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(भारत सरकार का उपक्रम)

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UCO BANK

(A Govt. of India Undertaking)

Honours Your Trust

ZONAL OFFICE, DEHRADUN

ZO/DDN/GAD/2016-17/

Dated: 30.06.2016

To,

The Website Coordinator &

P.A. to General Manager

(Strategic Planning & OL)

UCO Bank, Head Office

KOLKATA

E-mail: ucobank.website@ucobank.co.in

**Sub: Request for publishing in Bank's website , notice inviting tender for Electrical Audit of all branches /Offices under Dehradun Zone**

In reference of our previous letter No. ZODDN/SEC/2016-17/05 dated 27.06.2016, we wish to inform you, that kindly cancel the previous tender documents and upload these tender documents instead of previous one.

We wish to publish the Tender Notice in the Bank's Website for empanelment of Vendor/firm/company for conducting Electrical Audit for all branches in Dehradun Zone.

We are enclosing Tender Notice , hardcopy as well soft copy , and would request you to kindly place the Notice on Bank's Official Website in the **Notices Section**. The said Notice will remain live on Website up to 12.07.2016.

Hindi version of the Notice will be forwarded to you very soon .

  
Zonal Manager

Encl: As above

CC: Central Security Department, Head Office, Kolkata, for information

CC: Circle Office Lucknow, for information

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Zonal Office, Dehradun, G.A.D. Department  
24 A, NCR Plaza, Street – New Cantt Road  
Email-zodehradun.gad@ucobank.co.in  
Phone: 0135-6518904, 6518906, 2742868  
Website <http://www.ucobank.com>

**OFFER FOR ENGAGEMENT OF ELECTRICAL AUDITOR FOR ALL BRANCHS/  
BUILDINGS OF UCO BANK AT UNDER ZONAL OFFICE, DEHRADUN**

PART-I (Technical Bid)

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### Invitation for tender offers

A).UCO Bank invites sealed tender offers ( technical and commercial offer) from eligible, reputed and interested Agencies for Electrical Safety Audit at all branches under Zonal Office, Dehradun branches in locations as follows under jurisdiction of UCO Bank, Zonal Office, Dehradun

Sl No	Area/Location	No. of Branches	Name of the branches /offices with address
1	DISTT.- DEHRADUN	19	Dehradun, Rajpur, Racecourse, Sahastradhara, Clement Town, Basant Vihar, Banjarawala, Mehuwala Mafi, Selaqui, Vikas Nagar, Nathanpur, Miyawala, Garhikanth, Manduwala, Raipur, Doiwala, Sabawala, Rishikesh & Zonal Office Dehradun
2	DISTT.- ALMORA	05	Ranikhet, Bhikiasen, Almora, Kapkote & Saharphatak
3	DISTT.-UDHAM SINGH NAGAR & NAINITAL	16	Haldi, Gadarpur, Rudrapur, Pantnagar, Haldwani, Kashipur, Nanakmatta, Sitarganj, Ramnagar, Bajpur, Tanakpur, Kichcha, Shantipuri, Nainital, Sissona & Jaspur
4	DISTT.-HARIDWAR	05	Haridwar Main, Govindpuri, Roorkee, Haripur kalan & Haripur Khurd
5	DISTT.- PAURI	02	Kotdwar & Srinagar
6	DISTT.- UTTARKASHI	01	Uttarkashi
7	DISTT.- RUDRAPRAYAG	02	Rudraprayag & New Tehri
8	DISTT.- GOPESHWAR	01	Gopeshwar
9	DISTT. PITHORAGARH	04	Pithoragarh, Bageshwar, Kausani & Kapkote
10	DISTT.- CHAMPAWAT	01	Champawat

A complete set of tender document to be down loaded by the eligible tenderer from the website [www.ucobank.com](http://www.ucobank.com)

### B)

Tender Reference	
Cost of Tender Documents	Rs. 1000.00 (Rupees One Thousand only) (Non refundable). Cost of Tender Document against each location 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 Dehradun.
Advertisement in News Papers and Bank's website on	Advertisement in news paper- 29.06.2016
Pre Bid Meeting	Pre Bid Meeting will be held on 13.07.2016 at 1100 hours in UCO Bank, Zonal Office at Dehradun during which issues relating to the tender will be discussed and clarifications if any will be furnished. Bidders are requested to attend the pre-bid

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	meeting, at their cost.
Last Date & Time for Submission of Tender	12.07.2016 upto 3:00 PM at Zonal Office, Dehradun
Date and Time of Opening Technical Bid i.e Part-I	13.07.2016 at 4:00 PM at Zonal Office, Dehradun
Date of Opening of Financial Bid	We will open Part-II of tender against each location 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.
Address of Communication	24 A, NCR Plaza, 11nd floor, New Cantt Road, Dehradun (U.K.)
Contact Number	0135-6518904, 6518906 & 2742868

C) There will be ..... separate tender based on locations/Area. Any one applicant can participate in one or more than one tender.

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D) For participation of more than one tender bidder required to submit one technical bid in separate sealed envelop, super scribing "PART-I (Technical Bid)" and separate price bids in separate sealed envelops and super scribing "PART-II (Price Bid)" and location . For applying more than one tender, location wise tender cost must be submitted in separate sealed envelops and super scribing "tender cost" and location .

E) All the information relating to corrigendum, results of pre-bid meeting , selected bidders to participate in Price Bid , name of L-1 bidders etc. will be given in Bank's website only which may please be noted. No separate newspaper notification will be issued in this regard.

F) Technical offers will be opened in the presence of the vendor's representatives who choose to attend on the date and time specified above.

G) In case the date of pre-bid meeting, last date of issuance and/ or the date of receipt and opening of tender are declared as holiday, the respective date shall be treated as deferred/re-scheduled to the next working day correspondingly.

H) It may be noted that the requirement given in this RFP is indicative only .

I) Fax and E-mail tenders/offers will not be accepted.

J) Bank reserves the right to accept / reject in part or full any or all offers without assigning any reason whatsoever and without any cost or compensation therefore. Any decision of UCO Bank in this regard shall be final, conclusive and binding on the Offerer/Tenderer.

  
Zonal Manager,  
Zonal Office -Dehradun  
UCO Bank.

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**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,  
Zonal Office, Dehradun  
UCO Bank



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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 Uttarakhand. 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 at Dehradun' and must be submitted **on or before the last date & time mentioned in page no.3.**

#### 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.

### 3. 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.

**4. EVALUATION 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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#### 5 .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.

5. 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.

#### 6. Placement of Order/Letter Of Intent(LOI):

The splitting of order will be in 50:30:20 ratio provided L-2 and L-3 agrees to match approved price and agrees for all terms and conditions.

In case L-2 and L-3 vendor is not willing to match approved price, the Circle Office, Lucknow will call L-4, L-5,.... vendors etc. , in that order to step into the position of L-2 and L-3 vendor. In the event of disagreement of our proposal by any of the higher bidders the entire quantity will be awarded to L-1. However, in case only one higher bidder agrees to our proposal, ration will be 60:40.

Upon identification of vendors by Zonal Office, Dehradun, LOI will be issued by them accordingly with details terms & conditions. After execution of Agreement detailed work order will be issued by Zonal Office, Dehradun.

**7. Date of Commencement:** The work shall be deemed to be commenced from **Fifteenth day** from the date of receipt of work order or handing over of site which ever 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.

**8. Time of Completion : 1 (One Week)** per branch from the stipulated date of commencement of the work.

**9 Execution of Agreement:** The successful bidders will have to execute an Agreement with Zonal Office, Dehradun 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 .

**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 :

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- a. Fails to accept the purchase order within the specified time .
- b. Delay in execution of work beyond the specified period.
- c. Partial execution of job.

d. Serious discrepancies noted in the items delivered.

e. Breaches in the terms and conditions of the Order

f) 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 therefor.

**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.**

a. 100% Payment will be made by after submitting of detailed report as per Bank's format

b. No payment will be made till execution of Agreement with Zonal Office, Dehradun.

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

**12.** The Applicants may visit the locations before submission of their quotation.

**13.** Bank reserves the right to accept or reject any or all quotation/s without assigning any reason.

  
Zonal Manager,  
Zonal Office - Dehradun  
UCO Bank

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### Scope of work

1. The Successful Bidder will be engaged for 'Electrical Audit' of Banks Buildings/Branches at under Zonal Office, Dehradun.
2. The work is to be started in consultation with GAD Department., UCO Bank, Zonal 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.

Zonal Manager  
Zonal Office: Dehradun  
UCO Bank.



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### FORM OF TENDER

To  
The ..... Manager  
UCO Bank ..... Office  
.....  
.....

Sir,

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

2. We understand that the time schedule to complete the job is 1 (One Week) per branch from the stipulated date of commencement of the work and the same accepted by us is the essence of the contract.

3. We enclose a Pay Order / Demand Draft for Rs 1,000/- (Rupees One Thousand only) drawn in favour of UCO Bank and Payable at ..... as Tender Cost (P.O/DD No..... Date..... Issuing Bank..... Branch.....)

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

5. 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 ..... 201

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### Annexure-I

#### Report Format

**1. Floor wise assessment of luminaries/light fittings** (Report to be submitted as per following format):

Type of luminaries /light fittings	No. of luminaries /light fittings	Lux level of luminaries /light fittings	Total electrical load consumption		Remarks (Condition of light fixtures acceptable or Not)	Suggestions on improvement, if any
			Watt	Amp		

**2. Floor wise assessment of Air conditioning system** (Report to be submitted as per following format):

Type of Air conditioning units	No. of Air conditioning	Capacity of Air conditioning (TR)	Total electrical load consumption		Condition of air conditioning system	Remarks (Condition of machine acceptable or Not)	Suggestions on improvement, if any
			Watt	Amp			

**1. Floor wise assessment of UPS** (Report to be submitted as per following format):

No. of UPS	Capacity of (KVA)	P.P. Voltage of each UPS			R-N Voltage each UPS			Phase Currents			Total electrical load consumption		Neutral Earthing & its adequacy	Protective earthing & its adequacy	Remarks (Condition of machine acceptable or Not)	Suggestions on improvement, if any
		R	Y	B	R	Y	B	R	Y	B	KW	A				

**2. Floor wise assessment of electric circuit** (Report to be submitted as per following format):

Sl.No	Heads	Result	Remarks (acceptable)	Suggestions on

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			or Not	improvement, if any
1	Presence of Main switch interlocking if two different supplies are coming to Distribution panel			
2	Availability of correct identification of circuit details and protective devices			
3	Presence of non standard (mixed) cable colour warning notice at or near consumer unit / Distribution board			
4	Cables correctly supported throughout their run or not			
5	Condition of insulation of live parts			
6	Adequacy of wiring for current carrying capacity with regard to the type and nature of the installation			
7	Adequacy of protective devices, type and rated current for fault protection			
8	Presence and adequacy of circuit protective conductors			
9	Whether Low voltage cables segregated from Medium voltage cables			
10	Whether Cables separated / segregated from non electrical services			
11	Whether proper termination of cables at enclosures			
12	Connections soundly made and under no undue strain	Insulation of conductor visible outside enclosure		
		Connections of live conductors adequately enclosed		

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		Adequately connected at point of entry to enclosure (glands, bushes etc.,)			
		Condition of accessories including socket outlets, switches & joint boxes			
13	Other special observations, if any record the results of particular inspections applied separately				

3. **Floor wise assessment of electrical Panel room** (Report to be submitted as per following format):

Sl.No	Heads	Result	Remarks (acceptable or Not)	Suggestions on improvement, if any
1	Presence of Main switch interlocking if two different supplies are coming to Distribution panel			
2	Availability of correct identification of circuit details and protective devices			
3	Presence of non standard (mixed) cable colour warning notice at or near consumer unit / Distribution board			
4	Cables correctly supported throughout their run or not			
5	Condition of insulation of live parts			

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6	Adequacy of wiring for current carrying capacity with regard to the type and nature of the installation			
7	Adequacy of protective devices, type and rated current for fault protection			
8	Presence and adequacy of circuit protective conductors			
9	Whether Low voltage cables segregated from Medium voltage cables			
10	Whether Cables separated / segregated from non electrical services			
11	Adequacy of protective earthing conductor			
12	Adequacy of Neutral earthing conductor			
13	Whether proper termination of cables at enclosures			
14	Connections soundly made and under no undue strain	insulation of conductor visible outside enclosure		
		Connections of live conductors adequately enclosed		
		Adequately connected at point of entry to enclosure (glands, bushes etc.,)		

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		Condition of accessories including socket outlets, switches & joint boxes			
15	Details switch gear panels	No of Panels			
		Rating of panels			
		Measurement of P-P & P-N voltage of Panels			
		Measurement of P-P & P-N current of Panels			
		Condition of Panels			
		Any other observations			
16	Whether method of Cables laid inside the Electrical room is acceptable				
17	Total Electrical Load of the Floor	Air conditioning load			
		Light & power load			
18	Whether electrical load balancing is acceptable (give details of phase wise load )				

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19	Other special observations, if any record the results of particular inspections applied separately			
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**6. Assessment of Substation** (Report to be submitted as per following format) [If required]:

Sl.No	Heads	Result	Remarks (acceptable or Not)	Suggestions with new technologically energy efficient, environment friendly, cost benefited air conditioning system
1	Presence of Main switch interlocking if two different supplies are coming to Distribution panel			
2	Availability of correct identification of circuit details and protective devices			
3	Condition of metering equipment			
4	Condition of isolator (where present)			
5	Presence of non standard (mixed) cable colour warning notice at or near consumer unit / Distribution board			
6	Cables correctly supported throughout their run or not			
7	Condition of insulation of live parts			
8	Adequacy of wiring for current carrying capacity with regard to the type and nature of the installation			
9	Whether Low voltage cables segregated from Medium voltage cables			
10	Whether Cables separated / segregated from non electrical services			
11	Whether proper termination of			

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	cables at enclosures				
12	Connections soundly made and under no undue strain	insulation of conductor			
		visible outside enclosure			
		Connections of live conductors			
		adequately enclosed			
		Adequately connected at point of entry to enclosure (glands, bushes etc.,)			
		Condition of accessories including			
		socket outlets, switches & joint boxes			
13	Adequacy of protective earthing conductor				
14	Adequacy of Neutral earthing conductor				
15	High tension cable size adequacy				
16	Interlocking between High tension and Low tension switch gears				
17	Interlocking between Transformers (if any)				
18	Details Over voltage protection	No.			
		Rating & make			
		Condition			
		Any other observations			

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19	Under voltage protection	No.			
		Rating & make			
		Condition			
		Any other observations			
20	Earth fault protection	No.			
		Rating & make			
		Condition			
		Any other observations			
21	Short circuit protection	No.			
		Rating & make			
		Condition			
		Any other observations			
22	Over current protection	No.			
		Rating & make			
		Condition			
		Any other observations			
23	Whether method of Cables laid inside the Electrical room is acceptable				
24	Total Electrical Load	Air conditioning load			
		Light & power load			
25	Whether electrical load balancing is acceptable (Give details phase wise load)				

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26	Other special observations, if any record the results of particular inspections applied separately			
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**6.A Assessment of Substation switchgears**(Report to be submitted as per following format) [If required]::

N o o f B r e a k e r s	Capacity of each breaker	P-P Voltage of each breaker			P-N Voltage of each breaker			Phase Currents				Total electrical load consumption		Neutral Earthing & its adequacy	Protective earthing & its adequacy	Condition of insulations	Whether breakers are loaded/under loaded and extant thereof in %	Remarks (Condition of machine acceptable or Not)	Suggestions on improvement, if any
	1. Rating																		
	2.make	R	Y	B	R	Y	B	R	Y	B		KW	A						
	3.type																		

**7. Assessment of Transformer** (Report to be submitted as per following format): [If required]:

N o o f T r a n s f o r m e r s	Capacity of each Transformer	P-P Voltage of each Transformer			P-N Voltage of each Transformer			Phase Currents				Total electrical load consumption		Neutral Earthing & its adequacy	Protective earthing & its adequacy	Condition of insulations	Whether transformer is loaded/under loaded and extant thereof in %	Remarks (Condition of machine acceptable or Not)	Suggestions on improvement, if any
	1. Rating																		
	2.make	R	Y	B	R	Y	B	R	Y	B		KW	A						
	3.type																		

**8. Assessment of Elevator** (Report to be submitted as per following format): [If required]:

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No of Elevators	Capacity of each elevator	P-P Voltage			P-N Voltage			Phase Currents			Total electrical load consumption	Parameters of the motors					Neutral Earthing & its adequacy	Protective earthing & its adequacy	Condition of insulation	Remarks (Condition of machine acceptable or Not)	Suggestions on improvement, if any
		R	Y	B	R	Y	B	R	Y	B		No	Capacity (KW)	Voltage	Current	Condition of motors					
1. Rating											KW	A									
2. make																					
3. type																					

9. Assessment of Pump (Report to be submitted as per following format):

No of Pump	Capacity of each pump	P-P Voltage			P-N Voltage			Phase Currents			Total electrical load consumption	Parameters of the pump motors					Neutral Earthing & its adequacy	Protective earthing & its adequacy	Condition of insulation	Remarks (Condition of machine acceptable or Not)	Suggestions on improvement, if any
		R	Y	B	R	Y	B	R	Y	B		No	Capacity (KW)	Voltage	Current	Condition of motors					
1. Rating											KW	A									
2. make																					
3. type																					

10. Assessment of Earthing system (Report to be submitted as per following format):

**Earthing Continuity Testing:** This Test is conducted to find out any equipment that has not been earthed properly and in compliance with **Indian Electricity Act 1956, IS-1200 part I and as per IS-3043 of 1966**. It is to be checked with the help of Continuity Testing Meter and Earth Resistance Meter

Sl.No	Heads	Result	Remarks (acceptable or Not)	Suggestions with new technologically energy efficient, environment friendly, cost benefited air conditioning system

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1	No of earth pit			
2	Type			
3	Earthing test report			
4	Continuity test report			
5	Condition of total earthing system for the building. (Give detail report)			
6	Neutral Earthing & its adequacy			
7	Protective earthing & its adequacy			
8	Other special observations, if any record the results of particular inspections applied separately			

**11. Assessment of lighting protection system**(Report to be submitted as per following format):

Sl.No	Heads	Result	Remarks (acceptable or Not)	Suggestions with new technologically energy efficient, environment friendly, cost benefited air conditioning system
1	Number of terminals			
2	Number of down conductors			
3	Continuity of conductor			
4	Condition of the lightning conductor			
5	Joints condition			
6	Testing point on down conductor			
7	Earth conductor condition			
8	Earth resistance			

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9	Other special observations, if any record the results of particular inspections applied separately			
---	--	--	--	--

**12. Assessment of Diesel Generating Set (Report to be submitted as per following format):**

No. of Diesel Generator Set	Capacity of each Diesel Generator Set	P-P Voltage of each Diesel Generator Set			P-N Voltage of each Diesel Generator Set			Phase Currents			Total electrical load consumption		Neutral Earthing & its adequacy	Protective earthing & its adequacy	Condition of Insulations	Whether Diesel Generator Set over loaded/under loaded and extent thereof in %	Remarks (Condition of machine acceptable or Not)	Suggestions on Improvement if any
		R	Y	B	R	Y	B	R	Y	B	KW	A						
1. Rating																		
2. make																		
3. type																		

**ANNEXURE-II**

**APPLICATION FORMAT FOR ENGAGEMENT OF ELECTRICAL AUDIT FOR VARIOUS ..... BUILDINGS/OFFICES/BRANCHES/ OF UCO BANK AT .....**

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/

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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:

8.1. Details of Permanent

Account Number:

(Enclose photocopy of PAN Card)

9. Whether empanelled with other PSU Banks/

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/Govt. Deptts./PSUs/Autonomous bodies. If so,

Please furnish the following particulars:

(Enclose copies of relevant documents)

Name of Organisation/ Date of Empanelment Validity  
Institution

10.

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

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

<u>Name of organization</u>	<u>Value of work</u>	<u>Number of Buildings</u>	<u>of</u>	<u>Stored</u>	<u>Total Sq.ft</u>	<u>Stipulated completion time</u>

(Enclose copies of relevant work orders)

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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

ANNEXURE-III

Draft Agreement

Article of agreement made this \_\_\_\_\_ day of \_\_\_\_\_ 201

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 .

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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 .....

GENERAL TERMS AND CONDITIONS:

**1.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 **Fifteenth day** from the date of receipt of work order or handing over of site which ever 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 (One Week)** 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 :**

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- a. Fails to accept the purchase order within the specified time .
- b. Delay in execution of work beyond the specified period.
- c. Partial execution of job.
- d. Serious discrepancies noted in the items delivered.
- e. Breaches in the terms and conditions of the Order
- f) Bank's 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 therefor.

**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.**

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

**12. INTEGRITY Pact :** .....agrees to execute Integrity Pact as per Bank's format as per Annexure-IV on Non-judicial Stamp Paper of appropriate value with ..... Office, .....

**13. INDEMNITY:** .....agrees to submit Indemnity Bond as per Bank's format as per Annexure-V on Non-judicial Stamp Paper of appropriate value with ..... Office, .....

**14. Non-Discouser :** The successful bidder 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.

**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.

Signed on behalf of the UCO Bank

Signature on behalf  
of the vendor

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By its duly authorized Officer

in presence of:

In presence of:

1) Signature.....

1) Signature.....

Name with address:

Name with address:

2) Signature.....

2) Signature.....

Name with address

Name with address:

#### ANNEXURE-IV

#### FORMAT OF INTEGRITY

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 and its General Administration Department at 1A, Russel Street Kolkata - 700071, 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, administrators and successors) of the "ONE PART And

..... Hereinafter referred to as "The Bidder/Contractor".

#### Preamble

The Bank intends to award, under laid down organizational procedures, contract/s for.....The Bank values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness/transparency in its relation with its Bidder (s) and / or contractor (s).

In order to achieve these goals, the Bank will appoint an independent External Monitor (IEM), who will monitor the tender process and the execution of the contract for compliance with the principles mentioned above.

#### Section 1 – Commitments of the Bank.

1.The Bank commits itself to take all measures necessary to prevent corruption and to observe the following principles:-

a. No employee of the Bank, personally or through family members, will in connection with the tender for, or the execution of a contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.

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b. The Bank will during the tender process treat all Bidder(s) with equity and reason. The Bank will in particular, before and during the tender process, provide to all Bidders (s) the same information and will not provide to any Bidders (s) confidential/additional information through which the Bidder(s) could obtain an advantage in relation to the process or the contract execution.

c. The Bank will exclude from the process all known prejudiced persons.

2. If the Bank obtains information on the conduct of any of its employees which is criminal offence under the IPC/PC Act, or if there be a substantive suspicion in this regard, the Bank will inform the Chief Vigilance Office and in addition can initiate disciplinary actions.

#### Sections 2 – Commitments of the Bidder (s)/Contractor(s)

1. The bidder(s) /contractor(s) commit himself to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the tender process and during the contract execution.

a. The Bidder(s) contractor(s) will not directly or through any other persons of firm, offer promise or give to any of the Bank's employees involved in the tender process of the execution of the contract or to any third person any material or other benefit which he/she is not legally entitled to in order to obtain in exchange any advantage or during the execution of the contract.

b. The Bidder(s) /Contractor(s) will not enter with other Bidders into any undisclosed agreement of understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.

c. The Bidder(s)/Contractor(s) will not commit any offence under the relevant IPC/PC Act, further the Bidder(s) / contractors will not use improperly for purposes of competition or personal gain, or pass on to others, any information or document provided by the Bank as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.

d. The Bidder(s) / Contractor (s) of foreign origin shall disclose the name and address of the Agent/representatives in India, if any. Similarly the bidder(s)/contractor(s) of Indian Nationality shall furnish the name and address of the foreign Banks, if any. Further details as mentioned in the "Guidelines on Indian Agents of Foreign Suppliers" shall be disclosed by the Bidder(s)/Contractor(s). Further, as mentioned in the Guidelines all the payments made to the Indian agent/representative have to be in Indian Rupees only.

e. The Bidder(s)/Contractor(s) will when presenting his bid, disclose any and all payments he has made is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.

2. The Bidder (s) /Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.

#### Section 3: Disqualification from tender process and exclusion from future contracts

If the Bidder(s)/Contractor(s), before award or during execution has committed transgression through a violation of Section 2, above or in any other form such as to put his reliability or credibility in question, the Bank is entitled to disqualify the Bidder (s)/Contractor(s) from the tender process or take action as

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per the procedure mentioned in the "Guidelines on Banning of business dealings". Copy of the "Guidelines on Banning of business dealings" is annexed and marked as Annex-B".

#### Section 4 : Compensation for Damages

1. If the Bank has disqualified the Bidder(s) from the tender process prior to the award according to Section 3, the Bank is entitled to demand and recover the damages equivalent to Earnest Money Deposit/Bid Security.
2. If the Bank has terminated the contract according to Section 3, or if the Bank is entitled to terminate the contract according to Section 3, the Bank shall be entitled to demand and recover from the Contractor liquidated damages of the Contract value of the amount equivalent to Performance Bank Guarantee.

#### Section 5 : Previous Transgression

1. The Bidder declares that no previous transgressions occurred in the last three years with any other company in any country conforming to the anti corruption approach or with any other public sector enterprise in India that could justify his exclusion from the tender process.
2. If the bidder makes incorrect statement on this subject he can be disqualified from the tender process and action can be taken as per the procedure mentioned in "Guidelines on Banning of business dealings".

#### Section 6 : Equal treatment of all Bidders/Contractors/subcontractors.

1. The Bidder (s)/Contractor(s) undertake(s) to demand from all subcontractors a commitment in conformity with this Integrity Pact, and to submit it to the Bank before contract signing.
2. The Bank will enter into agreements with identical conditions as this one with all bidders, contractors and subcontractors.
3. The Bank will disqualify from the tender process all bidders who do not sign this Pact or violate its provisions.

#### Section 7 : Criminal charges against violation Bidder(s)/Contractor(s)/Sub contractor(s).

If the Bank obtains knowledge of conduct of a Bidder, Contractor or subcontractor, or of an employee or a representative or an associate of a Bidder, Contractor or Subcontractor which constitutes corruption, or if the Bank has substantive suspicion in this regard, the Bank will inform the same to the Chief Vigilance Officer.

#### Section 8 : Independent External Monitor/Monitors

1. The Bank appoints competent and credible Independent External Monitor for this Pact. The task of the Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligations under this agreement.
2. The Monitor is not subject to instructions by the representatives of the parties and performs his functions neutrally and independently. He reports to the Chairman & Managing Director, UCO Bank.
3. The Bidder(s)/Contractor (S) accepts that the Monitor has the right to access without restriction to all project documentation of the Bank including that provided by the Contractor.

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The Contractor will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The same is applicable to subcontractors. The Monitor is under contractual obligation to treat the information and documents of the Bidder (s)/Contractor(s)/Subcontractor(s) with confidentiality.

4. The Bank will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the Bank and the Contractor. The parties offer to the Monitor the option to participate in such meetings.
5. As soon as the Monitor notices, or believes to notice, a violation of this agreement he will so inform the Management of the Bank and request the Management to discontinue or take corrective action, or to take other relevant action. The monitor can in this regard submit non-binding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act, in a specific manner, refrain from action or tolerate action.
6. The Monitor will submit a written report to the Chairman & Managing Director, UCO Bank within 8 to 10 weeks from the date of reference or intimation to him by the Bank and should be occasion arise, submit proposals for correction of problematic situations.
7. Monitor shall be entitled to compensation on the same terms as being extended to / provided to Independent Directors on the UCO Bank.
8. If the Monitor has reported to the Chairman & Managing Director, UCO Bank a substantiated suspicion of an offence under relevant IPC/PC Act, and the Chairman & Managing Director, UCO Bank has not, within the reasonable time taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the Monitor may also transmit this information directly to the Central Vigilance Commissioner.
9. The word "Monitor" would include both singular and plural.

#### Section 9 – Pact Duration.

This pact begins when both parties have legally signed it, if expires for the contractor 10 months after the last payment under the contract, and for all other Bidders & Months ---- the contract has been awarded.

If any claim is made lodged during this time, the same shall be binding and continue to be valid despite the lapse of this pact as specified above, unless it is discharged / determined by Chairman and Managing Director, UCO Bank.

#### Section 10 – Other provisions

- This agreement is subject to Indian Law, Place of performance and jurisdiction is the Registered Office of the Bank i.e. ....
- Changes and supplements as well as termination notices need to be made in writing. Side agreements have not been made.
- If the Contractor is partnership or a consortium, this agreement must be signed by all partners or consortium members.
- Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions.

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(For & on behalf of the Bank)

(Office Seal)

Place \_\_\_\_\_

Date \_\_\_\_\_

Witness : (Name & Address)

(For & On behalf of Bidder/Contractor)

(Office Seal)

Place \_\_\_\_\_

Date \_\_\_\_\_

Witness : (Name & Address)

**Annexure-V**

**Draft INDEMNITY Bond**

KNOW all men by these presents that I/We, Shri/Smt....., son/daughter/wife of Shri....., residing at ....., as Proprietor/Partner/Director of ....., having office at ....., a contractor/Vendor and have submitted an offer in response to Tender Notice No. .... dated ..... being being the indemnifier do hereby execute indemnity bond in favour of UCO Bank having their Head Office at 10, B.T.M Sarani, Kolkata-700 001 and having Zonal Office, at ..... on this--- day of -----, 201.,

WHEREAS the Bank invited tenders for .....-AND WHEREAS .....submitted tenders amongst others for the said work.

AND WHEREAS the Bank after observing all formalities in the matter, accepted the tender submitted by .....and informed them by its letter dated .....AND WHEREAS pursuant to acceptance of the tender given by the said Contractor, the Bank and the said Contractor have entered into an Agreement on.....for.....

AND WHEREAS it is one of the terms of the said Tender-Contract that the Contractor shall give an indemnity in the manner hereinafter appearing.

**NOW THIS BOND OF INDEMNITY WITNESSTH AS FOLLOWS:**

In consideration of the Bank having agreed to award the aforesaid contract to us more particularly described and stated in the aforesaid Agreement dated ----- and the related tender documents,

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UCO Bank, General Administration Department, Head Office, 2<sup>nd</sup> Floor, 10, B.T.M Sarani, Kolkata – 700 001

Phone: 033 44558422 E-mail: [hogad.calcutta@ucobank.co.in](mailto:hogad.calcutta@ucobank.co.in)

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we do hereby agree and undertake that we, being the indemnifier shall, at the time hereinafter save and keep the bank harmless and indemnified including its respective Directors, officers and employees and keep them indemnified from and against

1. Any third party claims, civil or criminal complaints/ liabilities, site mishaps and other accidents or disputes and/or damages occurring or arising out of any mishaps at the site due to faulty work, negligence, and/or for violating any law, rules and regulations in force, for the time being while executing civil work by me/us.
2. Any damages, loss or expenses due to/resulting from any negligence or breach of duty on the part of me/us or any sub-contractor/s if any, servants or agents.
3. Any claim by an employee of mine/ours or of sub-contractors if any, under the Workmen Compensation Act and Employer Liability Act or any other law, rules and regulations in force for the time being and any acts replacing and/or amendments thereof as may be in force at the time and under any law in respect of injuries to persons or property arising out of and in the course of execution of the contract work and/or arising out of and in course of employment of any workmen/employee.
4. Any act or omission of mine/ours or sub-contractors if any, ours/theirs servants or agents which may involve any loss, damage, liability, civil or criminal action.
5. We further agree and undertake that we shall during the contract period, ensure that all permissions, authorisations, consents are obtained from the local and or municipal and/or governmental authorities, as may be required under the applicable laws, regulations, guidelines, notifications, orders framed or issued by any appropriate authorities.
6. If any, additional approval, consent or permission is required by us to execute and perform the contract during the currency of the contract, we shall procure the same and/or comply with the conditions stipulated by the concerned authorities without any delay.
7. Our obligations herein are irrevocable, absolute and unconditional in each case irrespective of the value, genuineness, validity, regularity or enforceability of the aforesaid agreement or the insolvency, bankruptcy, re-organisation, dissolution, liquidation or change in ownership of the bank or indemnifier.

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8. Our obligation under this bond shall not be affected by any act, omission, matter or thing which would reduce, release us from any of the indemnified obligation under this indemnity or diminish the indemnified obligations in whole or in part, including in law, equity or contract (whether or not known to it, or to the bank).
9. This indemnity shall be governed by and construed in accordance with the laws of India. We irrevocably agree that any legal action suit or proceedings arising out of or relating to its indemnity may be brought in the Courts, Tribunals at ----- . Final judgment against us in any such action, suit or proceedings shall be conclusive and may be enforced in any other jurisdiction by way of suit on the judgment/decreed, a certified copy of which shall be conclusive evidence of the judgment/decreed, or in any other manner provided by law. By the execution of this indemnity, we irrevocably submit to the exclusive jurisdiction of such Court/Tribunal in any such action suit or proceeding.

IN WITNESS WHEREOF

----- (Name of Contractor) has set his/their hands

on this ----- day of -----, 2016

SIGNED AND DELIVERED BY THE AFORESAID ----- (Name of Authorised person)

IN THE PRESENCE OF WITNESS

1)

2)

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**UCO BANK**

**Zonal Office, GAD Department  
24 A, NCR Plaza, Street- New Cantt Road  
Email: [zodehradun.gad@ucobank.co.in](mailto:zodehradun.gad@ucobank.co.in)  
Phone: 0135-6518904, 6518906 & 2742868  
Website <http://www.ucobank.com>**

**OFFER FOR ENGAGEMENT OF ELECTRICAL AUDITOR FOR ALL BRANCHS/ BUILDINGS OF  
UCO BANK AT UNDER ZONAL OFFICE, DEHRADUN**

**PART-II (Price Bid)**

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Price Bid(1)

PRICE BID FOR OFFER OF ENGAGEMENT OF ELECTRICAL AUDITOR FOR  
.....BRANCHES/ BUILDINGS FOR AREA/LOCATION AGAINST SL.NO .1 OF UCO  
BANK AT.....

NAME OF THE BRANCHES/OFFICES WITH ADDRESS	APPROX AREA OF BRANCHES/ OFFICES IN SQ.FT	CHARGES
TOTAL		Rs.....  (Rupees in word..... .....)

Service Tax will be paid extra at applicable rate (Please specify)

Signature of Bidder with company seal

Note: The Bank reserves the right, not to execute all items of work nor to execute the full quantity of items, as mentioned in schedule of quantities.

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Price Bid (2)

PRICE BID FOR OFFER OF ENGAGEMENT OF ELECTRICAL AUDITOR FOR  
.....BRANCHES/ BUILDINGS FOR AREA/LOCATION AGAINST SL.NO .2 OF UCO  
BANK AT.....

NAME OF THE BRANCHES/OFFICES WITH ADDRESS	APPROX AREA OF BRANCHES/ OFFICES IN SQ.FT	CHARGES
TOTAL		Rs.....  (Rupees in word..... .....)

Service Tax will be paid extra at applicable rate (Please specify)

Signature of Bidder with company seal

Note: The Bank reserves the right, not to execute all items of work nor to execute the full quantity of items, as mentioned in schedule of quantities.

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Price Bid(.....)

PRICE BID FOR OFFER OF ENGAGEMENT OF ELECTRICAL AUDITOR FOR  
.....BRANCHES/ BUILDINGS FOR AREA/LOCATION AGAINST SL.NO ..... OF  
UCO BANK AT.....

NAME OF THE BRANCHES/OFFICES WITH ADDRESS	APPROX AREA OF BRANCHES/ OFFICES IN SQ.FT	CHARGES
TOTAL		Rs.....  (Rupees in word..... .....)

Service Tax will be paid extra at applicable rate (Please specify)

Signature of Bidder with company seal

Note: The Bank reserves the right, not to execute all items of work nor to execute the full quantity of items, as mentioned in schedule of quantities.