



UCO Bank
Zonal Office
M.D. Road, Silpukhuri
Guwahati-781003

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.

Sl No.	Type of Work	Financial Outlay per reference
Services		
1	Furnishing work including repairing of furniture with civil works like flooring, painting, repairing, sanitary & plumbing & minor electrical work	Category - A Category - B
2	Electrical work and repairing of existing electrical systems.	Category - A Category - B

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 preferably have at least three years experiences in execution of similar work in Banks / Govt. / Public Sector / reputed private sector organizations in respective trades.
3. Contractors applying for empanelment under category "B" 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.
4. Average annual turnover of last three years
Category – B: Rs.30 lakhs
5. The applicants should have their office / establishment at Assam & Meghalaya.

6. 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.
7. Contractors applying for the trade of Electrical work should possess the valid Electrical contractor's license, issued by the Directorate of Electricity, Govt. of Assam/Meghalaya, 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. The Bank reserves the right to visit the establishment / workshop of applicants of any trade before finalization of empanelment.
9. The Bank reserves the right to accept or reject any application without assigning any reason thereof.
10. The existing empanelled contractors of the Bank need to apply afresh for empanelment against this notification.
11. Additional sheet of papers may be used for submitting the applications, wherever space in the format is found inadequate.
12. Bank reserves the right to call for report from the existing clients of the applicant if required.
13. 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, M.D. Road, Silpukhuri, Guwahati – 781003** by 2:30 P.M on 06.10.2015, 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, VAT registration certificate, Service Tax 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', of all trades.
 - Total Annual Turnover in last three years for category 'B', of all trades.
 - Name and Address of Bankers with solvency certificate (for category – 'B' of all trades).
 - Key personnel permanently employed (as per annexure – VI) for category – 'B', of all trades.
 - Work force & workshop facilities (as per annexure – VII & VIII) for category – 'B', 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 Kolkata 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 VAT. If so,
please mention the VAT 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 2012 -13
2013-14 2014 -15 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:

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

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:

<u>Name of organization</u>	<u>Name of work</u>	<u>Value of work completed</u>	<u>Compliance of Stipulated Completion time</u>
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(Furnish photocopies of credentials)

Annexure - V

Particulars in respect of work executed

[illegible]

Annexure - VI

Key personnel permanently employed

Sr. No.	Name	Designatio n	Qualificati on	Experienc e	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:

[illegible]