

SECTION- I

NOTICE INVITING TENDER

Sealed tender are invited in duplicate on behalf of The Deputy General Manager, Zonal Office, Him Land Hotel Annex. Circular Road Shimla- for the following work:-

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|----|--------------------------------|---|
| 1) | Name of work | i. Construction of R-SETI Building at Mashobra , Shimla , H.P.

ii. Construction of R-SETI Building at Nahan , Sirmaur , H.P. |
| 2) | Location of work | i. Mashobra Distt Shimla
ii. Nahan Distt Sirmour H.P |
| 3) | Estimated cost | i. Rs.1.50Crore (Rupees one crore and fifty lac only) for R-SETI ,Mashobra , Shimla.
ii. Rs1.52 Crore (Rupees One Crore Fifty two Lac only) for R-SETI , Nahan , Sirmaur , H.P. |
| 4) | Time of completion of the work | (18 Months) Calendar months from the date of acceptance of tender. |
| 5) | Earnest Money | i. Rs.150000/- (One Lac fifty thousand Only) for R-SETI Mashobra , Shimla H.P.

ii. Rs.152000/- (one lac fifty two thousand only) for R-SETI Nahan , H.P. |

In the shape of Bank Draft / Pay Order / Bank Guarantee / Banker's Cheque drawn in favour Deputy Zonal Manager UCO Bank and payable at Shimla H.P. Tender without Earnest Money in proper form will be rejected.

- 6) Cost of tender document Rs.6000/- (Rupees Six Thousand only) each in the form of Bank Draft in the name Deputy Zonal Manager UCO Bank (Non-refundable) per set of tender document payable at Shimla. Both original & duplicate documents are to be submitted.
- 7) Availability of tender documents Tender documents will be available on our website to be submitted along with DD/PO for Rs 6000/- or from Zonal Office UCO Bank , Himland Hotel, Circular Road , Shimla H.P. against payment of Rs 6000/-
- 8) Pre-bid meeting Venue, Date & Time – Pre-bid meeting to be held at UCO Bank, Zonal Office Him Land Hotel Shimla H.P, on 30.05.2017 at 11.30Hrs.
- In case any contractor does not attend the pre-bid meeting, the decision of the pre-bid meeting will be binding to the firm.
- 9) Time & Date of submission of tender Up to 15.00 Hrs on 07.06.2017
- 10) Place of submission At the Office of The Deputy General Manager, UCO Bank, Zonal Office Him Land Hotel Annex Circular Road Shimla-171001.
- 11) Procedure for submission of tender Tenders in duplicate will have to be submitted in two parts viz. Part-I & Part-II separately in sealed covers , superscribed with the name of the work as described in detail under para 6 of Section – III (General Rules & Instructions for the Guidance of Tenderers).

- 12) Tender to be addressed to Deputy General Manager, UCO Bank, Zonal Office, Him Land Hotel Annex, Circular Road Shimla-171001 H.P.
- 13) Time & Date of Opening of Tender
 I. **Part-I on 07.06.2017 at 16.00 Hrs.**
 II. **Part-II – Time and date will be notified after opening of Part-I.**
- 14) Place for Opening of Tender At the Office of The Deputy General Manager, UCO Bank, Zonal Office, Him Land Hotel Annex, Circular Road Shimla-171001 H.P.
- 15) Inspection of drawings other than enclosed ones and clarifications, if any At the Office of - UCO Bank, Zonal Office, Him Land Hotel Annex, Circular Road Shimla during working hours on all working days up to 30.05.2017
- 15) **Last Date of Submission of Tender** Up to 15.00 Hrs on 07.06.2017
- 16) Validity of tenders Four ²(4) Calendar Months from the stipulated last date of submission of tender.
- 17) Delay in submission Delay in submission arising out of postal or any other irregularities will not be considered. The Bank in any case will not be responsible for any damage in transit in case of postal delivery.

18) Sales Tax or any other Tax on materials or finished work like Work Contract Tax, Turnover Tax, etc. in respect of this contract whether in vogue or may be imposed in future shall be payable by the contractor and the Bank will not entertain any claim whatsoever in this respect. However, any benefit due to reduction of taxes etc. shall be passed to the Employer. Service Tax shall be payable by Bank as per applicable rate.

19) The Bank does not bind itself to accept the lowest tender and reserves to itself the right to reject any or all others tenders received without assigning any reason/s thereof. The notification of award of contract will be made to the successful tenderer in writing by the Bank.

Yours faithfully



**Zonal Head
UCO Bank
Shimla Zone**

SECTION – II

General Instruction for Guidance of Tenderers in respect to Part-I of Tender document

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 should have at least seven year's experiences in execution of similar works i. e., construction of Office / Residential Buildings, Training College with Hostel, Hotels, Shopping Malls etc in Banks / Govt./Public Sector / reputed private sector organizations.
3. Tenderers should have successfully executed at least two similar works of at least up to 75% of the estimated cost during last seven years ending last day of the month previous to the one in which applications are invited in execution of similar works.
4. Average financial turnover during the last three years, ending 31st March of the previous financial year, should be at least 30% of the estimated cost.
5. The Tenderers should have their Office / Establishment in -----.
6. The Bank reserves the right to visit the establishment / workshop of Tenderers before finalization of tender.
7. The Bank reserves the right to accept or reject any application without assigning any reason and **WITHOUT COST OR COMPENSATION THEREFOR.**
8. Additional sheet of papers may be used for submitting the applications, wherever space in the format is found inadequate.
9. Bank reserves the right to call for report from the existing clients of the applicant if required.
10. Following documents / papers are to be submitted :
 - 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 & Work Order mentioning therein the details of work value & date of completion. (as per Annexure – II & III).
 - 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.
- Name and Address of Bankers with solvency certificate.
- Key personnel permanently employed (**as per Annexure – IV**).
- Work force & workshop facilities (**as per Annexure – V & VI**).

11. Rejection Criterion

Tender will be summarily rejected on account of followings:-

1. Tenderers not submitting the cost of tender document along with Part – 1 tender as stipulated in NIT,
2. Tenderers not submitting the Earnest Money along with Part-1 tender as stipulated in NIT,
3. Tenderers not submitting the Part – 1 & Part – 2 tender in separate sealed cover duly super scribed as mentioned in NIT,
4. Non-fulfilment of any criterion as specified under this Section – II.



Signature of Bank Official with seal

SECTION – III

GENERAL RULES AND INSTRUCTION FOR THE GUIDANCE OF TENDERER

1. Tenders are hereby invited on behalf of UCO Bank, Zonal Office Him Land Hotel circular Road Shimla H.P. for General Buildings, Sanitary & Plumbing and Area Development work for construction of Bank's Buildings at R-SETIs at following locations:-
 - i. **R-SETI , Mashobra, Shimla Himachal Pradesh , estimated cost of the work is Rs.1.50 Crores**
 - ii. **R-SETI, Nahan (Sirmaur) Himachal Pradesh, estimated cost of the work is Rs1.52 Crores.**
2. Tender documents consisting of the following may be downloaded from UCO Bank's website www.ucobank.co.in
 - i. Notice Inviting Tender,
 - ii. General Instructions for Guidance of Tenderers in respect to Part – I of Tender Document,
 - iii. General Rules and Instructions for the guidance of Tenderer,
 - iv. Form of Tender,
 - v. Articles of Agreement,
 - vi. General Conditions of Contract with Appendices,
 - vii. Special Conditions,
 - viii. Safety Code,
 - ix. Model Rules for the protection of health and sanitary arrangements of Workers,
 - x. Technical Specifications and mode of Measurements.
 - xi. Schedule of Quantities,
 - xii. Drawings, Construction Schedule
3. It is proposed to hold a pre-bid meeting with the intending tenderers on 30.05.2017 at 11.30hrs. at the Office of the Deputy General Manager, UCO Bank, Zonal Office Him Land Hotel Circular Road Shimla H.P. to clarify any point that the intending tenderers may have regarding the drawings, technical specifications, schedule of quantities and clauses of conditions of contract. Based on the pre-bid meeting, the Bank may modify some terms & conditions, a set of which will be published in UCO Bank's website www.ucobank.co.in This will also form a part of the contract document. The object of pre-bid meeting is to obtain a substantially responsive bid from the tenderers conforming to all the terms, conditions and specifications of the tender document inclusive

of modified conditions/s furnished without any material deviation or reservation affecting the competitiveness of other tenders submitting substantially responsive bid. Conditional tenders are liable for rejection.

4. The site of work is available.
5. Tenders only in downloaded printed form should be placed in a sealed cover and address to the Deputy General Manager, UCO Bank, Zonal Office Hotel Him Land Circular Road Shimla H.P. The name of the project shall be superscribed on the envelop and the same shall be received at the Office of the Deputy General Manager, UCO Bank, Zonal Office, Hotel Him Land Circular Road Shimla H.P at 15.00 hrs on 07.06.2017.
6. The sealed cover, as mentioned in para 5 above, shall contain two separate sealed covers marked Part – I and Part – II containing the documents as under :-

A) R-SETI Building Mashobra (Shimla) :-

Part – I : Covering Letter, Earnest Money of Rs.1.50 Lac (Rupee One Lac fifty thousand Only) ,Cost of Tender Booklet of Rs 6000/- (Rupees Six thousand Only) and others as per Annexure I to Annexure – VI available at Banks website.

Part – II : Bill of Quantities, duly priced. No conditions shall be stipulated in the Part – II. Conditional Rebate, if any, given in Part – II shall be treated as unconditional.

B) R-SETI Building Nahan (Sirmaur):-

Part – I : Covering Letter, Earnest Money of Rs 1.52 Lac (Rupee One Lac fifty two thousand Only), Cost of Tender Booklet of Rs 6000/- (Rupees Six thousand Only) and others as per Annexure I to Annexure – VI available at Banks website.

Part – II : Bill of Quantities, duly priced. No conditions shall be stipulated in the Part – II. Conditional Rebate, if any, given in Part – II shall be treated as unconditional.

7. Part – I will be opened on 07/06/2017 at 16.00 hrs. The tenderers may depute their authorized representative to be present at the time of opening. The date and time of opening of Part – II will be intimated to the tenderers after opening of Part – I. In order to expedite the process, the representatives deputed by the tenderers at the time of tender opening should be authorized to take the decision on behalf of the tenderers. Part – II of tenders will not be opened and will be treated as cancelled in case submissions in Part – I are found to be not in order.
8. The time allowed for carrying out the work will be 18 (eighteen) months either from the fourteenth day after the date of written orders to commence work or day on which the contractor is instructed to take possession of site, whichever is later.
9. The tenderers should quote in figures as well as in words the rates and amount tendered by them. The language for filling tender documents shall be in English. The amount of each item should be worked out and requisite total given.

All corrections shall be attested by the initials of the tenderer with the seal of the firm. In case any discrepancy / difference is found on checking between rates quoted by the Contractor in words and figures or in the amount worked out by him, the following procedure shall be followed :-

- a) When there is difference between the rates in figure and in words, the rate which corresponds to the amount worked out by the Contractor, shall be taken as correct.
 - b) When the amount of any item is not worked out by the Contractor or it does not correspond with the rate written either in figures or in words, then the rate quoted by the Contractor in words shall be taken as correct.
 - c) When the rate quoted by the Contractor in figures and in words tally but the amount is not worked out correctly, rate quoted by the Contractor shall be taken as correct and not the amount.
 - d) Amendments as mentioned above shall be based on tender marked "original" only.
10. Tenderer has to ensure that the rates of terms of similar nature or analogous in specifications are consistent throughout the tender.

In case inconsistent rates are observed for terms of same description in the different sections of the schedule of quantities, the lowest of such rates shall be considered as the rate applicable for all such items.

11. All rates shall be quoted on the proper form of the tender alone.

Special care should be taken to write the rates in figures as well as in words and the amount in figures only, in such a way that interpolation is not possible. The total amount should be written both in figures and in words. In case of figures, the words Rs. Should be written before the figures of rupees and words "P" after the decimal figures e. G. Rs. 2.15P and in case of words, the words "Rupees" should precede and the word Paise should be written at the end. Unless the rate is in whole rupees and followed by the words "only" it should be invariably up to two decimal places. While quoting the rate in schedule of quantities, the word "only" should be written clearly following the amount and it should not be written in the next line.

12. The contractor, whose tender is accepted, will be required to furnish by way of security deposit for the due fulfilment of his contract, such sum as detailed in clause No. 17 of the General Conditions of Contract. The Earnest Money Deposit of the Contractor whose tender is accepted is liable to be forfeited in full at the discretion of the Employer in case he does not remit the Initial Security Deposit (ISD) within the stipulated period and / or does not start the work by the stipulated date mentioned in the tender of award / work order.

13. The acceptance of a tender will rest with the UCO Bank, Zonal Office, - Shimla H.P who does not bind itself to accept the lowest or any tender and reserves to itself the authority to reject any or all the tenders received without assigning any reason whatsoever. All tenders in which any of the prescribed conditions are not fulfilled are incomplete in any respect are liable to be rejected. The Employer reserves the right to accept the tender in full or in part and the tenderer shall have no claim for revision of rates or other conditions if his tender is accepted in parts.

14. Canvassing in connection with tenders is strictly prohibited and tenders submitted by the Contractors who resort to canvassing will be liable to rejection.

15. An item rate tender containing percentage below / above will be summarily rejected.
16. On acceptance of the tender, the name of the accredited representatives of the Contractor who would be responsible taking instructions from the Employer / Consultant shall be communicated to the Employer / Consultant.
17. Sales Tax, Work Contract Tax, Turn Over Tax, or any other tax on materials or on finished work in respect of this contract whether in vogue or likely to be imposed in future, shall be payable by the Contractor and the Employer will not entertain any claim whatsoever in this respect at any time. Rates should include all these taxes, Service Tax will be payable by Bank as per applicable rate.
18. The Contractor shall give a list of his relatives working with the Employer along with their designations and address.
19. No Employee of the Employer is allowed to work as a contractor for a period of two years of his retirement from Employer's service, without the previous permission of the Employer. The contract is liable to be cancelled if either the Contractor or any of his employees is found at any time to be such a person who had not obtained the permission of the Employer as aforesaid before submission of the tender or engagement in the Contractor's service.
20. The tender for the work shall remain open for acceptance for a period of 4 (Four) calendar months from the stipulated last date for submission of tenders. If any tenderer withdraws his tender before the said period, or make any modification in the terms and conditions of the tender which are not acceptable to the Employer, then the Employer without prejudice to any other right or remedy shall be at liberty to forfeit the Earnest Money paid along with the tender.
21. The tender for the work shall not be witnessed by a Contractor or Contractors who himself / themselves has / have tendered or who may and had / have tendered for the same work. Failure to observe this condition would render tenders of the Contractors tendering as well as witnessing the tender liable to summarily rejection.
22. It will be obligatory on the part of the tenderer to tender and sign the tender documents for all the component parts and **THE WORK ORDER**

WILL BE ISSUED / AWARDED TO THE SELECTED BIDDER ONLY AFTER RECEIPT OF SIGNED TENDER DOCUMENTS AND ACCEPTANCE OF OUR LETTER OF INTENT BY THE SELECTED BIDDER FOR EXECUTING THE ARTICLES OF AGREEMENT AVAILABLE WITH THE BANK THEREAFTER.

23. The tenderer, apart from being a competent Contractor, must associate himself with agencies of the appropriate class who are eligible to tender for (i) Ante Termite Treatment, (ii) Waterproofing work and (iii) Sanitary & Water Supply Installation work etc.



Signature of Bank Official with Seal