

यूको बैंक

सम्मान आपके विश्वास का



UCO BANK

Honours your trust

DATE: - 30.10.2015

NOTICE

Applications are invited from bonafide Contractors and Architect/ Consultants for preparation of list of empaneled contractors, Architects/Consultants for undertaking composite jobs like civil, interior furnishing electrical & data cabling etc. on prescribed format which can be had from Zonal Office. The applicants should have offices in Lucknow. The application should reach the **Zonal Manager**, UCO Bank, Zonal Office, B1/122 Vineet Khand, Lucknow - 226010 by 16.11.2015

  
ZONAL MANAGER

**Zonal Office, Lucknow**

**REQUEST FOR PROPOSAL (REP) FOR EMPANELMENT OF CONTRACTORS OF  
VARIOUS TRADES FOR BANK'S WORK IN LUCKNOW ZONE.**

Applications are invited from bonafide **Contractors** for empanelment in various financial categories of the following Trades:

| Type of work  | Financial Outlay per reference   |
|---|--|
| Civil Construction/Repairing work including Sanitary and Plumbing work. | Category-A: up to Rs.2 lacs<br>Category-B: more than Rs.2 lacs & less than Rs.10 lacs<br>Category-C: more than Rs.10 lacs & less than Rs.25 lacs   |
| Furnishing work including repairing of Furniture.                       | Category-A: up to Rs.5 lac<br>Category-B: more than Rs.5 lac & less than Rs.10 lacs<br>Category-C: more than Rs.10 lacs & less than Rs.25 lacs   |
| New Electrical work and repairing work. Data Cabling                    | Category-A: up to Rs.1 lac<br>Category-B: more than Rs.1 lac & less than Rs. 4 lacs<br>Category-C: more than Rs.4 lacs & less than Rs.10 lacs<br>Category-D: more than Rs.10 lacs & less than Rs.30 lacs |
| Monthly Operation/ maintenance services of electrical installations.    | up to Rs.1 lac   |

For Monthly/Quarterly services, the annual value of services is to be taken for the purpose of fixing the financial limit in the respective trade & category of services.

Applications are also invited from bonafide **Architects/consultants** for empanelment in the following financial categories for works Under Varanasi Zone

1. Work value up to Rs. 10,00,000/-
2. Work value Above Rs. 10,00,000/-

**General Instructions for guidance of applicants in respect of empanelment of contractors:**

- Applications should be submitted only in Bank's prescribed format. Additional sheet of papers may be used for submitting the applications, wherever space in the format is found inadequate.
- Contractors applying for empanelment in a trade should have at least five years experience in execution of similar work in Banks/ Govt./Public Sector/reputed private sector organizations in respective trades.
- Contractors applying for empanelment in a specific trade and financial category for the works other than services, should have successfully executed **at least five**

**similar work** in the particular trade for 75% of the upper limit of the particular financial category in last five years.

- Contractors applying for empanelment in a specific trade and financial category for the jobs of services, should have successfully executed similar work in the particular trade of services for 75% of the annual upper limit of the particular financial category **in each year during last five years.**
- No contractor should apply for more than one financial category in a particular trade of work or services. If a contractor applies for more than one financial category in a particular trade of work or services, his application will be summarily rejected.
- The applicants should have their office/establishment in Lucknow.
- Contractors applying for the trade of Electrical work, should possess the valid Electrical contractor's licence, issued by the Directorate of Electricity, Govt. of Uttar Pradesh., in the name of the contractor. Photocopy of such licence should be submitted with the application.
- Contractors applying for Pest control services, should be a member of IPCA (Indian Pest Control Association). Photocopy of such membership certificate should be submitted with the application.
- The Bank reserves the right to visit the establishment / workshop of applicants of any trade before finalization of empanelment.
- The Bank reserves the right to accept or reject any application without assigning any reason therefor.

Sealed envelopes containing the application for empanelment and super scribing the name of trade/services with financial category, should be submitted to the **Zonal Manager, UCO Bank, Zonal Office, B 1/122 Vineet Khand, Gomti Nagar, Lucknow (U.P.) PIN-226010** by 4.00pm on or before **20.04.2015** along with the following documents/ papers:

- i) The list of similar work executed in last five years in Banks/Govt. Departments/Public Sector Organizations / Reputed Private Sector organizations along with Completion certificates mentioning therein the details of work with value & date of completion (As per Annexure-I).
- ii) Audited account and Balance Sheet for last three years in case of financial category above Rs.10 Lacs.
- iii) Total Annual Turnover in last three years.
- iv) Name and Address of Bankers with solvency certificate.
- v) Inspection & Testing facilities & procedure in case of purchase of machineries /equipments.
- vi) Address of fully equipped service centre locally in case of purchase of equipments/machineries.
- vii) Copies of PAN card, VAT registration certificate, Service Tax registration certificate and any other registration certificates/licences, as may be necessary, as per Rules of local Statutory Authorities.
- viii) Key Personnel permanently employed (As per Annexure-II).
- ix) Work Force and Workshop facilities (As per Annexure-III)

**General Instructions for guidance of applicants in respect of empanelment of Architects/Consultants:**

Applications are invited from experienced Architects/Consultants for undertaking / supervising composite jobs as follows:

- a) Civil & Structural work
- b) Sanitary & plumbing Work
- c) Interior Decoration and furnishing works
- d) Electrical works including operation of generating set
- e) Data cabling work
- f) Installation of Air-conditioning plants/works
- g) Fire prevention works
- h) Installation of electronic Sensor systems and other similar works
- i) Repair and maintenance of telephone system
- j) General Maintenance works

Experienced contractors in the respective field from the following areas in Uttar Pradesh are required to submit their credentials / Organizational profile only in Bank's prescribed format. Additional sheet of papers may be used for submitting the applications, wherever space in the format is found inadequate. The Architects/Consultants should have registered with their local authority / chapter at Lucknow

Applicants have to enclose photocopies of Income Tax / Sales Tax/ Clearance Certificate. The corporate/ partnership firms are required to submit audited balance sheet for the last 3 years.

- Firms, applying for empanelment of Architects/Consultants should have the persons with Graduate/Post Graduate Degree in Architecture or Civil Engineering from India or abroad and/or possessing the membership of the Indian Institute of Architects/ Council of Architecture/Institution of Engineers (Photocopy of such membership certificate should be furnished with the application). The Firms should have the adequate infrastructure/manpower for execution of Civil & Sanitary/Interior Furnishing/Electrical/Air-conditioning/Installation of Fire Detection & Suppression system/Installation of Lifts work.
- Architects/consultants applying for empanelment should have at least five years experience in execution of Civil & Sanitary/Interior Furnishing/Electrical/Air-conditioning/Installation of Fire Detection & Suppression system/Installation of Lifts work in Banks/ Govt./Public Sector/reputed private sector organizations.
- Architects/Consultants applying for empanelment in a specific financial category should have successfully executed at least five similar works for 75% of the upper limit of the particular financial category in last five years.
- The Bank reserves the right to visit the office/establishment of applicants before finalisation of empanelment.
- The existing empanelled Architects/Consultants of the Bank need to submit their applications afresh for new empanelment against this notification.
- The bank reserves the right to accept or reject any application without assigning any reason therefore.

- Applications incomplete or received after due date are liable to be rejected.

Sealed envelopes containing the application for empanelment and super scribing the "Application for Empanelment of Architects/Consultants" should be submitted to the **Zonal Manager, UCO Bank, Zonal Office, B 1/122 Vineet Khand, Gomti Nagar, Lucknow (U.P.) PIN-226010 by 4.00 PM on or before 20.04.2015** along with the following documents/ papers:

- i) The list of work executed in last five years in Banks/Govt. Departments/ Public Sector Organizations/Reputed Private Sector organizations along with completion certificates mentioning therein the details of work with value & date of completion. (As per Annexure-I)
- ii) Audited account and Balance Sheet for last three years
- iii) Name and Address of Bankers with solvency certificate.\
- iv) Copies of PAN card, VAT registration certificate, Service Tax registration certificate and any other registration certificates/licences, as may be necessary, as per Rules of local Statutory Authorities.
- v) Name of key personnel permanently employed (As per Annexure-II)

UCO BANKPARTICULARS TO BE FURNISHED FOR EMPANELMENT OF CONTRACTORS FOR VARIOUS TRADES/SERVICES AND FINANCIAL CATEGORIES

Trade.....

Financial Category .....

Name of Company/Firm:

1. Registered Address of the Company with Telephone No., FAX & E-mail ID:
2. Address of the Company with Telephone No., FAX & E-mail ID:
3. Year of Establishment:
4. Status of the Company (whether Proprietary/Private Ltd./Public Limited/Co-operative Society/Public sector/Autonomous body/Govt. Department):
5. Name of Proprietor/Directors/Partners/Controlling body:
  - i)
  - ii)
  - iii)
6. 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. :
7. a) Name and Address of Bankers:
 

|      |     |
|------|-----|
| i)   | ii) |
| iii) | iv) |

b) Enclose Solvency certificate from at least one Banker in a sealed envelope marked confidential.
8. Whether registered for VAT. If so, please mention the VAT registration number and furnish a copy of such registration certificate :
9. Whether registered for Service Tax. If so, please mention the service tax registration number and furnish a copy of such registration certificate:
10. Whether an assessee of Income Tax.If so, please mention the Permanent Account Number:

11. Furnish copies of Audited Balance Sheet with Profit & Loss account for last three years in case of applicants applying for the financial category of Rs.10 lakh & above:

2011-12                      2012-13                      2013-14

12. Whether empanelled with other PSU Banks/  
/Govt. Deptts./PSUs/Autonomous bodies. If so,  
Please furnish the following particulars:

|  |                                    |                            |                 |
|--|------------------------------------|----------------------------|-----------------|
| <u>Name of Organisation/<br/>Financial Institution</u> | <u>Trade/Services<br/>Category</u> | <u>Date of Empanelment</u> | <u>Validity</u> |
|--|------------------------------------|----------------------------|-----------------|

13. For the Trade of Electrical Work:

- i) Electrical contractor's Licence No. and validity:
- ii) Name of Issuing Authority:  
(Furnish photocopy of licence)

14. For the Trade of Pest Control Services:

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

15. For supply & Installation of room air-conditioners up to cooling capacity of 3TR (In case of authorized sales & service dealers):

|                             |  |  |
|-----------------------------|--|--|
| <u>Name of manufacturer</u> | <u>Date of engagement as<br/>Authorised Sales &amp; Service<br/>Dealer</u> | <u>Validity of such<br/>dealership</u> |
|-----------------------------|--|--|

(Furnish photocopies of certificate of such sales & service dealership)

16. Detailed Particulars for the works done in past five years:

|                             |                     |                                |
|-----------------------------|---------------------|--------------------------------|
| <u>Name of organization</u> | <u>Name of work</u> | <u>value of work completed</u> |
|-----------------------------|---------------------|--------------------------------|

Compliance of stipulated completion time

(Furnish photocopies of credentials)

17. Furnish the names of three responsible persons, who will vouch for your quality of work:

- i)
- ii)
- iii)

The particulars furnished in the application are true to the best of my/our knowledge & belief. I/we understand that if any of the particulars is found incorrect, even at a later stage, my/our empanelment will be cancelled.

Date:

Signature of Applicant with Seal

**PARTICULARS TO BE FURNISHED FOR EMPANELMENT OF ARCHITECTS/  
CONSULTANTS FOR DIFFERENT FINANCIAL CATEGORIES**

Financial Category.....

1. Name of Firm:
2. Registered Address of the Firm with Telephone No., FAX & E-mail ID:
3. Address of the Firm with Telephone No., FAX & E-mail ID:
4. Year of Establishment:
5. Name of person(s) attached to the Firm with Membership No. of Indian  
Institute of Architects/Council of Architecture/ Institution of Engineers:
6. Status of the Firm (whether Proprietary/Private Ltd./Public Limited/  
Co-operative Society/Public sector/Autonomous body/Govt. Department):
7. Name of Proprietor/Directors/Partners/Controlling body:
  - i)
  - ii)
  - iii)
8. 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. :
9. a) Name and Address of Bankers:
  - i)
  - ii)
  - iii)

b) Enclose Solvency certificate from at least one Banker in a sealed envelope  
marked confidential.
10. Whether registered for Service Tax.  
If so, please mention the service tax  
registration number and furnish a copy  
of such registration certificate:
11. Whether an assessee of Income Tax.  
If so, please mention the Permanent  
Account Number:



12. Furnish copies of Audited Balance Sheet Profit & Loss account for last three years in case of applicants applying for the financial category of Rs.10 lakh & above:  
2009-10              2010-11              2011-12
13. Whether empanelled with other PSU Banks//Govt. Deptts./PSUs/Autonomous bodies. If so, Please furnish the following particulars:

| <u>Name of Organisation/<br/>Financial<br/>Institution<br/>Category</u> | <u>Trade/Services</u> | <u>Date of Empanelment</u> | <u>Validity</u> |
|---|-----------------------|----------------------------|-----------------|
|---|-----------------------|----------------------------|-----------------|

Detailed Particulars for the works done in past five years:

| <u>Name of organization</u> | <u>Name of work</u> | <u>value of work completed</u> |
|-----------------------------|---------------------|--------------------------------|
|-----------------------------|---------------------|--------------------------------|

Compliance of stipulated completion time

(Furnish photocopies of credentials)

Furnish the names of three responsible persons, who will vouch for your quality of work:

- i)
- ii)
- iii)

The particulars furnished in the application are true to the best of my/our knowledge & belief. I/we understand that if any of the particulars is found incorrect, even at a later stage, my/our empanelment will be cancelled.

Date:

Signature of Applicant with Seal

Annexure-I

| Sl. No. | Name of work/project with location | Short description of work executed | Name & address of owner | Value of work executed | Stipulated time of completion | Actual time of completion | Name of Principal Architect/Consultant |
|---------|------------------------------------|------------------------------------|-------------------------|------------------------|-------------------------------|---------------------------|--|
| 1       | 2                                  | 3                                  | 4                       | 5                      | 6                             | 7                         | 8                                      |
|         |                                    |                                    |                         |                        |                               |                           |  |

Date:

Signature of Applicant with seal

Annexure-IIKey Personnel Permanently Employed

| Sl.<br>No. | Name | Designation | Qualification | Experience | Year with the Firm | Any other |
|------------|------|-------------|---------------|------------|--------------------|-----------|
| 1          | 2    | 3           | 4             | 5          | 6                  | 7         |
|            |      |             |               |            |                    |           |

Date:

Signature of Applicant Seal

Annexure-IIIi) Work Force

| Permanently Employed        | No of persons employed | Years with the Firm |
|-----------------------------|------------------------|---------------------|
| $\alpha$ ) Mason            |                        |                     |
| $\beta$ ) Carpenter         |                        |                     |
| $\chi$ ) Mechanic           |                        |                     |
| $\delta$ ) Electrician      |                        |                     |
| $\varepsilon$ ) Mate/Helper |                        |                     |
| $\phi$ ) Others             |                        |                     |

ii) Workshop Facilities

| Location | Built-up area of workshop | Type of structure | Type of Facilities |
|----------|---------------------------|-------------------|--------------------|
|          |                           |                   |                    |

## iii) List of Major construction Equipment in possession of the Firm:

Date:

Signature of Applicant with seal