

NOTICE INVITING OFFER FOR PRE-QUALIFICATION/EMPANELMENT OF ARCHITECTURAL FIRM

UCO BANK ZONAL OFFICE BHOPAL

Date: 16.11.2022

UCO Bank invites offers on the prescribed format from reputed and competent Architectural Firms for the consultancy and supervision of work of Interior Furnishing, Electrical, Voice & LAN Cabling and Air-conditioning work of various branches of UCO bank falling under Zonal Office Bhopal.

Interested Firms fulfilling the minimum eligibility criteria may apply in prescribed format, which may be obtained from UCO Bank Zonal Office Bhopal or can download from Bank website <https://www.ucobank.com/English/TenderNotices.aspx>

IMPORTANT DATES

| | |
|------------------------------------|------------------------|
| DATE OF ISSUE OF TENDER | : 17.11.2022 |
| LAST DATE FOR SUBMISSION OF TENDER | : 09.12.2022 BY 5:00PM |
| DATE OF OPENING OF TENDER | : 09.12.2022 BY 5:30PM |

DISCLAIMER

This Tender invitation is neither an agreement nor an offer and is only an invitation by the Bank to the interested parties for submission of their interest for empanelment in UCO Bank. The purpose of this Tender invitation is to provide the offerers the information of occurrence of empanelment of architectural firms in UCO bank for consultancy & supervision work and services likely to arise in future. Each offerer should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this Tender document and where necessary obtain independent advice. Bank makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this Tender.

Bank may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this Tender documents. No contractual obligation whatsoever shall arise from the Tender process until a formal contract is signed and executed by duly authorized officers of the Bank with the selected Offerers.

Date: 16.11.2022
Place: Bhopal

(Zonal Manager)
ZO Bhopal, UCO Bank

NOTICE INVITING OFFER FOR PRE-QUALIFICATION/ EMPANELMENT OF ARCHITECTURAL FIRM FOR THE WORK OF INTERIOR FURNISHING/ LAN & VOICE CABLING/ AIR-CONDITIONING/ ELECTRICAL WORK FOR UCO BANK ZONAL OFFICE BHOPAL

1. Applications are invited from bonafide Architectural Firms for empanelment in various financial categories for consultancy and supervision of work of Interior Furnishing, Electrical, Voice & LAN Cabling and Air-conditioning of various branches of UCO Bank falling under Zonal Office Bhopal.

| Type of work | Financial Category |
|-----------------------|---|
| Architect/ Consultant | Category A: up to Rs 5 lakh Category B: more than Rs 5 lakh & less than Rs 10 lakh Category C: more than Rs 10 lakh & less than Rs 25 lakh |

2. General instructions for guidance of applicants in respect of pre-qualification/ empanelment of Firms/ Agencies/ Contractors for Interior Furnishing/ Air-Conditioning/ Electrical Work in remises of UCO bank falling under Zonal Office Bhopal.

- Applications should be submitted only in Bank's prescribed format (annexure-I). Additional sheet of papers may be used for submitting the applications, wherever space in the format is found inadequate.
- Firms applying for empanelment of Architect should have the persons with Graduate/post Graduate Degree in Architecture/Civil Engineering from India or abroad and /or possessing the membership of the Indian Institute of Architects/Council of Architecture/Institution of Engineers.
- Firms should have the adequate infrastructure/ experienced manpower for effective planning and supervision of civil/ sanitary/ interior furnishing/Electrical/Air-conditioning/LAN work.
- Firms applying for pre-qualification should have at least 5 (five) years experience in execution of similar work in Banks / Public Sectors/ Reputed Private Sector Organizations.

Firm applying for pre-qualification should have successfully executed minimum three similar works of at least up to 80% of the upper limit of the particular financial category or five works upto 50% of the upper limit of the particular financial category during last five years.

- Existing empaneled Architectural Firm of UCO Bank in any of the financial category need to submit their application afresh for pre-qualification/empanelment against this notification.
- Bank reserves the right to visit the establishment / workshop of applicants before finalization of pre-qualification.

- Bank reserves the right to accept or reject any application without assigning any reason there for.

3. Sealed envelopes containing application for pre-qualification/empanelment and super-scribing "Empanelment of Architectural Firm" should be submitted to:

Zonal Manager

UCO bank Zonal Office Bhopal

Plot no 22, Jail Road, Arera Hills

Bhopal – 462027

4. The offers for pre-qualification/ empanelment of Architectural firms is to submitted in two parts and in two separate sealed covers superscribing "**Part – 1: Eligibility Bid for Pre-Qualification of Architectural Firm**" and "**Part – 2: Technical Bid for Pre-Qualification of Architectural Firm**".

5. Part -1 shall be opened first and part -2 will be opened for the firms who qualify in Part -1.

6. For clarification and more information kindly contact:

General Administration Department or Security Department

UCO bank Zonal Office Bhopal

Plot no 22, Jail Road, Arera Hills

Bhopal – 462027

Phone no. 0755-4046016/4046020 & +91-8670165439

PART – 1: ELIGIBILITY BID

1. The following are the Minimum and mandatory eligibility criteria for pre-qualification/empanelment of Architectural Firms:

- The Architectural Firm must have executed similar work of consultancy and supervision of work of Interior Furnishing, Electrical, Voice & LAN Cabling and Air-conditioning in last 5 years (as on 01.12.2022) in Govt. / PSUs / Reputed Public Sector or Private Sector Organizations, the total value of which should be at least five times of the upper limit of the financial category applied for empanelment.
- The Architectural Firm must be registered with Institute of Architects / Council of Architectural or one of its Architect must be a member of Institute of Architects / Council of Architecture and one of its Civil / Structural Engineer must be a member of The Institute of Engineers (India).
- The Architectural Firm must have executed work under Govt. organization/ P.S.U. and should be conversant with the systems and procedures of Government Organizations.
- The Architectural Firm must have valid PAN and GST number.
- The Architectural Firm should have their office/establishment in Bhopal. UCO Bank may inspect the Bhopal Office and projects handled/being handled by the applicant Architectural Firms in and around Bhopal.

2. **Desirable Criteria.** The Architectural Firm must be conversant with the guidelines/directives of Chief Technical Examiner, Reserve Bank of India, Central Vigilance Commission, Govt of India in respect of works executed by Central Government Organizations/PSBs.

3. **Documents to be enclosed:-**

- Details of Firm/Agency/Contractor (as per annexure – I).
- Copies of PAN Card & Service Tax Registration Certificate.
- List of similar works executed in last five 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 annexure – II)
- Copies of Satisfactory Work Completion Certificate from at least 2 clients of similar work done within last 3 years.
- Copy of Registration Certificate of Architectural Firm or of Architects employed in the firm with Institute of Architects or Council of Architecture.

- Copy of Registration Certificate of Engineers employed in the firm with The Institute of Engineers (India).
- Copies of document (Appointment letter/Certificate) pertaining to work executed under Govt. Organizations/PSUs.
- Audited balance sheet for the last three years
- Address proof of local office.
- Name & address of the Banker with solvency certificate not older than one year.
- Copies of trade license and copy of electrical contractor's license.
- Details of Key personnel permanently employed (as per annexure- III).
- GST & Income tax clearance certificate.
- References (at least 03) for feedback on work executed during past 02 years.

All the copies are to be attested by the authorized signatory of the firm and submitted with the Pre-qualification application.

PART – 2: TECHNICAL CRITERIA

1. The Architectural Firm should be a multi-disciplinary organization, having separate Departments/Cells/Associates for taking up the following works:

- a) Architectural
- b) Civil & Structural
- c) Electrical
- d) Air-conditioning/HVAC

If the firm is having associates, the names of such associate firms with their credentials and other relevant documents are to be furnished.

2. The Architectural Firm should have Architects/Engineers /Specialists permanently employed as under:-

- a) Architects
- b) Civil & Structural Engineer
- c) Electrical Engineer
- d) Air-conditioning/HVAC Engineer

3. Should have minimum one (01) employee as site supervisor in Bhopal office.

4. **Additional Information.** Details of work in hand as on 15.11.2022 (copies of documents to be enclosed).

5. **Documents to be enclosed:-**

- Statement signed by the authorized signatory of the Architectural Firm on their letter head certifying the names of Architects, Engineers, Site Supervisors employed by the firm.
- Certificate signed by the authorized signatory of the Architectural Firm on their letter head that the firm is a multi-disciplinary organization.
- Copy of work order of work in hand duly attested by the authorized signatory of the firm.

Note: The applicant Architectural Firms should satisfy all requirements of Eligibility criteria and Technical criteria. Offers of the Architectural Firm shall be rejected outright, if any of the conditions of Eligibility criteria and Technical criteria are not fulfilled.

EVALUATION PROCESS

1. **Eligibility Criteria** has been classified under 3 heads – Credential, Registration and Work. The table below highlights the parameters under eligibility criteria and scoring methodology.

| Criteria | Evaluation Parameters | Max. Mark | Scoring Methodology |
|---------------------------|---|------------------|---|
| Credential | Must have completed 3 nos. works, each of minimum 80% value of upper limit of final category applied for empanelment. | 20 marks | <ul style="list-style-type: none"> • 10 marks for completion of 3 nos. works each of minimum 80% value of upper limit of final category applied for empanelment within last 5 years. • 5 marks additional for completion of at least one additional work of value Rs.1 Crore or more. • 5 marks additional for completion of one additional work of value Rs. 2.5 Crore. |
| Registration | One Architect must have registration with Institute of Architects and one civil / structural Engineer must have registration with Institute of Engineers | 20 marks | <ul style="list-style-type: none"> • 10 marks for compliance. • 5 additional marks for one additional Architect registered with Institute of Architects or Council of Architecture. • 5 additional marks for one additional Civil / Structural Engineer registered with Institute of Engineers. |
| Work Executed / completed | Must have executed work under Govt. organization / P.S.U. | 10 marks | <ul style="list-style-type: none"> • 5 marks for execution of work under Govt. organization. • 5 marks for execution of work under PSUs/PSBs |

Note: For qualifying in the Eligibility Bid, the Architectural Firms must score a minimum of 30 marks.

2. **Technical Criteria** has been classified under 4 heads – Site supervisor, Work in hand, Office Establishment and Architects / Engineers. The table below highlights the parameters under eligibility criteria and scoring methodology.

| Criteria | Evaluation parameters | Max. Mark | Scoring Methodology |
|--------------------------------|---|-----------|---|
| Site Supervisor | Must have site supervisors as permanent employee | 20 marks | <ul style="list-style-type: none"> • 5marks for having permanent employee as site supervisor. • 5 marks additional for each additional site supervisor. |
| Work in hand as on 15-11-2022. | Work in hand | 10 marks | <ul style="list-style-type: none"> • 5 marks for one work in hand of value of minimum of 80% of upper limit of financial category applied for empanelment. • Additional 5 marks for additional one work of above value. |
| Office Establishment | Should be a multi-disciplinary organization. | 20 marks | <ul style="list-style-type: none"> • 5 marks for Architectural Dept. • 5 marks for Civil /Structural Dept. • 5 marks for Electrical Dept. • 3 marks for HVAC Dept. • 2 marks for Fire-fighting Dept. |
| Architects /Engineers | Should have minimum 2 nos. Architects, 2 nos. Civil / Structural Engineer, 1 no. Electrical Engineer, 1 no. HVAC Specialist and 1 no. Fire-fighting Specialist. | 50 marks | <ul style="list-style-type: none"> • 10 marks for 2 nos.Architects. • 10 marks for 2 nos. Civil / Structural Engineer. • 5 marks for 1 no. Electrical Engineer. • 3 marks for 1 no. HVAC Specialist. • 2 marks for 1 no. Fire-fighting Specialist. • Additional 5 marks each for one each additional Architect, Civil Engineer and Electrical Engineer. |

Note: For qualifying in Technical Criteria, the firm must score minimum 60 marks.

Zonal Manager

Annexure-I

PARTICULARS OF FIRM

| | | |
|----|---|------------------------|
| 1 | Name of the Firm | |
| 2 | Address | |
| 3 | Year of establishment | |
| 4 | Status of firm (Whether Company/Firm/Proprietary) | |
| 5 | Name of Directors/Partners/Proprietor | 1) 2) 3) |
| 6 | Educational Qualification & Experience details of Directors/Partners/Proprietor | |
| 7 | Whether registered with Registrar of Companies/ Registrar of Firms. If so, mention number & date. | |
| 8 | Whether registered for service tax purpose. If so, mention number and date. Furnish copies of registration. | |
| 9 | Mention permanent account number (PAN). Furnish copies of income tax clearance certificate | |
| 10 | Furnish copies of audited balance sheet & Profit and Loss Account for the last three years | |
| 11 | Financial Category (A/B/C) for which applied for empanelment | |

| | | |
|----|--|------------------------|
| 12 | If you are registered in the panel of other organizations/statutory bodies such as CPWD, PWD, MES, Banks etc., furnish their names, category and date of registration. | 1) 2) |
| 13 | Detailed description and value of works done in the past as per annexure – II. | |
| 14 | Detailed description and value of works done for the Bank in past. | |
| 15 | Specify the maximum value of work executed in a year. | |
| 16 | Furnish the names and addresses of three responsible persons who will be in a position to certify about the quality as well as past performance of your organization. | 1) 2) 3) |

Annexure-II

PARTICULARS IN RESPECT OF WORK EXECUTED

[illegible]

Annexure-III

KEY PERSONNEL PERMANENTLY EMPLOYED

| SN | Name | Designation | Qualification | Experience | Years with the Firm | Any other information |
|----|------|-------------|---------------|------------|---------------------|-----------------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |