

**यूको बैंक**

(भारत सरकार का उपक्रम)

सम्मान आपके विश्वास का



**UCO BANK**

(A Govt. of India Undertaking)

Honours Your Trust

### **NOTICE FOR EMPANELMENT OF CONTRACTORS**

Applications are invited from bonafide contractors for empanelment for furnishing/ renovation/refurbishing/ Air-conditioning works of branches and offices premises under:

	Furnishing/renovation/refurbishing work including repairing of furniture with civil works like flooring, painting, repairing, sanitary & plumbing, electrical work and repairing of existing electrical works, telephone, Lan cabling and Airconditioning works etc.	
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#### **General Instruction for guidance of applicants in respect of empanelment of contractors:**

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. Application for empanelment in trade should preferably have at least three years experiences in execution of similar work in Banks /Govt./ Public Sector / reputed private sector organizations in respective trades.
3. Contractors applying for empanelment should have successfully executed at least two similar works in the relevant trade at least up to 75% of the upper limit of the particular financial category during last three years.
4. The applicants should have their office/ establishment in Uttar Pradesh State.
5. The Bank reserves the right to visit the establishment / workshop of applicants of any trade before finalization of empanelment.
6. The Bank reserves the right to accept or reject any application without assigning any reason thereof.
7. The existing empanelled contractors of the Bank need to apply afresh for empanelment against this notification.
8. Additional sheet of papers may be used for submitting the applications, wherever space in the format is found inadequate.

अंचल कार्यालय, मेरठ /Zonal Office, Meerut

कृष्णा प्लाजा, सी-2/6, डी ब्लॉक, गंगानगर, मवाना रोड, मेरठ-250001 (उत्तरप्रदेश)

'Krishna Plaza', C-2/6, D-Block, Ganga Nagar, Mawana Road, Meerut-250001 (Uttar Pradesh)

फोन:0121-2622349, फैक्स:0121-2622293,

ई-मेल: zo.meerut@ucobank.co.in

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9. Bank reserves the right to call for report from the existing clients of the applicant if required.

10. Scaled envelopes containing the application for empanelment and superscribing the name of trade

should be submitted to the **Zonal Manager, UCO Bank, Zonal Office, C-2/6, Krishna Plaza, Ganga**

**Nagar, Mawana Road, Meerut (U.P.) PIN\_250 001** by 01:00 P.M. on' 27.06.2015 along with the

following documents/ papers:

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अंचल कार्यालय, मेरठ /Zonal Office, Meerut

कृष्णा प्लाजा, सी-2/6, डी ब्लॉक, गंगानगर, मवाना रोड, मेरठ-250001 (उत्तरप्रदेश)

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- 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 / Purchase Order / Work Order mentioning therein the details of work value & date of completion. (as per annexure – IV & V).
- 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 for financial category of works above 10 lacs or more.
- Total Annual Turnover in last three years .
- Key personnel permanently employed (as per annexure – VI).
- Work force & workshop facilities (as per annexure – VII & VIII).

**Annexure- I**

**PARTICULARS TO BE FURNISHED FOR EMPANELMENT OF CONTRACTORS FOR  
FURNISHING/ RENOVATION/ REFURBISHING/ AIR-CONDITIONING WORKS**

Trade.....

Financial Category.....

1. Name of Company / Firm:

2. Registered Address of the Company with  
Telephone No., FAX & E-mail ID:

3. Address of the Company in Uttar Pradesh with  
Telephone No., FAX & E-mail ID:

4. Year of Establishment:

5. Status of the Company (whether Proprietary /  
Private Ltd. / Public Limited / Co-operative  
Society / Public Sector / Autonomous body /  
Govt. Department):

6. Name of the Proprietor / Directors /  
Partners / Controlling body:

i)

ii)

iii)

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:

8. a) Name and Address of Bankers:

i)

ii)

iii)



b) Enclose Solvency certificate from at least one Banker in a sealed envelope marked confidential.

9. Whether registered for VAT. If so, please mention the VAT registration number and furnish a copy of such registration certificate:
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 with Profit & Loss account for last three years in case of applicants applying for the financial category of 10 lakh & above:

2012-13      2013-14      2014-15

13. Whether empanelled with other PSU Banks / Govt. Depts. / PSUs / Autonomous bodies. If so, please furnish the following particulars:

<u>Name of the Organisation / Institution</u>	<u>Trade/Services</u>	<u>Date of Empanelment</u>	<u>Validity</u>	<u>Financial</u>
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14. Furnish the names of three responsible persons who will be in a position to certify about the quality as well as past performance of your organization

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

(Seal)

**Annexure – II**

**1. For the Trade of Electrical Work:**

- i) Electrical License No. and validity:
- ii) Name of Issuing Authority:  
(Furnish photocopy of license)
- iii) Name of the license holder and  
in what capacity the license holder  
is engaged with the company:

**Annexure – IV**

1. Detailed Particulars for the works done in past three years:

<u>Name of organization</u>	<u>Name of work</u>	<u>Value of work completed</u>	<u>Compliance of Stipulated Completion time</u>
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(Furnish photocopies of credentials)

### Annexure - V

Particulars in respect of work executed

[illegible]



**Annexure - VI**

**Key personnel permanently employed**

Sr. No.	Name	Designation	Qualification	Experience	Years with the firm	Any other

Annexure - VII

Other relevant information

**Work Force:**

Sr. No.	Permanently employed	No.	Any other	Years with the Firm
1	Masons			
2	Carpenters			
3	Mechanics			
4	Electricians			
5	Mate/helpers			
6	Others			

Annexure - viii

[illegible]