



**UCO Bank**  
**Zonal Office**  
**General Administration Department**  
**JODHPUR**  
**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.

Category C - Value of work above Rs.20 lakhs & up to 50 lakhs.

Category D - Value of work above of Rs.50 lakhs & up to 100 lakhs.

SI No.	Type of Work	Financial Outlay per reference
<b>Services</b>		
1	<ul style="list-style-type: none"><li>Maintenance of existing Telephone lines/sets &amp; laying new lines.</li></ul>	Category – A
2	<ul style="list-style-type: none"><li>Maintenance of Garden and Potted Plants</li></ul>	Category – A
3	<ul style="list-style-type: none"><li>Operation &amp; Maintenance AC system viz existing / standalone (windows/split) / capsul / tower air-conditioning units</li></ul>	Category – A Category – B
4	<ul style="list-style-type: none"><li>Pest control services</li></ul>	Category – A
5	<ul style="list-style-type: none"><li>Housekeeping of Premises</li></ul>	Category – A Category – B
6	<ul style="list-style-type: none"><li>Watch and ward services</li></ul>	Category – A Category – B
7	Furnishing work including repairing of furniture with civil works like flooring, painting, repairing, sanitary & plumbing & minor electrical work	Category - A Category - B Category - C Category - D
8	Civil work including repairing & maintenance, water proofing job etc	Category - A Category - B Category - C
9	Electrical work and repairing of existing electrical systems.	Category - A Category - B Category - C
10	<ul style="list-style-type: none"><li>Operation / maintenance services of all electrical installations (H.T &amp; L.T installations viz, transformers L.T, H.T Panel, Pump motor etc.)</li></ul>	Category:- A Category:- B

- For operation & maintenance services, the annual value of services has been taken in account for the purpose of fixing the financial limit in the respective trade & category of services.

**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" & "C" 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  
Category – C: Rs.50 lakhs  
Category – D: Rs.100 lakhs
5. The applicants should have their office / establishment at Kolkata.
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. Applicants for Pest control services should be a member of IPCA (Indian Pest Control Association). Photocopy of such membership certificate should be submitted with the application. (as per annexure – III)
8. Applicants for the trade of Telephone maintenance services should be capable of liasoning with BSNL and other telephone / mobile phone service providers for smooth functioning of telephone system.
9. The applicants for housekeeping should have sufficient numbers of personnel to manage the work efficiently.
10. Contractors applying for the trade of Electrical work should possess the valid Electrical contractor's license, issued by the Directorate of Electricity, Govt. of West Bengal, 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)
11. Contractors / vendors applying for the trade of Operation / maintenance services of air conditioning machines should have vast sound experience of operation & maintenance of all kinds of air-conditioning units.
12. The Bank reserves the right to visit the establishment / workshop of applicants of any trade before finalization of empanelment.
13. The Bank reserves the right to accept or reject any application without assigning any reason thereof.
14. The existing empanelled contractors of the Bank need to apply afresh for empanelment against this notification.
15. Additional sheet of papers may be used for submitting the applications, wherever space in the format is found inadequate.
16. Bank reserves the right to call for report from the existing clients of the applicant if required.

17. 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, 461, Pal Link Road, Jodhpur – 342008** by 04.30 P.M on 10.09.2018., 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', 'C' & 'D' of all trades.
- Total Annual Turnover in last three years for category 'B', 'C' & 'D' of all trades.
- Name and Address of Bankers with solvency certificate (for category – 'B', 'C' & 'D' of all trades).
- Key personnel permanently employed (as per annexure – VI) for category – 'B', 'C' & 'D' of all trades.
- Work force & workshop facilities (as per annexure – VII & VIII) for category – 'B', 'C' & 'D' 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 with Profit & Loss account for last three years in case of applicants applying for the financial category of 10 lakh & above:
 

<u>2015 -16</u>	<u>2016-17</u>	<u>2017 -18</u>
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13. 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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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 – III**

1. **For the Trade of Pest Control Services:**

- i) IPCA membership No:
- ii) Validity of membership:  
(Furnish photocopy of membership certificate)

#### **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</u> <u>Stipulated</u> <u>Completion</u> <u>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**

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Qualification</b>	<b>Experience</b>	<b>Years with the firm</b>	<b>Any other</b>

**Annexure - VII**

**Other relevant information**

**Work Force:**

<b>Sr. No.</b>	<b>Permanently employed</b>	<b>No.</b>	<b>Any other</b>	<b>Years with the Firm</b>
1	Masons			
2	Carpenters			
3	Mechanics			
4	Electricians			
5	Mate/helpers			
6	Others			

## **Annexure – VIII**

### Workshop facilities:

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



**UCO Bank**  
**Zonal Office**  
**General Administration Department**  
**JODHPUR**  
**NOTICE FOR EMPANELMENT OF ARCHITECTS**  
**OF VARIOUS TRADES FOR BANK'S WORK**

Applications are invited from bonafide Architects for empanelment in in the following financial categories:

Work value:                    ≤ Rs.30 lakhs - Category: A  
Work Value:                   > Rs.30 lakhs < Rs.50 lakhs – Category: B  
Work Value:                   > Rs.50 lakhs < Rs.100 lakhs – Category: C

**General Instruction for guidance of applicants in respect of empanelment of Architects:**

1. 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.
2. 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.
3. Firms should have the adequate infrastructure / manpower for execution of civil & sanitary / interior furnishing/Electrical/Air-conditioning/Fire alarm & detection system/LAN work.
4. Architects applying for empanelment should have at least three years experience in execution of similar work in Banks/Public Sectors/Reputed Private Sector Organization.
5. Architects applying for empanelment should have successfully executed at least two similar works at least up to 75% value of the upper limit of the particular financial category during last three years.
6. The applicants should have their office / establishment with adequate infrastructure in Rajasthan..
7. The Bank reserves the right to visit the establishment of applicants before finalization of empanelment.
8. The Bank reserves the right to accept or reject any application without assigning any reason therefore.
9. Existing empanelled Architects of the Bank need to submit their application afresh for new empanelment against this notification.
10. Bank reserves the right to call for report from the existing clients of the applicant if required.
11. Sealed envelopes containing the application for empanelment and super scribing "Application for empanelment of Architects" should be submitted to the **Zonal Manager, UCO Bank, Zonal Office, 461, Pal Link Road, Jodhpur – 342008** by 04.30 P.M on 10.09.2018., along with the following documents / papers:

- The list of similar works executed in last three 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 PAN card, Trade License, VAT registration certificate, Service Tax registration certificate and any other registration certificates, as may be necessary, as per Rules of local Statutory Authorities.
- Copies of certificates on Graduate/Post Graduate Degree in Architecture/Civil Engineering from India or abroad and /or the membership of the Indian Institute of Architects/Council of Architecture/Institution of Engineers.
- Audited account and Balance Sheet for last three years for Category 'B' & 'C'.
- Total Annual Turnover in last three years for Category 'B' & 'C'.
- Key personnel permanently employed (as per annexure – III).

## **Annexure - I**

### **Particulars of the form to be furnished for the purpose of empanelling of Architects**

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 Jodhpur 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)

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 with Profit & Loss account for last three years in case of applicants applying for the financial category of above Rs.30 lakhs:
 

<u>2015 -16</u>	<u>2016-17</u>	<u>2017 -18</u>
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13. 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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14. Furnish the names with contact no/address 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

### Particulars in respect of work executed

[illegible]

**Annexure - III**

**Key personnel permanently employed**

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Qualification</b>	<b>Experience</b>	<b>Years with the firm</b>	<b>Any other</b>