

# **NOTICE**

***Inviting Applications for  
Empanelment of Architects  
and Contractors in UCO  
BANK, INDORE ZONE .***

G.S. JANGIR,  
Deputy Zonal Head,  
UCO BANK,  
ZONAL OFFICE,  
380-381, Saket Nagar,  
Indore, 452018  
Phone: 07312438300

Applications are invited in the prescribed format for Empanelment of Architects and Contractors for executing the work of the Bank's buildings/premises, Interior and Electrical (refurnishing) work. **Preference would be given to the firms engaged in and applying for empanelment for Furnishing & Electrical work both.** The firms/companies fulfilling the eligibility criteria may download the “**Application form : Annexure - I**” and submit the Application form duly signed with seal on all the pages alongwith the supporting documents in a sealed cover and superscribed 'Application for EMPANELMENT OF ARCHITECT/CONTRACTOR' (as applicable) addressed to **Shri G.S.Jangir, Deputy Zonal Head, UCO Bank, Zonal Office Indore, 380-381 Saket Nagar, Indore, Pin Code : 452018.** The applicants are advised to go through the terms and conditions attached herewith carefully before making application. The Bank reserves the right to accept or reject any or all the applications without assigning any reasons thereof. Important dates are as under:

<b>1</b>	Last date for submission of applications	<b>Up to 3:00 PM on 26.02.2016</b>
<b>2</b>	Place & address for submission of Applications	<b>Mr. G.S.Jangir, Deputy Zonal Head UCO Bank, Zonal Office, Indore 380-381 Saket Nagar, Indore, Pin Code : 452018</b>
<b>3</b>	Submission of application	<b>Sealed applications duly completed in all respect may be submitted on or before due date &amp; time by registered / speed post on the above address.</b>
<b>4</b>	Date & time for opening of applications	<b>3:30 PM on 01.03.2016 at UCO Bank, Zonal Office, 380-381, Saket Nagar, Indore, Pin Code : 452018</b>

#### **Scope of the Work:**

<b>A</b>	<b>For Architects</b>	<b>B</b>	<b>For Contractors</b>
1	Drawing layout plans, preparing estimates and floating Tender.	1	Internal furnishing works.
2	Drawing plans for internal designing, furnishing works & Supervision thereof.	2	Electrical works and Air-conditioning.
3	Electrical works, Air-conditioning & Supervision thereof.	3	Data cabling & networking.
4	Data cabling, Networking & Supervision thereof.		

### **Terms & Conditions**

- 1). Applications should be submitted only in Bank's prescribed format.
- 2). Firms applying for appointment of Architects and Contractors should have the persons with Graduate/post Graduate Degree in Architecture/Construction/Civil Engineering from India or abroad and /or possessing the membership of the Institution of Engineers/Indian Institute of Architects/Council of Architecture or any other professional institute.
- 3). Firms should have the adequate infrastructure / manpower for supervision of civil & sanitary / interior furnishing/Electrical/Air-conditioning/Fire alarm & detection system/LAN work.
- 4). Architects and Contractors should have at least three years experience in execution of similar work in Banks/Public Sectors/Reputed Private Sector Organization.
- 5). Architects and Contractors should have successfully executed at least two similar scope of works up to 75% value of the project during last three years.
- 6). Members of Council of Architecture & AllA/Institution of Engineers for consultancy or any other professional institutes.
- 7). **The applicants should have their office / establishment with adequate infrastructure at Indore.**
- 8). The Bank reserves the right to visit the establishment of applicants before finalization of empanelment.
- 9). The Bank reserves the right to accept or reject in part or full any or all applications/offers without assigning any reason and without any cost or compensation therefore.
- 10). Bank reserves the right to call for report from the existing clients of the applicant if required.
- 11). The applicants shall have to deposit a sum of **Rs. 5,000/- (Rupees Five thousand only)** as Earnest Money in the form of **Demand Draft/Pay Order** in favour of **"UCO Bank"** drawn on any Scheduled Bank payable at Indore **without which no offer will be considered.** The Demand Draft/Pay Order should be submitted together with the application in a separate envelope superscribed **"Earnest Money"**. Only those applications submitted along with the Earnest Money shall be considered.
- 12). The amount of Earnest Money will be refunded or released to the unsuccessful applicants without **interest**, after the selection of the successful applicants and in the case of the successful applicants this amount will be held as security by the bank.
- 13). The selected Architects & Contractors will have to follow the terms & conditions as to the extent applicable.
- 14). In case of any dispute, the competent court in Indore alone shall have jurisdiction.
- 15). If, information and details furnished by applicants are found to be false at any time in future or any information withheld, which comes to the notice of the Bank at a later date, the empanelment of such applicant will be cancelled immediately.
- 16). If the application is made by a partnership firm, a certified copy of the partnership deed, current address of the firm and the full name and current address of all the partners of the firm shall also accompany the application.
- 17). If the application is made by a limited company, it shall be signed by a duly authorised person holding the power of attorney for signing the application in which case certified copies of the power of attorney and the certification of incorporation, Memorandum of Articles of Association shall accompany the application.
- 18). The authorised person of the firm/ company shall sign in all the pages of the application with seal of the company/ firm.

**PARTICULARS OF THE FORM TO BE FURNISHED FOR THE PURPOSE OF EMPANELING OF ARCHITECTS AND CONTRACTORS.**

1. Name of the Architect/Contractor/Organisation :
2. Address :
3. Email-Id :
4. Year of establishment:
5. Status of the Firm:  
(Whether Company/Firm/Proprietary)
6. Name of Directors/Partners/Proprietor:
  - i)
  - ii)
  - iii)
7. Whether registered with the Registrar of Companies/Registrar of Firms. If so mention number and date.
8. a) Name and address of Bankers:

<ol style="list-style-type: none"><li>i)</li><li>ii)</li></ol>	<ol style="list-style-type: none"><li>ii)</li><li>iv)</li></ol>
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9. Whether registered for sales tax purpose, if so, mention number and date.
10. Whether an assessee of Income Tax, if so mention permanent account number.
11. Furnish copies of certificates of qualification/registration.
12. If registered in the panel of other organizations/statutory bodies/Banks etc. furnish their names, category and date of registration.

<ol style="list-style-type: none"><li>i)</li><li>iii)</li><li>v)</li></ol>	<ol style="list-style-type: none"><li>ii)</li><li>iv)</li><li>vi)</li></ol>
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13. What are the fields of activities? Mention the fields on preference basis.

<ol style="list-style-type: none"><li>i)</li><li>iii)</li><li>v)</li></ol>	<ol style="list-style-type: none"><li>ii)</li><li>iv)</li><li>vi)</li></ol>
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14. Whether willing to work anywhere in Indore Zone or mention the places where willing to work.

15. (i) Detailed description and value of works done of others in the past.
- (ii) Detailed description and value of works done for the Banks.
- (iii) Detailed Name of the Bank for which the work has been done in the past.  
(Enclose empanelment letter)

16. Specify the maximum value of work executed in a year.

17. Categories of Work:

18. Furnish the names of three responsible persons who will be in a position to certify about the quality as well as past performance of the organization.

- (i)
- (ii)
- (iii)

### **PROFORMA – 1**

#### **PARTICULARS IN RESPECT OF WORK EXECUTED**

SL. NO.	Name of work / project with Address	Short prescription of work Executed	Name & Address of Owner	Value of work executed	Stipulated time of completion	Actual time of completion	Remarks
1.	2.	3.	4.	5.	6.	7.	8.

### **PROFORMA – 2**

#### **KEY PERSONNEL PERMANENTLY EMPLOYED**

SL. NO.	Name	Designation	Qualification	Experience	Years with Firm	Any Other
1.	2.	3.	4.	5.	6.	7.

#### **OTHER RELEVANT INFORMATION**

**Checklist of documents to be submitted**

- a).** The list of similar works executed in last three years in Banks/Public Sectors/Reputed Private Sector Organization along with completion certificate mentioning therein the details of work with value & date of completion (**as per Proforma-1 in Annexure-I**).
- b).** Copies of PAN card, Trade License, VAT registration certificate (if applicable), Service Tax registration certificate and any other registration certificates, as may be necessary, as per Rules of local Statutory Authorities pertaining to State of Madhya Pradesh.
- c).** Copies of certificates on Graduate/Post Graduate Degree in Architecture/Construction/Civil Engineering from India or abroad and /or the membership of the Council of Architecture/Institution of Engineers for consultancy/Indian Institute of Architects or any other professional institute.
- d).** Audited account and Balance Sheet for last three years should be submitted.
- e).** Key personnel permanently employed (**as per Proforma-2 in Annexure – I**).
- f).** Application form in **Annexure – I** with Checklist in **Annexure –II**.
- g).** **Annexure – I** duly signed as a token of acceptance.
- h).** Earnest Money Deposit of Rs. 5,000/- (Rupees Five thousand only) in form of DD/Pay Order favouring UCO Bank, payable at Indore.

## **DECLARATION**

1. All the information furnished by me / us here above is correct to the best of my knowledge and belief.
2. I / we have no objection if enquiries are made about the work listed by me / us in the accompanying sheets/annexures.
3. I / We agree that the decision of **UCO BANK, ZONAL OFFICE INDORE** in selection of contractors will be final and binding to me / us.
4. I / We have read the instructions appended to the Performa and I / We understand that if any false information is detected at a later date the empanelment shall be cancelled at the discretion of the bank.

**Place :**

**SIGNATURE OF APPLICANT:**

**Date :**

**NAME & DESIGNATION:**

**SEAL OF ORGANISATION:**