



UCO BANK
ZONAL OFFICE, CHENNAI

NOTICE FOR EMPANELMENT OF CONTRACTORS

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

- Furnishing work including repairing of furniture with civil works like flooring, painting, repairing, sanitary & plumbing & minor electrical work.
- Civil work including repairing & maintenance, water proofing job etc.
- Electrical work and repairing of existing electrical systems.

Experienced Contractors in the above field from Chennai are required to submit their credentials/ organizational profile in the prescribed format which can be downloaded from Bank's website www.ucobank.com, all others terms and conditions are as per tender documents.

Bank reserves the right to accept or reject the prequalification application of the Contractor without assigning any reasons thereof. The Last date of submitting the completed application form is 06.12.2019

**Zonal Manager
Chennai**

Encl: Format of application.





**UCO Bank
Zonal Office
General Administration Department
Chennai**

**NOTICE FOR EMPANELMENT OF CONTRACTORS
FOR CIVIL AND ELECTRICAL WORKS**

Sl No.	Type of Work
	<ul style="list-style-type: none">• Furnishing work including repairing of furniture with civil works like flooring, painting, repairing, sanitary & plumbing & minor electrical work.• Civil work including repairing & maintenance, water proofing job etc.• Electrical work and repairing of existing electrical systems.

Eligibility Criteria

1. Applicants for empanelment in a trade should have at least seven(7) year's experiences in execution of similar work in Banks / Govt. / Public Sector / reputed Private Sector organizations in respective trades.
2. Experience of having successfully completed similar work during last three years should be either of the following:
 - Three similar completed works costing not less than the amount Rs.15 Lacs
or
 - Two similar completed works costing not less than the amount Rs.25 Lacs
or
 - One similar completed work costing not less than the amount equal Rs.40 Lacs.
3. Average annual financial turnover during the last three years, ending 31st March of the previous financial year, should be at least Rs.30 Lacs.
4. The applicants should have their local office / establishment (i.e. within 25KM from our Zonal Office)
5. Contractor should be in the line of business for minimum of seven (7) years for similar types of job
6. Applicant should be registered under Registrar of Firms (in case of partnership firm) or Registrar of Company (in case of company) as the case may be.



Rejection Criterion

- Contractor does not comply with eligibility criteria or does not fulfil other relevant mandatory requirement.
- Contractor does not register under GST.
- Contractor is not registered under 'Registrar of Firms' (in case of partnership firm) or 'Registrar of Company' (in case of company)
- As number of empanelled contractor may be restricted upto ten(10) numbers, Bank will have the liberty to choose the best among equals. Decision of the bank will be full & final in the matter.
- If the document does not bear signature and stamp of Authorized person on each page.
- If document is received after expiry of the due date and time stipulated for its submission.
- If it is received through telegram/FAX
- Incomplete application including non-submission or non-furnishing of requisite documents/incorrect information in application/application not confirming the terms and conditions stipulated in RFP are liable to be rejected
- If there is any conflict of interest between Bank & applicant

General Instruction for guidance of applicants in respect of empanelment of contractors:

General Terms and Condition

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. Contractors applying for the trade of Electrical work should possess the valid Electrical contractor's license, issued by the Directorate of Electricity, Govt. of Tamil nadu, 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)
3. The Bank reserves the right to visit the establishment / workshop of applicants of any trade before finalization of empanelment.
4. The Bank reserves the right to accept or reject any application without assigning any reason thereof.
5. The existing empanelled contractors of the Bank need to apply afresh for empanelment against this notification.
6. Contractors have to comply with all applicable GST laws, including GST acts, rules, regulations, procedures, circulars & instructions there under applicable in India from time to time and to ensure that such compliance is done within the time prescribed under such laws. Contractor have should ensure accurate transaction details, as required by GST laws, are timely uploaded in GSTN¹. In case there is any mismatch between the details so uploaded in GSTN by contractor and details available with UCO Bank, then payments to contractor to the extent of GST relating to the invoices/s under mismatch will be retained from due payments till such time the accurate tax amount is finally reflected in the GSTN to UCO Bank's Account



and is finally available to UCO Bank in terms of GST laws and that the credit of GST so taken by UCO Bank is not required to be reversed at a later date along with applicable interest.

7. Additional sheet of papers may be used for submitting the applications, wherever space in the format is found inadequate.
8. Bank reserves the right to call for report from the existing clients of the applicant, if required.
9. Sealed envelopes containing the application for empanelment and superscribing the name of trade / services should be submitted to the **Asst General Manager, UCO Bank, 328, 2nd floor, Thambu Street, Parrys, Chennai – 600001** by 3:00 P.M on **06.12.2019**, along with the following documents / papers:

DOCUMENTS TO BE SUBMITTED:

- The list of similar work executed in last seven 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 – III & IV). The documents should be provided strictly in line with clause no. 1,2 & 3 under the head 'Eligibility Criteria'. Submission of undesirable documents should be avoided.
- 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 Financial years.
- Key personnel permanently employed (as per annexure – V).
- Work force & workshop facilities (as per annexure – VI & VII).
- Documentary evidence of local office at Chennai.

Validity of empanelment

It will be valid for three (3) years from the date issue of confirmation letter.

Confidentiality :

The offers 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. The bidder has also to agree:

- To maintain and use the Information only for the purposes of this Contract/Agreement and only as permitted by BANK;
- To only make copies as specifically authorized by the prior written consent of Bank and with the same confidential or proprietary notices as may be printed or displayed on the original;
- To restrict access and disclosure of Information to such of their employees, agents, strictly on a "need to know" basis, to maintain confidentiality of the Information disclosed to them in accordance with this Clause
- To treat all Information as Confidential Information.



INDEMNITY:

- The selected vendor/bidder has to furnish a letter of undertaking cum indemnity in Bank's favour as per the format to be prepared by our office.

De-listment:

Bank will review the performance of the contractors in each year & may excluded from the list of empanelment incase performance of the contractor is unsatisfactory during review period.

We may delist the contractor due to followings:

- Job not started in time
- Job not completed within stipulated time
- Poor workmanship
- Poor quality
- Not participating in tender process
- Non-submission of documents
- Submission of wrong information during empanelment
- Any other reason Bank may feel appropriate

Non assignment of work:

Empanelment does not give any guarantee for allotment of any work

Court of jurisdiction:

This contract shall be governed by and construed in accordance with the Laws of India for the time being in force and all the dispute(s) or difference(s) arising out of or in connection with the contract shall be subject to the exclusive jurisdiction of the courts at Chennai.



Annexure - I

**PARTICULARS TO BE FURNISHED FOR EMPANELMENT OF CONTRACTORS FOR
CIVIL AND ELECTRICAL WORKS**

1. Name of Company / Firm:
2. Registered Address of the Company with Telephone No., FAX & E-mail ID:
3. Address of the company in Chennai 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. GST no.
9. Whether an assessee of Income Tax. If so, please mention the Permanent Account Number:
10. Furnish copies of audited Balance Sheet with Profit & Loss account for last three years

2016 -17

2017-18

2018 -19



11. Whether empanelled with other PSU Banks / Govt. Deptts. / PSUs / Autonomous bodies. If so, please furnish the following particulars:

<u>Name of the Organisation / Institution</u>	<u>Trade/Services</u>	<u>Date of Empanelment</u>	<u>Validity</u>	<u>Financial</u>
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12. 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

- i) 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 – III

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

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

Annexure - IV

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 - V

Key personnel permanently employed

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



Annexure - VI

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 – VII

Workshop facilities:

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

