

# यूको बैंक



# UCO BANK

सम्मान आपके विश्वास का

Honours you trust

दिनांक : 15 जुलाई 2018

यूको बैंक, अंचल कार्यालय में मासिक स्तर पर सफाई कार्य करने हेतु निविदा आमंत्रण सूचना

यूको बैंक, अंचल कार्यालय प्लॉट नं. 22, जेल रोड, अरेरा कॉलोनी, स्थित परिसर में मासिक स्तर पर सफाई कार्य करने हेतु सीलबंद निविदाएं आमंत्रित की जा रही हैं। सीलबंद निविदाएं दिनांक 25-07-2018 को दोपहर 12 बजे तक आमंत्रित की जाती हैं।

मुहरबंद निविदाएं, निविदाकारों एवं सक्षम अधिकारियों की उपस्थिति में दिनांक 25-07-2018 को दोपहर 1 बजे खोली जाएगी। इस सम्बन्ध में सफल निविदा की सूचना, सूचना पटल पर लगा दी जाएगी। सफाई का अनुबंध दो वर्ष के लिए प्रभावी होगा एवं एक वर्ष पश्चात कार्य का मूल्यांकन किया जाएगा। इस कार्य हेतु यूको बैंक अंचल कार्यालय परिसर का लगभग 1810 वर्ग मीटर क्षेत्र एवं 800 वर्ग मीटर खुला क्षेत्र सम्मिलित होगा।

नोट : कृपया नियम एवं शर्तों के संलग्नक का अवलोकन करें।

: निविदा स्वीकार अथवा निरस्त करने का अधिकार बैंक सुरक्षित रखती है।

मुख्य अधिकारी



यूको बैंक, सामान्य प्रशासन विभाग, अंचल कार्यालय, जेल रोड, अरेरा हिल्स, भोपाल (म.प्र.) - 462016

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राजभाषा का प्रकाश- बैंक का विकास

Tender for cleaning services at Bank's Zonal office, Bhopal

Eligibility Criteria:

1. The applicant must be in the field of cleaning services for the last five years with a proven track record with reputed clients in rendering cleaning services in Govt / financial institutions/ Banks. Applicant should possess necessary license for the same. (supporting documents to be enclosed)
2. Minimum average annual turnover of the contractor/ applicant during the last two years should be Rs. 02 Lacs.
3. Must be having sufficient number of experienced staff. A declaration to be made of number of trained staff to be employed.
4. Should have GST and/ or PAN number.
5. Should have satisfactory track record earlier in case engaged by the Zonal office.
6. Should have registered with certificate under EPFO.



## Instructions for the Applicants

- 1) Tender is open to registered Partnership Firm, Companies, HUF or Propriety concern.
- 2) Intending applicants are required to submit their applications with bio-data giving details about their organization, experience and competence and adequate evidence of their financial standing etc. in the enclosed form which will be kept confidential.
- 3) Each page of the application should be signed and stamped with rubber seal of the establishment. The application should be signed by the person/persons on behalf of the organization having necessary authorization/power of attorney to do so.
- 4) If the space in the pro-forma is insufficient for furnishing full details such information may be supplemented on separate sheets of paper, stating therein the name after relevant parts of the pro-forma and serial number. Separate sheets shall be used for each part.
- 5) Applications containing false and/or inadequate information are liable to be rejected.
- 6) Information shall be limited to the applicant. If any relevant data concerning the group of companies to which the applicant belongs is desired to be given, the same shall be given separately in a supplementary sheet.
- 7) The applications received against the press notice/website notice only will be considered. The criteria for selection will be decided by the Bank. The Bank reserves the right to re-tender.
- 8) Intending contractor/service provider has to apply using separate covers for Technical Bid (Part-A) and Financial Bid (Part-B) i.e. Cover – A&B respectively.
- 9) All applications for the bid should be separately submitted with Earnest Money Deposit (EMD) of Rs. 10,000/- (Rupees Ten thousand only) each in shape of an account payee Bank Draft/Banker's Cheque/Bank Pay Order drawn in favour of "The Zonal Manager, UCO Bank, Plot No-22, Jail Road Arera Hills, Bhopal " payable at Bhopal. The Bank Draft/Banker's Cheque/Bank Pay Order along with the filled in 'Technical Bid' should be put in a single closed cover super scribed with "Technical Bid – Cover-A". Earnest Money Deposit amount of unsuccessful bidders shall be returned against their acknowledgement. The respective price bid duly filled in shall be placed in a closed cover super scribed with "Financial Bid Cover-B". **The "Financial Bid Cover-B" will be opened only of those bidders who qualify in the "TECHNICAL BID – Cover -A".** Contractor/Service Provider, in case of successful tender shall carry out the work by executing an agreement on Non Judicial stamp paper of appropriate value within a period of seven days after receipt of the work order, failing which the tender in his favour shall be cancelled and the EMD amount shall be forfeited.
- 10) The contractor awarded with the contract shall have to **deposit Rs.20,000/-** as Security Deposit and the contract shall be for a period of two years from the date of execution of contract. There shall not be any upward revision in price during the validity of the contract i.e., for a period of two years from the date of execution of the contract, renewal of services after one year after analysis of satisfactory work.
- 11) In case the contractor fails to fulfil his obligation for any day or any number of days to the satisfaction of the Bank, for any reason whatsoever, Bank shall without prejudice to their rights and remedies including the termination of contract, be entitled to deduct such damages from the money, if any, payable by them to the Contractor. The Bank at the cost of Tenderer will carry out such work through any agency.

12) The Court in Bhopal alone shall have the jurisdiction in respect of any or all matters relating to and connected with the tender.

13) All the worker engaged by contractor should be covered by an insurance policy under 'workman compensation Act' and 'Fatal Accidental Act'. The Contractor at his own expenses shall arrange to effect and maintain the Insurance Policy until the virtual completion of the contract and indemnify the Bank from all the liabilities arising out of such events.

14) UCO Bank, Zonal Office, Bhopal reserves the right of terminating this arrangement by **giving one month** prior notice to the service provider. No compensation shall be payable to the caterer by the Zonal office for terminating the said agreement. The Bank also reserves the right to terminate the agreement/arrangement with immediate effect if the Caterer neglects and fails to take proper care or does any act jeopardizing the health and safety of the participants/staff members of the Bank without serving the notice of one month.

15) The contractor will be responsible for the compliance of all laws and regulations governing working conditions of the employees working under him/engaged by him.

16) The contractor shall not infringe any law relating to the contract labour, payment of wages or the minimum wages, child labour etc. In the event of any violation of any law/regulations it will be the sole responsibility of the Caterer to make good the compliance.

17) All incomplete/applications without EMD amount/blank applications for the tender shall be rejected.

Date :

Signature of the Applicant



# Application Basic Information

Part-A

1 Name(s) of the Applicant and Office address with contact numbers

2 Year of Establishment(enclose documentary evidence)

3 Type of Organisation (Proprietary/ Partnership/HUF/Pvt. Ltd./Co-operative body etc.)

4 Name(s) of the Proprietors/ Partners/Directors of the Applicant with address and Phone numbers

5 Details of Registration- of Proprietary or Partnership Firm, Company etc., name of registration authority, date and registration number.

6 Address and phone numbers of Office through which the proposed work will be handled.

7 a. Income Tax assessment certificate/ Income Tax return and PAN(copy to be enclosed)

b. Service Tax number and certificate(Copy to be enclosed)

c. Shop and establishment Registration number (copy to be enclosed)

8 Whether any penalty imposed or indictment passed against the applicant or any case is pending with any statutory authorities related to his business enterprise.

9 Adequate and satisfactory evidence to indicate financial capacity of the applicant to undertake the work. Name of the Banker with full address and facilities enjoyed (copies of proof to be enclosed)

10 Yearly turn over during last two years.

11 Performance Certificates from clients served.

12 Number of supplementary sheets attached.

Date:

Signature of the Applicant





