

अंचल कार्यालय
एस.के.तराफदार रोड
आदमपुर चौक
भागलपुर -812 001

(भारत सरकार का उपक्रम)
सम्मान आपके विश्वास का
(A Govt. of India Undertaking)
HONOURS YOUR TRUST

Zonal Office
S.K.Tarafdar Road
Adampur Chowk
Bhagalpur -812 001
फैक्स - 0641- 2301758

दूरभाष PHONE : 0641-2302088
ईमेल: zo.bhagalpur@ucobank.co.in

NOTICE

UCO Bank Zonal Office, Bhagalpur inviting tender for conducting Electric audit of branches/ATM/offices in the Bank's prescribed format. The eligible and interested Audit Firms having qualified engineers not less than B Tech/BE may submit their technical & financial quotation bid with dully filled format at UCO Bank, Zonal Office, S K Tarafdar Road, Adampur Chowk, Bhagalpur-812001 in sealed envelope and super scribed as Application for Electric Audit to the UCO Bank, Zonal Office, General Administration Department, S K Tarafdar Road, Adampur Chowk, Bhagalpur-812001 **on or before 04.03.2017 upto 2.30 PM.** Tender opening date is **04-03-2017 at 03.30 PM.**

The Bank reserves the right to accept or reject any or all the applications without assigning any reasons thereof and their decision of selection will be final.

DATE: 16/02/2017


Zonal Manager
UCO Bank
Zonal Office, Bhagalpur



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Notice Inviting for Engagement of Agencies for Electric Audit.

UCO Bank, Zonal Office, Bhagalpur desires to invite sealed offers from reputed Agencies having qualified B E/B Tech persons for rendering ELECTRIC AUDIT in Branches/ATM/Offices

Sealed Tenders duly signed and super scribed with Offer of Electric Audit. " in

TWO PART SYSTEM,

PART- I (Pre-Qualification Documents) & PART- II (Bid Documents) to be submitted to

Zonal Manager, UCO Bank, Zonal Office,
S K Tarafdar Road, Adampur Chowk, Bhagalpur, Bihar-812001

in two separate envelopes.

Tender Reference

Cost of Tender	Documents Rs. 1000.00 (Rupees One Thousand only) (Non refundable). Cost of Tender Document is to be submitted with Technical Bid (Part-I of tender documents) in the form of Pay Order/Demand Draft in favour of UCO Bank, payable at Bhagalpur.
Advertisement in News Papers and Bank's website on	
Collection of tender document	From 18.02.2017 to 03.03.2017, from UCO bank Zonal Office, S K Tarafdar Road, Adampur Chowk, Bhagalpur or Bank website : ucobank.co.in
Last Date & Time for Submission of Tender	04.03.2017 by 02:30 PM at UCO bank Zonal Office, General Administration Dpt, S K Tarafdar Road, Adampur Chowk, Bhagalpur-812001.
Date and Time of Opening Technical Bid i.e	Part-I 04.03.2017 at 03:30 PM at UCO Bank, Zonal Office, Bhagalpur
Date of Opening of Financial Bid	We will open Part-II of tender for those Vendors who will be qualified for Part-I of Tender. Date of opening of Part-II of tender will be communicated to all eligible vendors.
Validity of Tenders	90 (Ninety) days from the date of opening.
Venue & communication address .	UCO bank Zonal Office, General Administration Dpt, S K Tarafdar Road, Adampur Chowk, Bhagalpur-812001.
Cont No	0641-2302088/2301751



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Mode of Submission of Tender:

1. In First Sealed Cover super scribed with PART- I (Pre-Qualification Documents: It will comprise of Covering Letter, Part- I Tender document with Tender Notice, Details to be typed in office Letter head as per given Annexure and Proforma, Credentials, Certificate & PAN & IT, Service Tax, Professional Tax, and Tender fee etc.
2. In Second Sealed Cover super scribed with PART- II (Bid Documents): It will comprise of price bid. Any condition stipulated in Part-II will not be accepted.
3. In Third Sealed Cover super scribed with Name of work, Date & time of Submission & Opening, Name, Address & Cont No of the Bidder will comprise of both First Sealed cover (PART- I) and Second Sealed Cover (PART- II).

Bank is not bound to accept the lowest offer and reserves the right to accept or reject any or all the offers without assigning any reason whatsoever. The notification of opening award of contract will be made in writing to the successful tenderer by the UCO Bank.

Eligibility conditions:

- 1) Applicant can be individual / organization.
- 2) Applicant should have at least two years experience in undertaking similar work (preferably for multi-storied buildings) in Banks/ Govt./Public Sector/reputed private sector organizations.
- 3) Applicant/Employee of Applicant/Electrical Auditor of Agency should possess degree in Electrical Engineering along with the valid Electrical Energy Auditor license. Photocopy of such license/Certificate should be submitted with the application.
- 4) The Applicant should have registration in Service Tax and PAN.


Zonal Manager,
UCO Bank
Zonal Office, Bhagalpur

Date: 16/02/2017



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INSTRUCTIONS TO BIDDERS AND GENERAL TERMS & CONDITIONS

1. Mode of submission of Two Bid System Tender:

UCO Bank intends to conduct Electrical Audit at various Offices/Buildings/Branches across Bhagalpur Zone. Sealed Tenders are to be submitted in two parts. The envelope containing Part-I of tender should be super scribed clearly "Part-I (Technical Bid)" and the name of work whereas the separate envelope containing Part-II should be super scribed clearly "Part-II (Price Bid)" and the name of work. Both Part-I and Part-II should be sealed in a third envelop and should be super scribed clearly name of the work at top and will be addressed to 'The Zonal Manager, UCO Bank, Zonal Office, S K Tarafdar Road, Adam Chowk, , Bhagalpur and must be submitted on or before the last date & time mentioned.

2.1 Contents of the Technical Bid(Part-I):

- Tender Cost in the prescribed form
- Bidder's Covering letter.
- Profile of the Company / Firm as per stipulated format of R.F.P as per Annexure-II.
- Documents in support of all eligibility criteria.
- All pages of this RFP as downloaded from the website duly signed on all pages.

2.2 Contents of the Price Bid (Part-II):

Should contain only the Price of the work and item rates as per the bills of quantities and Technical Specification of the tender.

2. REJECTION OF BID:

The bid is liable to be rejected if:

- Tenders not received in two parts in separate envelopes will be summarily rejected.
- It is not in conformity with the instruction mentioned in this tender document.
- If it is not accompanied by requisite tender cost as stated above.
- It is received after expiry of the due date and /or time.
- It is evasive and contains incorrect information.
- If there is canvassing of any kind.
- It is submitted anywhere other than the tender box or to the addressee.
- If any indication of price/rate/charges is being found in Part-I of the tender.**
- If the tender/R.F.P is conditional.

- EVALUTION CRITERIA OF THE TENDER:** The tender will be evaluated on lowest price offered by the bidder excluding Service Tax on the basis of quoted price for item of work.



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4.Price and Taxes:

- i) Price will be in Indian Rupees. The price shall be firm and binding without any escalation whatsoever for the period of contract. Service Tax will be paid extra at actual.
- ii) The Bank, however, reserves the right to call for fresh quotes / tenders at any time during the above period, if considered necessary.

4. UCO Bank will prepare a short-list of bidders found suitable / qualified under Part-I of Tender Document and the Price Bid i.e Part-II of only these bidders will be opened. Bank will intimate the date and time of opening of commercial offers separately to the qualified bidders. The financial offers of the bidders - whose technical offers found to be technically deficient and / or if the bidders do not meet the eligibility criteria as specified in this tender - will be returned to them without opening.

5. Placement of Order/Letter of Intent (LOI):

Work order will be offered to L 1-bidder against each branch. In case L 1 bidder fails to accomplish the work, bank can consider offering the work to L 2 bidder at the rate of L 1.

6. Date of Commencement:

The work shall be deemed to be commenced from 07th day from the date of receipt of work order or handing over of site whichever is later. The work should be started in consultation with respective Zonal Offices. However, the bidder should take possession of work site within 7th days from the receipt of the work order.

7. Time of Completion:

6 (Six Week) from the stipulated date of commencement of the work.

8. Execution of Agreement:

The successful bidders will have to execute an Agreement with Zonal office, Bhagalpur in non-judicial stamp paper of requisite value purchased in favour of the vendor or UCO Bank and as per the draft of Agreement as per Annexure-III.

9. ORDER CANCELLATION/TERMINATION:

The Bank reserves its right to cancel the entire /unexecuted part of Purchase Order at any time by assigning appropriate reasons in the event of one or



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more of the following conditions treating it as default / non performance of the contract by giving 15 days written notice :

- Fails to accept the purchase order within the specified time .
- Delay in execution of work beyond the specified period.
- Partial execution of job.
- Serious discrepancies noted in the items delivered.
- Breaches in the terms and conditions of the Order
- Bank shall have the right to terminate the contract at any time at its own convenience by serving a prior written notice of 15 days to the successful bidder without assigning any reason and without cost or compensation there for.

10. CONSEQUENCES OF TERMINATION:

The Bank at its sole discretion shall invoke the Performance Guarantee, and the Indemnity furnished towards non performance/non Compliance of the terms and conditions of the work order/contract by the Contractor/Vendor, without prejudice to its rights and conditions available under the Law for the time being in force.

11. Terms of Payment : Bank will not pay any advance.

- 100% Payment will be made by after submitting of detailed report as per Bank's format
- No payment will be made till execution of Agreement with UCO Bank, Zonal Office, Begusarai
- No payment will be made towards expenses related to transportation, accommodation, food, site office, labour camps, storage etc.

- The Applicants may visit the locations before submission of their quotation.
- Bank reserves the right to accept or reject any or all quotation/s without assigning any reason.


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UCO Bank
Zonal Office, Bhagalpur



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Scope of work

1. The Successful Bidder will be engaged for 'Electrical Audit' of Banks Buildings/Branches under Bhagalpur Zone location as mentioned above.
2. The work is to be started in consultation with GAD Department UCO Bank, Zonal Office, Bhagalpur.
3. The Successful Bidder will have to carry out the work without making hindrances to other agencies, whose works are likely to be carried out simultaneously at the same site during working period.
4. The Successful Bidder will take all measure on the site of the work to protect the public as well as workmen from accidents and shall be bound to bear the expenses of defense of every suit, action or other proceedings at law that may be brought by any persons for injury sustained owing to neglect of the above precautions from their end and to pay compensation to any such persons as per law.
5. The Successful Bidder will have to inform the names of their authorized representatives to be deployed at the site during the work, and their working hours and availability at site.
6. No space will be provided for site office, labour camps, storage etc.
7. Auditor should submit his report as per Bank's format (Annexure-I) in a booklet covering his observations and suggestions on remedial steps to be taken by the Bank to improve the situation.


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FORM OF TENDER

Zonal Manager

UCO Bank,

Zonal Office – Bhagalpur.

Sir,

We have carefully examined all the contents incorporated in the various parts of this Tender Document forbranches in under jurisdiction of UCO Bank,..... Office,.....and taken note of all the terms & conditions stated in the Tender Document in its various parts.

We understand that the time schedule to complete the job is days per branch from the stipulated date of commencement of the work and the same accepted by us is the essence of the contract.

We enclose a Pay Order / Demand Draft for Rs 1,000/- (Rupees One Thousand only) drawn in favour of UCO Bank and Payable at Bhagalpur as Tender Cost.

(P.O/DD No.....)

Date.....

Issuing Bank.....

Branch.....

We also agree that our tender along with the prices will remain valid for total contract period.

Our PAN for Income Tax is We are registered with Service Tax Authorities and our registration numbers are as follows:

Service Tax Registration Number:

For and on behalf of

(With seal)

Signature

Name

Designation

DULY AUTHORIZED SIGNATORY day of 2017



यूको बैंक



UCO BANK

सम्मान आपके विश्वास का

Honours Your Trust

Annexure - I

PERFORMA OF ELECTRICAL AUDIT

- 1 Electrical Auditor is required to take the attendance certificate from the Branch Head at the time of visiting the branch.
- 2 Electrical Auditor must consist of non-scaled sketch of layout of the branch including showing the denomination of the areas used by you in the report.
- 3 Electrical Auditor report must consist of single line diagram of existing electrical system including marking the position of critical faults needs immediate attention.
- 4 Inspection / recommendation report of existing electrical system with your observations and remarks.
- 5 Photocopy of last three electrical bills of the branch/office/atm, including marking any discrepancy, if any.
- 6 Branch/office Overview

Sr. No	Description	Particulars
1	Region	
2	Name of Branch	
3	Branch Code	
4	Address	
5	Phone/Fax	
6	Contact Person	
7	Mobile no.	
8	Email id	
9	Area of office	
10	Working Hours	
11	Working days	

7 Branch Inventory details

Sr No.	Description	Wattage	Nos. installed floor wise			Electrical load
			ATM	Floor no.	Floor no	



1	Change over Switch					
2	MCCB					
3	Fuse					
4	MAX wire fuse					
5	MCB 4 Pole 100A					
6	MCB 2 Pole 63 A					
7	MCB 4 Pole 63 A					
8	MCB 2 Pole 32 A					
9	MCB 1Pole 32A					
10	MCB 1Pole 16A					
11	MCB 1Pole 10A					
12	MCB 1Pole 6A					
13	MCB 1Pole 25A					
14	RCCB 63A					
15	Stabilizer					
16	M.C.B 2 Pole 40 A					
17	A.C Window					
18	A.C Split 1.5 TR					
19	A.C Split 2 TR					
20	A.C Split 1 TR					
21	Wall Fan					
22	Ceiling Fan					
23	Water Cooler					
24	Exhaust Fan					
25	T8 2 Fit 18 W					
26	T8 36 W					
27	CFL 2 pin 18 W					
28	T12 40 W					
29	T8 36 W					
30	CFL 40 W					
31	CFL 30 W					
32	Fire Machine					
33	Camera					
34	LCD					
35	Fax M/C					
36	Coffee M/C					
37	Computer CRT					
38	Printer					
39	Master CPU 10A					
40	Scanner					
41	Money Counting Machine					
42	Micro wave					
43	Heater					
44	T.V					
45	ATM M/c					



8 Electrical Load analysis

- a Total Sanctioned Load :
- b Total Connected Load :
- c Is Sanctioned load less than Connected load :
- d Has branch applied for additional load? :
- e Has branch paid any penalties for excessive load :
- f Electrical Load Utilization :
- g Electrical Load on UPS
- h DG Set installed: YES/NO
- i DG Set Capacity

9 ELECTRICAL DISTRIBUTION SYSTEM:

- a Is distribution of load satisfactory :
- b Condition of Electrical Wiring :
- c Type of Wiring Used :
- d No. of MCB's and ELCB :
- e Whether MCB's and ELCB are of required rating :
- f Whether cables and connection are good and of adequate capacity :
- g Whether electrical equipments are operating at specified voltage/current (within tolerance range) :
- h Rating of Fuses/Junction Box :
- i Are the ratings correct? :
- j Are Fire Box Switch Inserts used :
- k Whether single isolating switch is available for the whole premises :
- l Are Earth Pits Identified :
- m Earth Connection to equipments: Proper/Not proper
- n No. of earth pits available :
- o Whether earthing is done properly to equipments :
- p Voltage between neutral and earth :
- q Whether DG is provided with neutral earthing :
- r Whether ELCB provided:
- s ATM M/s Earth pits identified:
- t Earthing check of each pit:
- u UPS room exhaust fan installed
- v UPS room Condition
- w UPS battery Connections

10 Measurement of Electrical Parameters

Meter no.,						
Sr. No.	Description	Voltage	Current	Power factor	Power	Remarks
	R					
	Y					
	B					
	Neutral					



UPS No.						
Sr. No.	Description	Voltage	Current	Poer factor	Poer	Remarks
	UPS					

11 Lux levels

Sr. No	Area	Lux
1	Branch head cabin	
	Officers	
	Cash counters	
	Store room	
	UPS room	
	ATM room	

12 Condition of Electrical wiring

13 Observations

14 Recommendations

15 Tips on energy saving

सामान्य प्रशासन (केन्द्रीय सुरक्षा) विभाग, प्रधान कार्यालय 10 बि. ई. म. सरणी, कोलकाता 700001

General Administration (Central Security) Department, 10 B T M Sarani, Kolkata 700001
Phone: 033-22352530; 44557381; 44557382; 44557855; TeleFax: 22352560; e-mail: hsecurify.calcutta@ucobank.co.in



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ANNEXURE-II

APPLICATION FORMAT FOR ENGAGEMENT OF ELECTRICAL AUDIT FOR VARIOUS
BUILDINGS/OFFICES/BRANCHES/ OF UCO BANK UNDER BEGUSARAI ZONE

1. Name of Applicant
(Company/Firm/Individual/Agency):
2. Registered Address of the Applicant
with Telephone No., FAX & E-mail ID:
3. Address of the Applicant in Kolkata (If any)
with Telephone No., FAX & E-mail ID:
4. Year of Establishment:
5. Status of the Applicant (whether
Proprietary/Private Ltd./Public Limited/
Co-operative Society/Public sector/
Autonomous body/Govt. Department):
(Enclose copies of relevant documents)
6. Name of Proprietor/Directors/Partners/
Controlling body:
i)
ii)
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. :
(Enclose copies of relevant documents)
8. Whether registered for Service Tax.
If so, please mention the service tax
registration number and furnish a copy
of such registration certificate:



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8.1. Details of Permanent
Account Number:
(Enclose photocopy of PAN Card)

9. Whether empanelled with other PSU Banks/
/Govt. Deptts./PSUs/Autonomous bodies. If so,
Please furnish the following particulars:
(Enclose copies of relevant documents)

Sl No	Name of Organisation	/ Date of Empanelment	Validity
-------	----------------------	-----------------------	----------

10.

- Number of Electrical Auditors
- Electrical Auditor's License No. and validity:
- Name of Issuing Authority:
(Furnish photocopy of license)

11. Detailed Particulars for the works done in past two years:

Sl No	Name of organization	Value of work	Number of Buildings	Total Sq.ft	Stipulated completion time
-------	----------------------	---------------	---------------------	-------------	----------------------------

(Enclose copies of relevant work orders)

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



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ANNEXURE-III

Draft Agreement

Article of agreement made this _____ day of _____ 2016 between the "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 No.10,BTM Sarani, Kolkata-700001 (hereinafter referred to as "Bank" which expression shall unless excluded by or repugnant to the subject or context be deemed to mean and include its assigns and successors) of the "ONE PART and M/s _____ having its registered office at _____ (herein after called "The Vendor") of the other part, which expression should include its successor/s and assignee/s.

Whereas the Bank is desirous of executing Contract for _____ at UCO Bank _____ Office at _____. And whereas the said work as mentioned in the work order have been accepted and signed by and on behalf of the Vendor,

And whereas the vendor has agreed to execute upon and subject to condition set forth herein and work order, General conditions of contract, special condition of contract, including all other conditions as mentioned, in the work order, specifications and all correspondence exchanged by or between the parties from the submission of tender till the award of work, both letter inclusive, (all of which are collectively hereinafter referred to as " the said conditions") the work described in the said specification and included in the tender at the rates therein set for in UCO Bank Work Order No. _____ dated _____ 201 and amounting to the sum of Rs. _____ (Rupees _____ only) inclusive of all Taxes .

NOW IT IS HEREBY AGREED AS FOLLOWS:

The following documents attached hereto shall be deemed to form an integral part of this Agreement:

- (a) Work order letter no- _____ dated _____
- (b) R.F.P.(Request For Proposal) dated _____
- (b) Corrigendum (if any) dated _____



अंचल कार्यालय
एस के तरफदार रोड
आदमपुर चौक
भागलपुर - 812 001

दूरभाष PHONE: 0641-2302088

ईमेल: zo.bhagalpur@ucobank.co.in

(भारत सरकार का उपक्रम)
सम्मान आपके विश्वास का
(A Govt. of India Undertaking)
HONOURS YOUR TRUST

Zonal Office
S.K.Tarafdar Road
Adampur Chowk
Bhagalpur - 812 001
फैक्स - 0641- 2301758
(security Department)

GENERAL TERMS AND CONDITIONS:

Scope of work:

1. The Successful Bidder will be engaged for 'Electrical Audit' of Banks Buildings/Branches at
2. The work is to be started in consultation with
Department. UCO Bank,.....Office.
3. The Successful Bidder will have to carry out the work without making hindrances to other agencies, whose works are likely to be carried out simultaneously at the same site during working period.
4. The Successful Bidder will take all measure on the site of the work to protect the public as well as workmen from accidents and shall be bound to bear the expenses of defense of every suit, action or other proceedings at law that may be brought by any persons for injury sustained owing to neglect of the above precautions from their end and to pay compensation to any such persons as per law.
5. The Successful Bidder will have to inform the names of their authorized representatives to be deployed at the site during the work, and their working hours and availability at site.
6. No space will be provided for site office, labour camps, storage etc.
7. Auditor should submit his report as per Bank's format (Annexure-I) in a booklet covering his observations and suggestions on remedial steps to be taken by the Bank to improve the situation.
8. **Date of Commencement:** The work shall be deemed to be commenced from **Seventh day** from the date of receipt of work



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(security Department)

order or handing over of site whichever is later. The work should be started in consultation with respective Zonal Offices. However, the bidder should take possession of work site within fifteen days from the receipt of the work order.

9. Time of Completion: 1 & 2 (days) per branch from the stipulated date of commencement of the work.

10 ORDER CANCELLATION/TERMINATION: The Bank reserves its right to cancel the entire / unexecuted part of Purchase Order at any time by assigning appropriate reasons in the event of one or more of the following conditions treating it as default / non performance of the contract **by giving 15 days written notice :**

- Fails to accept the purchase order within the specified time .
- Delay in execution of work beyond the specified period.
- Partial execution of job.
- Serious discrepancies noted in the items delivered.
- Breaches in the terms and conditions of the Order
- Bank s hall have the right to terminate the contract at any time at its own convenience by serving a prior written notice of 15 days to the successful bidder without assigning any reason and without cost or compensation therefore.

10.A) CONSEQUENCES OF TERMINATION: The Bank at its sole discretion shall invoke the Performance Guarantee, and the Indemnity furnished towards non performance/non Compliance of the terms and conditions of the work order/contract by the Contractor/Vendor, without prejudice to its rights and conditions available under the Law for the time being in force.

11. Terms of Payment : Bank will not pay any advance.

- 100% Payment will be made by after submitting of detailed report as per Bank's format
- No payment will be made till execution of Agreement with..... Office,.....



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(security Department)

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ईमेल : bhagalpur@ucobank.co.in

c. No payment will be made towards expenses related to transportation, accommodation, food, site office, labour camps, storage etc.

14. Non-Discouser : The successful bidder must undertake that they shall hold in trust any information received from them, under the Contract/Agreement, and the stickiest of confidence shall be maintained in respect of such information.

15. Non Assignment: Successful bidder, shall agreed to neither the subject matter of the agreement nor any right here in shall be transferred,sub-contracted,assigned or delegated to any third party by the successful bidder without prior written consent of the Bank.

In witness where of the Employer and the vendor have set their respective hands on the day and year first herein above written.

Witness

Signature on behalf of
UCO Bank

Witness

Signature on behalf of
Vendor

