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UCO BANK  
Honours Your Trust



**ZONAL OFFICE, BANGALORE**

Ref No:- ZO/BLR/GAD/2023-24/ |||

Date:- 28.07.2023

**NOTICE INVITING OFFER FOR PRE-QUALIFICATION/EMPANELMENT OF ARCHITECTURAL FIRM**

**UCO BANK ZONAL OFFICE BANGALORE**

UCO Bank invites offers on the prescribed format from reputed and competent Architectural Firms for the consultancy and supervision of work of Interior Furnishing, Electrical, Voice & LAN Cabling and Air-conditioning work of various branches of UCO bank falling under Zonal Office Bangalore.

Interested Firms fulfilling the minimum eligibility criteria may apply in prescribed format, which may be obtained from UCO Bank Zonal Office Bangalore or can download from Bank website <https://www.ucobank.com/English/TenderNotices.aspx>

**IMPORTANT DATES**

DATE OF ISSUE OF TENDER	: 28.07.2023
PRE BID MEETING	: 07.08.2023
LAST DATE FOR SUBMISSION OF TENDER	: 14.08.2023 BY 2:00PM
DATE OF OPENING OF TENDER	: 14.08.2023 BY 4:00PM

**DISCLAIMER**

This Tender invitation is neither an agreement nor an offer and is only an invitation by the Bank to the interested parties for submission of their interest for empanelment in UCO Bank. The purpose of this Tender invitation is to provide the offerers the information of occurrence of empanelment of architectural firms in UCO bank for consultancy & supervision work and services likely to arise in future. Each offerer should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this Tender document and where necessary obtain independent advice. Bank makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this Tender.

Bank may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this Tender documents. No contractual obligation whatsoever shall arise from the Tender process until a formal contract is signed and executed by duly authorized officers of the Bank with the selected offerers.

Date: 28.07.2023  
Place: Bangalore

  
Zonal Manager  
Bangalore Zone

GENERAL ADMINISTRATION DEPARTMENT  
ZONAL OFFICE, II FLOOR, 13/22, K.G.ROAD, BANGALORE-560009  
GAD: 080-43472737;E-mail: [zoblrgad@ucobank.co.in](mailto:zoblrgad@ucobank.co.in)



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**NOTICE INVITING OFFER FOR PRE-QUALIFICATION/ EMPANELMENT OF ARCHITECTURAL FIRM FOR THE WORK OF INTERIOR FURNISHING/ LAN & VOICE CABLING/ AIR-CONDITIONING/ ELECTRICAL WORK FOR UCO BANK ZONAL OFFICE BANGALORE**

1. Applications are invited from bonafide Architectural Firms for empanelment in various financial categories for consultancy and supervision of work of Interior Furnishing, Electrical, Voice & LAN Cabling and Air-conditioning of various branches of UCO Bank falling under Zonal Office Bangalore.

Type of work	Financial Category
Architect/ Consultant	<b>Category A:</b> up to Rs 5 lakh <b>Category B:</b> more than Rs 5 lakh & less than Rs 10 lakh <b>Category C:</b> more than Rs 10 lakh & less than Rs 25 lakh

2. General instructions for guidance of applicants in respect of pre-qualification/ empanelment of Firms/ Agencies/ Contractors for Interior Furnishing/ Air-Conditioning/ Electrical Work in remises of UCO bank falling under Zonal Office Bangalore.

- 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.
- 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.
- Firms should have the adequate infrastructure/ experienced manpower for effective planning and supervision of civil/ sanitary/ interior furnishing/Electrical/Air-conditioning/LAN work.
- Firms applying for pre-qualification should have at least 5 (five) years experience in execution of similar work in Banks / Public Sectors/ Reputed Private Sector Organizations.

Firm applying for pre-qualification should have successfully executed minimum three similar works of at least up to 80% of the upper limit of the particular financial category or/ & five works up to 50% of the upper limit of the particular financial category during last five years.

- Existing empanelled Architectural Firm of UCO Bank in any of the financial category need to submit their application afresh for pre-qualification/empanelment against this notification.





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- Bank reserves the right to visit the establishment / workshop of applicants before finalization of pre-qualification.
  - Bank reserves the right to accept or reject any application without assigning any reason there for.
3. Sealed envelopes containing application for pre-qualification/empanelment and super-scribing "Empanelment of Architectural Firm" should be submitted to:

**Zonal Manager  
UCO Bank, Zonal Office Bangalore  
#13/22, K G Road, Bangalore – 560 009**

4. The offers for pre-qualification/ empanelment of Architectural firms is to submitted in two parts and in two separate sealed covers super scribing "**Part – 1: Eligibility Bid for Pre-Qualification of Architectural Firm**" and "**Part – 2: Technical Bid for Pre-Qualification of Architectural Firm**".
5. Part -1 shall be opened first and part -2 will be opened for the firms who qualify in Part -1.
6. For clarification and more information kindly contact:  
General Administration Department or Security Department  
UCO Bank Zonal Office Bangalore  
# 13/22, K G Road,  
Bangalore – 560 009  
Phone no-080-43472737



*[Handwritten signature]*



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**PART – 1: ELIGIBILITY BID**

1. The following are the Minimum and mandatory eligibility criteria for pre-qualification/empanelment of Architectural Firms:

- The Architectural Firm must have executed similar work of consultancy and supervision of work of Interior Furnishing, Electrical, Voice & LAN Cabling and Air-conditioning in last 5 years (as on 30.06.2023) in Govt. / PSUs / Reputed Public Sector or Private Sector Organizations, the total value of which should be at least five times of the upper limit of the financial category applied for empanelment.
- The Architectural Firm must be registered with Institute of Architects / Council of Architectural or one of its Architect must be a member of Institute of Architects / Council of Architecture and one of its Civil / Structural Engineer must be a member of The Institute of Engineers (India).
- The Architectural Firm must have executed work under Govt. organization/ P.S.U. and should be conversant with the systems and procedures of Government Organizations.
- The Architectural Firm must have valid PAN and GST number.
- The Architectural Firm should have their office/establishment in Bangalore. UCO Bank may inspect the Bangalore Office and projects handled/being handled by the applicant Architectural Firms in and around Bangalore.

2. **Desirable Criteria.** The Architectural Firm must be conversant with the guidelines/directives of Chief Technical Examiner, Reserve Bank of India, Central Vigilance Commission, Govt. of India in respect of works executed by Central Government Organizations/PSBs.

3. **Documents to be enclosed:-**

- Details of Firm/Agency/Contractor (as per annexure – I).
- Copies of PAN Card & Service Tax Registration Certificate.
- List of similar works executed in last five 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 Satisfactory Work Completion Certificate from at least 2 clients of similar work done within last 3 years.
- Copy of Registration Certificate of Architectural Firm or of Architects employed in the firm with Institute of Architects or Council of Architecture.
- Copy of Registration Certificate of Engineers employed in the firm with The Institute of Engineers (India).





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- Copies of document (Appointment letter/Certificate) pertaining to work executed under Govt. Organizations/PSUs.
- Audited balance sheet for the last three years
- Address proof of local office.
- Name & address of the Banker with solvency certificate not older than one year.
- Copies of trade license and copy of electrical contractor's license.
- Details of Key personnel permanently employed (as per annexure- III).
- GST & Income tax clearance certificate.
- References (at least 03) for feedback on work executed during past 02 years.
- The firms who are approved for empanelment with our Bank have to enter into an agreement and submit indemnity bond as per bank's prescribed format.

***All the copies are to be attested by the authorized signatory of the firm and submitted with the Pre-qualification application.***





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**PART – 2: TECHNICAL CRITERIA**

1. The Architectural Firm should be a multi-disciplinary organization, having separate Departments/Cells/Associates for taking up the following works:

- Architectural
- Civil & Structural
- Electrical
- Air-conditioning/HVAC

If the firm is having associates, the names of such associate firms with their credentials and other relevant documents are to be furnished.

2. The Architectural Firm should have Architects/Engineers /Specialists permanently employed as under:-

- Architects
- Civil & Structural Engineer
- Electrical Engineer
- Air-conditioning/HVAC Engineer

3. Should have minimum one (01) employee as site supervisor in Bangalore office.

4. **Additional Information.** Details of work in hand as on 28.07.2023 (copies of documents to be enclosed).

5. **Documents to be enclosed:-**

- Statement signed by the authorized signatory of the Architectural Firm on their letter head certifying the names of Architects, Engineers, Site Supervisors employed by the firm.
- Certificate signed by the authorized signatory of the Architectural Firm on their letter head that the firm is a multi-disciplinary organization.
- Copy of work order of work in hand duly attested by the authorized signatory of the firm.

6. **INTEGRITY :-** Pre Contract integrity pact as per Annexure-IV to be submitted on non-judicial stamp of Rs. 100

**Note: The applicant Architectural Firms should satisfy all requirements of Eligibility criteria and Technical criteria. Offers of the Architectural Firm shall be rejected outright, if any of the conditions of Eligibility criteria and Technical criteria are not fulfilled.**



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**EVALUATION PROCESS**

1. **Eligibility Criteria** has been classified under 3 heads – Credential, Registration and Work. The table below highlights the parameters under eligibility criteria and scoring methodology.

Criteria	Evaluation Parameters	Max. Mark	Scoring Methodology
Credential	Must have completed 3 nos. works, each of minimum 80% value of upper limit of final category applied for empanelment.	20 marks	<ul style="list-style-type: none"> <li>• 10 marks for completion of 3 nos. works each of minimum 80% value of upper limit of final category applied for empanelment within last 5 years.</li> <li>• 5 marks additional for completion of at least one additional work of value Rs.1 Crore or more.</li> <li>• 5 marks additional for completion of one additional work of value Rs. 2.5 Crore.</li> </ul>
Registration	One Architect must have registration with Institute of Architects <b>and</b> one civil / structural Engineer must have registration with Institute of Engineers	20 marks	<ul style="list-style-type: none"> <li>• 10 marks for compliance.</li> <li>• 5 additional marks for one additional Architect registered with Institute of Architects or Council of Architecture.</li> <li>• 5 additional marks for one additional Civil / Structural Engineer registered with Institute of Engineers.</li> </ul>
Work Executed / completed	Must have executed work under Govt. organization / P.S.U.	10 marks	<ul style="list-style-type: none"> <li>• 5 marks for execution of work under Govt. organization.</li> <li>• 5 marks for execution of work under PSUs/PSBs</li> </ul>

**Note: For qualifying in the Eligibility Bid, the Architectural Firms must score a minimum of 30 marks.**

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2. **Technical Criteria** has been classified under 4 heads – Site supervisor, Work in hand, Office Establishment and Architects / Engineers. The table below highlights the parameters under eligibility criteria and scoring methodology.

Criteria	Evaluation parameters	Max. Mark	Scoring Methodology
Site Supervisor	Must have site supervisors as permanent employee	20 marks	<ul style="list-style-type: none"> <li>• 5marks for having permanent employee as site supervisor.</li> <li>• 5 marks additional for each additional site supervisor.</li> </ul>
Work in hand as on 28.07.2023	Work in hand	10 marks	<ul style="list-style-type: none"> <li>• 5 marks for one work in hand of value of minimum of 80% of upper limit of financial category applied for empanelment.</li> <li>• Additional 5 marks for additional one work of above value.</li> </ul>
Office Establishment	Should be a multi-disciplinary organization.	20 marks	<ul style="list-style-type: none"> <li>• 5 marks for Architectural Dept.</li> <li>• 5 marks for Civil /Structural Dept.</li> <li>• 5 marks for Electrical Dept.</li> <li>• 3 marks for HVAC Dept.</li> <li>• 2 marks for Fire-fighting Dept.</li> </ul>
Architects /Engineers	Should have minimum 2 nos. Architects, 2 nos. Civil / Structural Engineer, 1 no. Electrical Engineer, 1 no. HVAC Specialist and 1 no. Fire-fighting Specialist.	50 marks	<ul style="list-style-type: none"> <li>• 10 marks for 2 nos. Architects.</li> <li>• 10 marks for 2 nos. Civil / Structural Engineer.</li> <li>• 5 marks for 1 no. Electrical Engineer.</li> <li>• 3 marks for 1 no. HVAC Specialist.</li> <li>• 2 marks for 1 no. Fire-fighting Specialist.</li> <li>• Additional 5 marks each for one each additional Architect, Civil Engineer and Electrical Engineer.</li> </ul>

**Note: For qualifying in Technical Criteria, the firm must score minimum 60 marks.**

  
Zonal Manager



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Annexure-I

**PARTICULARS OF FIRM**

1	Name of the Firm	
2	Address	
3	Year of establishment	
4	Status of firm (Whether Company/Firm/Proprietary)	
5	Name of Directors/Partners/Proprietor	1) 2) 3)
6	Educational Qualification & Experience details of Directors/Partners/Proprietor	
7	Whether registered with Registrar of Companies/ Registrar of Firms. If so, mention number & date.	
8	Whether registered for service tax purpose. If so, mention number and date. Furnish copies of registration.	
9	Mention permanent account number (PAN). Furnish copies of income tax clearance certificate	
10	Furnish copies of audited balance sheet & Profit and Loss Account for the last three years	
11	Financial Category (A/B/C) for which applied for empanelment	
12	If you are registered in the panel of other organizations/statutory bodies such as CPWD, PWD, MES, Banks etc., furnish their names, category and date of registration.	1) 2)
13	Detailed description and value of works done in the past as per annexure – II.	
14	Detailed description and value of works done for the Bank in past.	
15	Specify the maximum value of work executed in a year.	
16	Furnish the names and addresses of three responsible persons who will be in a position to certify about the quality as well as past performance of your organization.	1) 2) 3)



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Annexure-II

PARTICULARS IN RESPECT OF WORK EXECUTED

Sl. No	Name of work/project with address	Short description of work executed	Name & address of owner	Value of work executed	Any Other Information





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Annexure-III

KEY PERSONNEL PERMANENTLY EMPLOYED

Sl No	Name	Designation	Qualification	Experience	Years with the Firm	Any other information



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Annexure-IV

**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 10 Biplabi Trailokya Maharaj Sarani, Kolkata-700001, represented by its Zonal Office Bangalore located at #13/22, UCO Bank, K G Road, Bangalore-560009 India hereinafter referred called "**Bank**" of the "**ONE PART**"

And

M/S .....(Name and address of the vendor company) ( herein after called "**The Vendor**" which expression shall unless excluded by or repugnant to the subject or context be deemed to mean and include its heirs, administrators, executors, representatives and assignees of successors in office) of the "**OTHER PART**".

Preamble

The Bank intends to award, under laid down organizational procedures, contract/s for furnishing of Branch/Office and ATM's 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 it/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)**



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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.

f. 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.



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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.





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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 an 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.



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**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)

(Office Seal)

Place \_\_\_\_\_

Date \_\_\_\_\_

Witness : (Name & Address)

(For & On behalf of Bidder/Contractor/Architect)

(Office Seal)

Place \_\_\_\_\_

Date \_\_\_\_\_

Witness : (Name & Address)

