad and /or possessing the membership of the Indian Institute of Architects/Council of Architecture/Institution of Engineers.
3. Firms should have the adequate infrastructure / manpower for execution of civil & sanitary / interior furnishing/Electrical/Air-conditioning/Fire alarm & detection system/LAN work.
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% 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 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.
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. Sealed envelopes containing the application for empanelment and super scribing "Application for empanelment of Architects" should be submitted to the **Zonal Manager , UCO Bank, Zonal Office, General Administration Department, SCO 113,114,115, Master Tara Singh Nagar, Jalandhar-144001** by 4:00 P.M on 31/07/2023., 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/Civil Engineering from India or abroad and /or the membership of the Indian Institute of Architects/Council of Architecture/Institution of Engineers.
- Audited account and Balance Sheet for last three years for Category 'B' & 'C'.
- Total Annual Turnover in last three years for Category 'B' & 'C'.
- 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 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)



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





UCO Bank
Zonal Office
General Administration Department
Jalandhar

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
Services		
1	<ul style="list-style-type: none">Maintenance of existing Telephone lines/sets & laying new lines.	Category – A
2	<ul style="list-style-type: none">Maintenance of Garden and Potted Plants	Category – A
3	<ul style="list-style-type: none">Operation & Maintenance AC system viz existing / standalone (windows/split) / capsul / tower air-conditioning units	Category – A Category – B
4	<ul style="list-style-type: none">Pest control services	Category – A
5	<ul style="list-style-type: none">Housekeeping of Premises	Category – A Category – B
6	<ul style="list-style-type: none">Watch and ward services	Category – A Category – B
7	Furnishing work including repairing of furniture with civil works like flooring, painting, repairing, sanitary & plumbing & minor electrical work	Category - A Category - B Category - C Category - D
8	Civil work including repairing & maintenance, water proofing job etc	Category - A Category - B Category - C
9	Electrical work and repairing of existing electrical systems.	Category - A Category - B Category-C



10	<ul style="list-style-type: none"> Operation/ maintenance services of all electrical installations (H.T & L.T installations viz, transformers L.T, H.T Panel, Pump motor etc.) 	Category:- A Category:- B
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- 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:

- Applications should be submitted in Bank's prescribed format only (as per annexure - I) Application in any other form will not be considered.
- 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.
- Contractors applying for empanelment under category "B"& "C" should have successfully executed at least two similar works in the relevant trade at least up to 75% of the upper limit of the particular financial category during last three years.
- Average annual turnover of last three years
 Category – B: Rs.30 lakhs
 Category – C: Rs.50 lakhs
 Category – D: Rs.100 lakhs
- The applicants should have their office / establishment in Punjab.
- 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.
- 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.
- The applicants for housekeeping should have sufficient numbers of personnel to manage the work efficiently.
- Contractors applying for the trade of Electrical & Furnishing work should possess the valid 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)
- 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.
- 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 thereof.
- The existing empanelled contractors of the Bank need to apply afresh for empanelment against this notification.
- Additional sheet of papers may be used for submitting the applications, wherever space in the format is found inadequate.



15. Bank reserves the right to call for report from the existing clients of the applicant if required.
16. 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, General Administration Department, SCo 113,114, 115, Master Tara Singh Nagar, Jalandhar-144001 (Punjab)** by 4:00 P.M on 31/07/2023, 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 – IV& V).
 - 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 – VI) for category – 'B', 'C' & 'D' of all trades.
 - Work force & workshop facilities (as per annexure – VII& VIII) for category – 'B', 'C' & 'D' of all trades.



Annexure - I

**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., FAX & E-mail ID:

3. Address of the company in Punjab 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 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 with Profit & Loss
account for last three
years in case of applicants applying for the
financial category of 10 lakh & above:
13. Whether empanelled with other PSU Banks /
Govt. Deptts. / PSUs / Autonomous bodies. If so,
please furnish the following particulars:

Name of the Organisation /Trade/Services Date of Empanelment Validity Financial
Institution

14. 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 – IV

1.Detailed Particulars for the works done in past three years:

Name of organization

Name of work

Value of work completed

Compliance of Stipulated Completion time

(Furnish photocopies of credentials)



Annexure- V

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	Name of Architect



Annexure - VI

Key personnel permanently employed

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



Annexure - VII

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 – VIII

Workshop facilities:

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

