

**यूको बैंक**

सम्मान आपके विश्वास का



**UCO BANK**

Honours your trust

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**UCO BANK**

**UCO BANK, Zonal Office, General Administrative Department**

**380, IInd Floor, Saket Nagar, Indore-452018**

**Email: [zoindore.sec@ucobank.co.in](mailto:zoindore.sec@ucobank.co.in)**

**Phone: 0731-40460300/21/25/35**

**Website <http://www.ucobank.com>**

**OFFER FOR ENGAGEMENT OF ELECTRICAL AUDITOR FOR INDORE ZONE  
BRANCHS/ OFFICES OF UCO BANK AT INDORE**

**PART-I (Technical Bid)**

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UCO BANK  
ZONAL OFFICE  
INDORE (MP)

### TENDER NOTICE

**ELECTRICAL AUDIT WORK FOR UCO BANK BRANCHES UNDER ZONAL OFFICE INDORE SEALED TENDERS ARE INVITED FOR OFFER / QUOTATION FROM GOVERNMENT APPROVED EMPANNELED ELECTRICAL ENGINEERS / CONTRACTORS (HOLDING GOVERNMENT LICENCE) FOR ELECTRICAL AUDIT WORK OF BRANCHES, INCLUDING ON-SITE ATMs / OFF-SITE ATMs / UNDER INDORE ZONE. SCOPE OF WORK IS DEFINED IN ANNEXURE-I AND PROFORMA FOR ELECTRICAL AUDIT IS AS PER ANNEXURE - II ENCLOSED HERewith.**

OFFERS SHOULD BE VALID FOR MINIMUM PERIOD OF -90- DAYS FROM THE LAST DATE OF SUBMISSION. TECHNICAL BID WITH DRAFT TOWARDS EARNEST MONEY DEPOSIT AND FINANCIAL BID BE PUT IN SEPARATE SEALED COVERS AND THESE TWO COVERS BE PUT IN ONE SEALED COVER. PLEASE MENTION ON THE COVER **"ATTN. : GENERAL ADMINISTRATION DEPARTMENT 'ELECTRICAL AUDIT TENDER'** WITH APPLICANT NAME & ADDRESS, CONTACT PERSON AND CONTACT NUMBER, AND SHOULD BE. ADDRESSED AND SUBMITTED TO **ZONAL MANAGER, UCO BANK , ZONAL OFFICE, 380, SAKET NAGAR, INDORE-452018, ON OR BEFORE 15 AUGUST 2018 LATEST BY 15.00 HOURS.**

**THE OFFER MUST BE ACCOMPANIED BY DEMAND DRAFT FOR RS.10,000/- (Ten Thousand Rupees Only) IN FAVOUR OF UCO BANK , ZONAL OFFICE, INDORE AS EARNEST MONEY DEPOSIT.**

BANK RESERVES THE RIGHT TO ACCEPT OR REJECT ANY BID WITHOUT ASSIGNING ANY REASONS WHATSOEVER.

ANY DECISION TAKEN BY BANK AT ANY POINT OF TIME IN CONNECTION WITH THIS PROCESS SHALL BE FINAL AND CONCLUSIVE AND NO CLAIM OR DISPUTE FROM ANY QUARTER IN THAT REGARD SHALL BE ENTERTAINED.

**DEPUTY GENERAL MANAGER &  
ZONAL HEAD,**

DATE : 20.07.2018

**SCOPE OF ELECTRICAL AUDIT**

1. You are required to take the attendance certificate from the Branch Head at the time of visiting the branch.
2. Your report must consist of non-scaled sketch of layout of the branch including showing the denomination of the areas used by you in the report.
3. Your report must consist of single line diagram of existing electrical system including marking the position of critical faults needs immediate attention.
4. Inspection / recommendation report of existing electrical system with your observations and remarks.
5. Photocopy of last three electrical bills of the branch/office/ATM, including marking any discrepancy, if any.
6. You have to submit the PROFORMA OF ELECTRICAL AUDIT, enclosed herewith, duly completed and signed by you as also by the Branch Head.
7. You are required to submit the report within a period of 60 working days after issue of the work order.
8. Payment will be made by branches after submission of duly filled audit report with necessary recommendation to Zonal Office.
9. In our Indore Zone Total 75 Branches, 57 On-site ATM & 18 Off-site ATM in Different Districts. Premises details Distt. wise:-

SN	Locations /District	No. of Branches	No. of Branches with on site ATM	No. of Branches with Off site ATM
1	Alirajpur	01	-	-
2	Betul	01		
3	Burhanpur	01		
4	Chindwara	01		
5	Dewas	01		
6	Dhar	01		
7	Harda	02		
8	Indore	22		
9	Jhabua	01		
10	Khandwa	02		
11	Khargone	01		
12	Mandsaur	01		
13	Neemuch	05		
14	Rajgarh	01		
15	Ratlam	04		
16	Sehore	04		
17	Shajapur	01		
18	Ujjain	08		
Total Branches/ATM		75	57	18

### Technical Specification

1	NAME OF THE FIRM & OFFICE ADDRESS, WITH PIN CODE	
2	NAME OF THE CONTACT PERSON/ MOBILE/ LANDLINE NUMBER/ EMAIL ADDRESS	
3	Applicant/Employee of Applicant/ Electrical Auditor of Agency should possess degree in Electrical Engineering along with the valid Electrical Energy Auditor license. Photocopy of such license/Certificate should be submitted with the application.	
4	PERMANENT ACCOUNT NO. (PAN)	
5	SERVICE TAX NO.	
6	PROOF OF REGISTRATION & LICENCE NO. AS GOVT APPROVED ELECTRICAL ENGINEER	
7	NAME OF THE BANK WHERE EMPANELLED AS ELECTRICAL ENGINEER	
8	NAME OF THE BANK / BANK'S BRANCH / OFFICE FOR WHICH SIMILAR TYPE OF WORK HAS BEEN DONE IN THE PAST THREE YEARS WITH CONTACT NUMBER OF THE CONCERNED OFFICE	

\* Please Attach concerned Document as a proof.

Signature of Bidder with Company seal

## INSTRUCTIONS TO BIDDERS AND GENERAL TERMS & CONDITIONS

### 1. Mode of submission of Two Bid System Tender:

UCO Bank intends to conduct Electrical Audit at various Offices/ Branches in Indore Zone. Sealed Tenders are to be submitted in two parts. The envelope containing Part-I of tender should be super scribed clearly " Part-I (Technical Bid)" and the name of work whereas the separate envelope containing Part-II should be super scribed clearly "Part-II (Price Bid)" and the name of work. Both Part-I and Part-II should be sealed in a third envelop and should be super scribed clearly name of the work at top and will be addressed to 'The Zonal Manager , UCO Bank, Zonal Office, Indore- 452018 at Indore' and must be submitted **on or before the last date & time as mentioned above.**

### 2.1 Contents of the Technical Bid(Part-I):

- a. Tender Cost in the prescribed form
- b. Bidder's Covering letter.
- c. Profile of the Company / Firm as per stipulated format of R.F.P as per Annexure-II.
- d. Documents in support of all eligibility criteria.
- e. All pages of this RFP as downloaded from the website duly signed on all pages.

**2.2 Contents of the Price Bid(Part-II):** should contain only the Price of the work and item rates as per the bills of quantities and Technical Specification of the tender.

### 3. REJECTION OF BID:

The bid is liable to be rejected if:

- Tenders not received in two parts in separate envelopes will be summarily rejected.
- It is not in conformity with the instruction mentioned in this tender document.
- If it is not accompanied by requisite tender cost as stated above.
- It is received after expiry of the due date and /or time.
- It is evasive and contains incorrect information.
- If there is canvassing of any kind.
- It is submitted anywhere other than the tender box or to the addressee.
- **If any indication of price/rate/charges is being found in Part-I of the tender.**
- If the tender/R.F.P is conditional .

**4. EVALUTION CRITERIA OF THE TENDER:** The tender will be evaluated on lowest price offered by the bidder excluding Service Tax on the basis of quoted price for item of work.

### 5 .Price and Taxes:

i) Price will be in Indian Rupees. The price shall be firm and binding without any escalation whatsoever for the period of contract. Service Tax will be paid extra at actual.

ii) The Bank, however, reserves the right to call for fresh quotes / tenders at any time during the above period, if considered necessary.

5. UCO Bank will prepare a short-list of bidders found suitable / qualified under Part-I of

Tender Document and the Price Bid i.e Part-II of only these bidders will be opened. Bank will intimate the date and time of opening of commercial offers separately to the qualified bidders. The financial offers of the bidders –whose technical offers found to be technically deficient and / or if the bidders do not meet the eligibility criteria as specified in this tender - will be returned to them without opening.

#### 6. Placement of Order/Letter Of Intent(LOI):

The splitting of order will be in 50:30:20 ratio provided L-2 and L-3 agrees to match approved price and agrees for all terms and conditions.

In case L-2 and L-3 vendor is not willing to match approved price, the Zonal Office, Indore will call L-4, L-5,...vendors etc. , in that order to step into the position of L-2 and L-3 vendor. In the event of disagreement of our proposal by any of the higher bidders the entire quantity will be awarded to L-1. However, in case only one higher bidder agrees to our proposal, ration will be 60:40.

Upon identification of vendors by Zonal Office, Indore , LOI will be issued by them accordingly with details terms & conditions. After execution of Agreement detailed work order will be issued by Zonal Office, Indore

**7. Date of Commencement:** The work shall be deemed to be commenced from **Fifteenth day** from the date of receipt of work order or handing over of site which ever is later. The work should be started in consultation with respective Zonal Offices. However, the bidder should take possession of work site within fifteen days from the receipt of the work order.

**8. Time of Completion : 1 (One Week)** per branch from the stipulated date of commencement of the work.

**9 Execution of Agreement:** The successful bidders will have to execute an Agreement with Zonal Office, Indore in non-judicial stamp paper of requisite value purchased in favour of the vendor or UCO Bank and as per the draft of Agreement as per Annexure-III .

**10 ORDER CANCELLATION/TERMINATION:** The Bank reserves its right to cancel the entire / unexecuted part of Purchase Order at any time by assigning appropriate reasons in the event of one or more of the following conditions treating it as default / non performance of the contract **by giving 15 days written notice :**

- a. Fails to accept the purchase order within the specified time .
- b. Delay in execution of work beyond the specified period.
- c. Partial execution of job.

d. Serious discrepancies noted in the items delivered.

e. Breaches in the terms and conditions of the Order

f) Bank shall have the right to terminate the contract at any time at its own convenience by serving a prior written notice of 15 days to the successful bidder without assigning any reason and without cost or compensation therefor.

**10.A ) CONSEQUENCES OF TERMINATION:** The Bank at its sole discretion shall invoke the Performance Guarantee, and the Indemnity furnished towards non performance/non Compliance of the terms and conditions of the work order/contract by the Contractor/Vendor, without prejudice to its rights and conditions available under the Law for the time being in force.

**11. Terms of Payment : Bank will not pay any advance.**



- a. 100% Payment will be made by after submitting of detailed report as per Bank's format
  - b. No payment will be made till execution of Agreement with Zonal Office, Indore
  - c. No payment will be made towards expenses related to transportation, accommodation, food, site office, labour camps, storage etc.
- 12.** The Applicants may visit the locations before submission of their quotation.
- 13.** Bank reserves the right to accept or reject any or all quotation/s without assigning any reason.

Zonal Manager,  
Zonal Office  
UCO Bank, Indore





## FORM OF TENDER

To  
The ..... Manager  
UCO Bank ..... Office  
.....  
.....

Sir,

1. We have carefully examined all the contents incorporated in the various parts of this Tender Document for .....branches in ..... under jurisdiction of UCO Bank, Zonal Office Indore and taken note of all the terms & conditions stated in the Tender Document in its various parts.

2. We understand that the time schedule to complete the job is 1 (One Week) per branch from the stipulated date of commencement of the work and the same accepted by us is the essence of the contract.

3. We enclose a Pay Order / Demand Draft for Rs 1,000/- (Rupees Ten Thousand only) drawn in favour of UCO Bank and Payable at ..... as Tender Cost (P.O/DD No..... Date..... Issuing Bank..... Branch.....) as Earnest Money Deposit.

4. We also agree that our tender along with the prices will remain valid for total contract period.

5. Our PAN for Income Tax is \_\_\_\_\_. We are registered with Service Tax Authorities and our registration numbers are as follows:

Service Tax Registration Number: \_\_\_\_\_

For and on behalf of

\_\_\_\_\_

(With seal)

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

DULY AUTHORIZED SIGNATORY

\_\_\_\_\_ day of \_\_\_\_\_ 201

## PERFORMA OF ELECTRICAL AUDIT

- Electrical Auditor is required to take the attendance certificate from the Branch Head at the time of visiting the branch.
- Electrical Auditor must consist of non-scaled sketch of layout of the branch including showing the denomination of the areas used by you in the report.
- Electrical Auditor report must consist of single line diagram of existing electrical system including marking the position of critical faults needs immediate attention.
- Inspection / recommendation report of existing electrical system with your observations and remarks.
- Photocopy of last three electrical bills of the branch/office/atm, including marking any discrepancy, if any.
- Branch/office Overview

Sr. No	Description	Particulars
•	Zone	
•	Name of Branch	
•	Branch Code	
•	Address	
•	Phone/Fax	
•	Contact Person	
•	Mobile no.	
•	Email id	
•	Area of office	
•	Working Hours	
•	Working days	

### A. Branch Inventory details

S N	Description	Wattage	Nos. installed floor wise			Electrical load	Suggestions for Improvement
			ATM	Floor no	Floor No		
1	Change over Switch						
2	MCCB						
3	Fuse						
4	MAX wire fuse						
5	MCB 4 Pole 100A						
6	MCB 2 Pole 63 A						
7	MCB 4 Pole 63 A						
8	MCB 2 Pole 32 A						
9	MCB 1Pole 32A						
10	MCB 1Pole 16A						
11	MCB 1Pole 10A						
12	MCB 1Pole 6A						
13	MCB 1Pole 25A						
14	RCCB 63A						
15	Stabilizer						
16	M.C.B 2 Pole 40 A						

17	A.C Window						
18	A.C Split 1.5 TR						
19	A.C Split 2 TR						
20	A.C Split 1 TR						
21	Wall Fan						
22	Ceiling Fan						
23	Water Cooler						
24	Exhaust Fan						
25	T8 2 Fit 18 W						
26	T8 36 W						
27	CFL 2 pin 18 W						
28	T12 40 W						
29	T8 36 W						
30	CFL 40 W						
31	CFL 30 W						
32	Fire Machine						
33	Camera						
34	LCD						
35	Fax M/C						
36	Coffee M/C						
37	Computer CRT						
38	Printer						
39	Master CPU 10A						
40	Scanner						
41	Money Counting Machine						
42	Micro wave						
43	Heater						
44	T.V						
45	ATM M/c						

## B. Electrical Load analysis

SN	Description	Status	Suggestions for Improvement
1	Total Sanctioned Load		
2	Total Connected Load		
3	Is Sanctioned load less than Connected load		
4	Has branch applied for additional load		
5	Electrical Load Utilization		
6	Electrical Load on UPS		
7	DG Set installed: YES/NO		
8	DG Set Capacity		

## B. ELECTRICAL DISTRIBUTION SYSTEM:

SN	Description	Status	Suggestions for Improvement
1	Is distribution of load satisfactory		
2	Condition of Electrical Wiring		
3	Type of Wiring Used		
4	No. of MCB's and ELCB		
5	Whether MCB's and ELCB are of required rating		
6	Whether cables and connection are good and of adequate capacity		
7	Whether electrical equipments are operating at specified voltage /current (within tolerance range)		
8	Rating of Fuses/Junction Box		
9	Are the ratings correct?		
10	Are Fire Box Switch Inserts used		
11	Whether single isolating switch is available for the whole premises		
12	Are Earth Pits identified		
13	Earth Connection to equipments: Proper/Not proper		
14	<b>No. of earth pits available</b>		
15	<b>Whether earthing is done properly to equipments</b>		
16	<b>Voltage between neutral and earth</b>		
17	<b>Whether DG is provided with neutral earthing</b>		
18	<b>Whether ELCB provided</b>		
19	<b>ATM M/s Earth pits identified</b>		
20	<b>Earthing check of each pit</b>		
21	UPS room exhaust fan installed		
22	UPS room Condition		
23	UPS battery Connections		

24	Whether adequate capacity timer used in timer of AC/Glow sign board		
	Whether lightening arrestor provided in Branch/ATM		
25	Whether water seepage near electric equipments		
26	Whether there is any provision to isolate electric supply of equipments used in night from entire Electrical System		

## D Measurement of Electrical Parameters

Meter no.						
Sr. No	Description	Voltage	Current	Power factor	Power	Remarks
	R					
	Y					
	B					
	Neutral					

### 1. Floor wise assessment of UPS (Report to be submitted as per following format):

N o of U P S	Cap acit y of (KV A)	P-P Voltage of each UPS			P-N Voltage each UPS			Phase Currents			Total electrical load consumption		Neutral Earthing & its adequacy	Protective earthing & its adequacy	Remarks (Condition of machine acceptable or Not)	Suggestions on improvement, if any
		R	Y	B	R	Y	B	R	Y	B	KW	A				

### • E Lux levels

Sr. No	Area	Lux
1	Branch head cabin	
	Officers	
	Cash counters	
	Store room	
	UPS room	
	ATM room	

### 1 • Condition of Electrical wiring

### • Observations



- **Recommendation**

- **Tips on energy saving**

**Signature of E. Auditor  
Branch Head**

**Signature of**

## Draft Agreement

Article of agreement made this \_\_\_\_\_ day of \_\_\_\_\_ 201

between the "UCO Bank, a body corporate, constituted under the Banking Companies (Acquisition & Transfer of Undertakings) Act, 1970 as amended from time to time having its Head Office at No.10, BTM Sarani, Kolkata-700001 (hereinafter referred to as "Bank" which expression shall unless excluded by or repugnant to the subject or context be deemed to mean and include its assigns and successors) of the "ONE PART and M/s ..... having its registered office at ..... ( herein after called "The Vendor" ) of the other part, which expression should include its successor/s and assignee/s.

Whereas the Bank is desirous of executing Contract for ..... at UCO Bank ..... Office at .....

And whereas the said work as mentioned in the work order have been accepted and signed by and on behalf of the Vendor.

And whereas the vendor has agreed to execute upon and subject to condition set forth herein and work order, General conditions of contract, special condition of contract, including all other conditions as mentioned, in the work order, specifications and all correspondence exchanged by or between the parties from the submission of tender till the award of work, both letter inclusive, (all of which are collectively hereinafter referred to as " the said conditions") the work described in the said specification and included in the tender at the rates therein set for in UCO Bank Work Order No..... dated .....201 and amounting to the sum of Rs. ....(Rupees ..... only) inclusive of all Taxes .

NOW IT IS HEREBY AGREED AS FOLLOWS:

**The following documents attached hereto shall be deemed to form an integral part of this Agreement:**

- (a) Work order letter no-..... dated .....
- (b) R.F.P.(Request For Proposal) dated .....
- (b) Corrigendum (if any) dated .....

GENERAL TERMS AND CONDITIONS:

### 1.Scope of work:

1. The Successful Bidder will be engaged for 'Electrical Audit' of Banks Buildings/Branches at .....
2. The work is to be started in consultation with ..... Department., UCO Bank, ..... Office.
3. The Successful Bidder will have to carry out the work without making hindrances to other agencies, whose works are likely to be carried out simultaneously at the same site during working period.
4. The Successful Bidder will take all measure on the site of the work to protect the public as well as workmen from accidents and shall be bound to bear the expenses of defense of every suit, action or other proceedings at law that may be brought by any persons for injury sustained owing to neglect of the above precautions from their end and to pay compensation

to any such persons as per law.

5. The Successful Bidder will have to inform the names of their authorized representatives to be deployed at the site during the work, and their working hours and availability at site.

6. No space will be provided for site office, labour camps, storage etc.

7. Auditor should submit his report as per Bank's format (Annexure-I) in a booklet covering his observations and suggestions on remedial steps to be taken by the Bank to improve the situation.

**8. Date of Commencement:** The work shall be deemed to be commenced from **Fifteenth day** from the date of receipt of work order or handing over of site which ever is later. The work should be started in consultation with respective Zonal Offices. However, the bidder should take possession of work site within fifteen days from the receipt of the work order.

**9. Time of Completion : 1 (One Week)** per branch from the stipulated date of commencement of the work.

**10 ORDER CANCELLATION/TERMINATION:** The Bank reserves its right to cancel the entire / unexecuted part of Purchase Order at any time by assigning appropriate reasons in the event of one or more of the following conditions treating it as default / non performance of the contract **by giving 15 days written notice :**

- a. Fails to accept the purchase order within the specified time .
- b. Delay in execution of work beyond the specified period.
- c. Partial execution of job.

d. Serious discrepancies noted in the items delivered.

e. Breaches in the terms and conditions of the Order

f) Bank shall have the right to terminate the contract at any time at its own convenience by serving a prior written notice of 15 days to the successful bidder without assigning any reason and without cost or compensation therefor.

**10.A ) CONSEQUENCES OF TERMINATION:** The Bank at its sole discretion shall invoke the Performance Guarantee, and the Indemnity furnished towards non performance/non Compliance of the terms and conditions of the work order/contract by the Contractor/Vendor, without prejudice to its rights and conditions available under the Law for the time being in force.

**11. Terms of Payment : Bank will not pay any advance.**

a. 100% Payment will be made by after submitting of detailed report as per Bank's format

b. No payment will be made till execution of Agreement with UCO Bank, Zonal Office, Indore

c. No payment will be made towards expenses related to transportation, accommodation, food, site office, labour camps, storage etc.

**12. INTEGRITY Pact :** .....agrees to execute Integrity Pact as per Bank's format as per Annexure-IV on Non-judicial Stamp Paper of appropriate value with ..... Office, .....

**13. INDEMNITY:** .....agrees to submit Indemnity Bond as per Bank's format as per Annexure-V on Non-judicial Stamp Paper of appropriate value with ..... Office, .....





**14. Non-Discouser :** The successful bidder must undertake that they shall hold in trust any information received by them, under the Contract/Agreement, and the strictest of confidence shall be maintained in respect of such information.

**15. Non Assignment:** Successful bidder, shall agreed to neither the subject matter of the agreement nor any right here in shall be transferred, sub-contracted, assigned or delegated to any third party by the successful bidder without prior written consent of the Bank.

In witness where of the Employer and the vendor have set their respective hands on the day and year first herein above written.

Signed on behalf of the UCO Bank

Signature on behalf

of the vendor

By its duly authorized Officer

in presence of:

In presence of:

1) Signature.....

1) Signature.....

Name with address:

Name with address:

2) Signature.....

2) Signature.....

Name with address

Name with address:

#### FORMAT OF INTEGRITY

**UCO Bank**, a body corporate, constituted under the Banking Companies (Acquisition & Transfer of Undertakings) Act, 1970 as amended from time to time having its Head Office at No.10, BTM Sarani, Kolkata-700001 and its General Administration Department at 1A, Russel Street Kolkata - 700071, hereinafter referred to as "**Bank**" (which expression shall unless excluded by or repugnant to the subject or context be deemed to mean and include its assigns, administrators and successors) of the "**ONE PART**"  
And

..... Hereinafter referred to as "The Bidder/Contractor".

#### Preamble

The **Bank** intends to award, under laid down organizational procedures, contract/s for.....The Bank values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness/transparency in its relation with its Bidder (s) and / or contractor (s).

In order to achieve these goals, the Bank will appoint an independent External Monitor (IEM), who will monitor the tender process and the execution of the contract for compliance with the principles mentioned above.

#### Section 1 – Commitments of the Bank.

1.The Bank commits itself to take all measures necessary to prevent corruption and to observe the following principles:-

a. No employee of the Bank, personally or through family members, will in connection with the tender for, or the execution of a contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.

b. The Bank will during the tender process treat all Bidder(s) with equity and reason. The Bank will in particular, before and during the tender process, provide to all Bidders (s) the same information and will not provide to any Bidders (s) confidential/additional information through which the Bidder(s) could obtain an advantage in relation to the process or the contract execution.

c. The Bank will exclude from the process all known prejudiced persons.

2. If the Bank obtains information on the conduct of any of its employees which is criminal offence under the IPC/PC Act, or if there be a substantive suspicion in this regard, the Bank will inform the Chief Vigilance Office and in addition can initiate disciplinary actions.

#### Sections 2 – Commitments of the Bidder (s)/Contractor(s)

1.The bidder(s) /contractor(s) commit himself to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the tender process and during the contract execution.

a. The Bidder(s) contractor(s) will not directly or through any other persons of firm, offer promise or give to any of the Bank's employees involved in the tender process of the execution of the contract or to any third person any material or other benefit which he/she is not legally entitled to in order to obtain in

exchange any advantage or during the execution of the contract.

b. The Bidder(s) /Contractor(s) will not enter with other Bidders into any undisclosed agreement of understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process .

c. The Bidder(s)/Contractor(s) will not commit any offence under the relevant IPC/PC Act, further the Bidder(s) / contractors will not use improperly for purposes of competition or personal gain, or pass on to others, any information or document provided by the Bank as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.

d. The Bidder(s) / Contractor (s) of foreign origin shall disclose the name and address of the Agent/representatives in India, if any. Similarly the bidder(s)/contractor(s) of Indian Nationality shall furnish the name and address of the foreign Banks, if any. Further details as mentioned in the "Guidelines on Indian Agents of Foreign Suppliers" shall be disclosed by the Bidder(s)/Contractor(s). Further, as mentioned in the Guidelines all the payments made to the Indian agent/representative have to be in Indian Rupees only.

e. The Bidder(s)/Contractor(s) will when presenting his bid, disclose any and all payments he has made is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.

2. The Bidder (s) /Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.

### Section 3: Disqualification from tender process and exclusion from future contracts

If the Bidder(s)/Contractor(s), before award or during execution has committed transgression through a violation of Section 2, above or in any other form such as to put his reliability or credibility in question, the Bank is entitled to disqualify the Bidder (s)/Contractor(s) from the tender process or take action as per the procedure mentioned in the "Guidelines on Banning of business dealings". Copy of the "Guidelines on Banning of business dealings" is annexed and marked as Annex-B".

### Section 4 : Compensation for Damages

1. If the Bank has disqualified the Bidder(s) from the tender process prior to the award according to Section 3, the Bank is entitled to demand and recover the damages equivalent to Earnest Money Deposit/Bid Security.
2. If the Bank has terminated the contract according to Section 3, or if the Bank is entitled to terminate the contract according to Section 3, the Bank shall be entitled to demand and recover from the Contractor liquidated damages of the Contract value of the amount equivalent to Performance Bank Guarantee.

### Section 5 : Previous Transgression

1. The Bidder declares that no previous transgressions occurred in the last three years with any other company in any country conforming to the anti corruption approach or with any other public sector enterprise in India that could justify his exclusion from the tender process.
2. If the bidder makes incorrect statement on this subject he can be disqualified from the tender process and action can be taken as per the procedure mentioned in "Guidelines on Banning of business dealings".

### Section 6 : Equal treatment of all Bidders/Contractors/subcontractors.

1. The Bidder (s)/Contractor(s) undertake(s) to demand from all subcontractors a

commitment in conformity with this Integrity Pact, and to submit it to the Bank before contract signing.

2. The Bank will enter into agreements with identical conditions as this one with all bidders, contractors and subcontractors.
3. The Bank will disqualify from the tender process all bidders who do not sign this Pact or violate its provisions.

**Section 7 : Criminal charges against violation Bidder(s)/Contractor(s)/Sub contractor(s).**

If the Bank obtains knowledge of conduct of a Bidder, Contractor or subcontractor, or of an employee or a representative or an associate of a Bidder, Contractor or Subcontractor which constitutes corruption, or if the Bank has substantive suspicion in this regard, the Bank will inform the same to the Chief Vigilance Officer.

**Section 8 : Independent External Monitor/Monitors**

1. The Bank appoints competent and credible Independent External Monitor for this Pact. The task of the Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligations under this agreement.
2. The Monitor is not subject to instructions by the representatives of the parties and performs his functions neutrally and independently. He reports to the Chairman & Managing Director, UCO Bank.
3. The Bidder(s)/Contractor (S) accepts that the Monitor has the right to access without restriction to all project documentation of the Bank including that provided by the Contractor.

The Contractor will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The same is applicable to subcontractors. The Monitor is under contractual obligation to treat the information and documents of the Bidder (s)/Contractor(s)/Subcontractor(s) with confidentiality.

4. The Bank will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the Bank and the Contractor. The parties offer to the Monitor the option to participate in such meetings.
5. As soon as the Monitor notices, or believes to notice, a violation of this agreement he will so inform the Management of the Bank and request the Management to discontinue or take corrective action, or to take other relevant action. The monitor can in this regard submit non-binding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act, in a specific manner refrain from action or tolerate action.
6. The Monitor will submit a written report to the Chairman & Managing Director, UCO Bank within 8 to 10 weeks from the date of reference or intimation to him by the Bank and should be occasion arise, submit proposals for correction of problematic situations.
7. Monitor shall be entitled to compensation on the same terms as being extended to / provided to Independent Directors on the UCO Bank.
8. If the Monitor has reported to the Chairman & Managing Director, UCO Bank a substantiated suspicion of an offence under relevant IPC/PC Act, and the Chairman & Managing Director, UCO Bank has not, within the reasonable time taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the Monitor may also transmit this information directly to the Central Vigilance Commissioner.
9. The word "Monitor" would include both singular and plural.



Section 9 – Pact Duration.

This pact begins when both parties have legally signed it, if expires for the contractor 10 months after the last payment under the contract, and for all other Bidders & Months ---- the contract has been awarded.

If any claim is made lodged during this time, the same shall be binding and continue to be valid despite the lapse of this pact as specified above, unless it is discharged / determined by Chairman and Managing Director, UCO Bank.

Section 10 – Other provisions

- This agreement is subject to Indian Law, Place of performance and jurisdiction is the Registered Office of the Bank i.e. ....
- Changes and supplements as well as termination notices need to be made in writing. Side agreements have not been made.
- If the Contractor is partnership or a consortium, this agreement must be signed by all partners or consortium members.
- Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions.

(For & on behalf of the Bank)

(For & On behalf of Bidder/Contractor)

(Office Seal)

(Office Seal)

Place\_\_\_\_\_

Place\_\_\_\_\_

Date\_\_\_\_\_

Date\_\_\_\_\_

Witness : (Name & Address)

Witness : (Name & Address)

**Draft INDEMNITY Bond**

KNOW all men by these presents that I/We, Shri/Smt....., son/daughter/wife of Shri....., residing at ....., as Proprietor/Partner/Director of ....., having office at ....., a contractor/Vendor and have submitted an offer in response to Tender Notice No. .... dated ..... being being the indemnifier do hereby execute indemnity bond in favour of UCO Bank having their Head Office at 10, B.T.M Sarani, Kolkata-700 001 and having Zonal Office, at ..... on this--- day of -----, 201.,

WHEREAS the Bank invited tenders for .....-AND WHEREAS .....submitted tenders amongst others for the said work.

AND WHEREAS the Bank after observing all formalities in the matter, accepted the tender submitted by .....and informed them by its letter dated .....AND WHEREAS



pursuant to acceptance of the tender given by the said Contractor, the Bank and the said Contractor have entered into an Agreement on.....for.....

AND WHEREAS it is one of the terms of the said Tender-Contract that the Contractor shall give an indemnity in the manner hereinafter appearing.

NOW THIS BOND OF INDEMNITY WITNESSETH AS FOLLOWS:

In consideration of the Bank having agreed to award the aforesaid contract to us more particularly described and stated in the aforesaid Agreement dated ----- and the related tender documents, we do hereby agree and undertake that we, being the indemnifier shall, at the time hereinafter save and keep the bank harmless and indemnified including its respective Directors, officers and employees and keep them indemnified from and against

1. Any third party claims, civil or criminal complaints/ liabilities, site mishaps and other accidents or disputes and/or damages occurring or arising out of any mishaps at the site due to faulty work, negligence, and/or for violating any law, rules and regulations in force, for the time being while executing civil work by me/us.
2. Any damages, loss or expenses due to/resulting from any negligence or breach of duty on the part of me/us or any sub-contractor/s if any, servants or agents.
3. Any claim by an employee of mine/ours or of sub-contractors if any, under the Workmen Compensation Act and Employer Liability Act or any other law, rules and regulations in force for the time being and any acts replacing and/or amendments thereof as may be in force at the time and under any law in respect of injuries to persons or property arising out of and in the course of execution of the contract work and/or arising out of and in course of employment of any workmen/employee.
4. Any act or omission of mine/ours or sub-contractors if any, ours/theirs servants or agents which may involve any loss, damage, liability, civil or criminal action.
5. We further agree and undertake that we shall during the contract period, ensure that all permissions, authorisations, consents are obtained from the local and or municipal and/or governmental authorities, as may be required under the applicable laws, regulations, guidelines, notifications, orders framed or issued by any appropriate authorities.
6. If any, additional approval, consent or permission is required by us to execute and perform the contract during the currency of the contract, we shall procure the same and/or comply with the conditions stipulated by the concerned authorities without any delay.



7. Our obligations herein are irrevocable, absolute and unconditional in each case irrespective of the value, genuineness, validity, regularity or enforceability of the aforesaid agreement or the insolvency, bankruptcy, re-organisation, dissolution, liquidation or change in ownership of the bank or indemnifier.
8. Our obligation under this bond shall not be affected by any act, omission, matter or thing which would reduce, release us from any of the indemnified obligation under this indemnity or diminish the indemnified obligations in whole or in part, including in law, equity or contract (whether or not known to it, or to the bank).
9. This indemnity shall be governed by and construed in accordance with the laws of India. We irrevocably agree that any legal action suit or proceedings arising out of or relating to its indemnity may be brought in the Courts, Tribunals at ----- . Final judgment against us in any such action, suit or proceedings shall be conclusive and may be enforced in any other jurisdiction by way of suit on the judgment/decreed, a certified copy of which shall be conclusive evidence of the judgment/decreed, or in any other manner provided by law. By the execution of this indemnity, we irrevocably submit to the exclusive jurisdiction of such Court/Tribunal in any such action suit or proceeding.

IN WITNESS WHEREOF

----- (Name of Contractor) has set his/their hands

on this ----- day of -----, 2018

SIGNED AND DELIVERED BY THE AFORESAID ----- (Name of Authorised person)

IN THE PRESENCE OF WITNESS

1)

2)

**यूको बैंक**

सम्मान आपके विश्वास का



**UCO BANK**

Honours your trust

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**UCO BANK**

**UCO BANK, Zonal Office, General Administrative Department**

**380, IInd Floor, Saket Nagar, Indore-452018**

**Email: [zoindore.sec@ucobank.co.in](mailto:zoindore.sec@ucobank.co.in)**

**Phone: 0731-40460300/21/25/35**

**Website <http://www.ucobank.com>**

**OFFER FOR ENGAGEMENT OF ELECTRICAL AUDITOR FOR INDORE ZONE  
BRANCHES/ OFFICES OF UCO BANK AT INDORE**

**PART-II (Price Bid)**



## FINANCIAL BID

WE HAVE GONE THROUGH THE TERMS & CONDITIONS DETAILED IN THE TENDER DOCUMENT AND WE QUOTE OUR PROFESSIONAL FEES (EXCLUDING SERVICE TAX AS APPLICABLE) AS BELOW:

SN	Locations	Electrical Audit Charges in INR per premises		
		Branches without ATM	Branches with on site ATM	Branches with Off site ATM
1	Alirajpur			
2	Betul			
3	Burhanpur			
4	Chindwara			
5	Dewas			
6	Dhar			
7	Harda			
8	Indore			
9	Jhabua			
10	Khandwa			
11	Khargone			
12	Mandsaur			
13	Neemuch			
14	Rajgarh			
15	Ratlam			
16	Sehore			
17	Shajapur			
18	Ujjain			
Total		Rs.....  (Rupees in word.....)		

Service Tax will be paid extra at applicable rate (Please specify)

\_\_\_\_\_  
Signature of Bidder with company seal

**Note: The Bank reserves the right, not to execute all items of work nor to execute the full**



quantity of items, as mentioned in schedule of quantities.