

For Bank's website:

NOTICE FOR EMPANELMENT OF ARCHITECTS, ELECTRICIAN AND DATACABLING NETWORK VENDOR :

Applications are invited for Empanelment from reputed Architectural/Interior/Consultant/Electrician & Data Cable Networking Firms for carrying out various works for the Bank's Branches/Offices under the jurisdiction of Patna Zone, UCO BANK, for a period of three (03) years in Banking/LIC/Government Sector.

The broad scope of work shall include conceptualizing, planning, designing and monitoring interior/repair work/renovation works of the Bank's buildings including furnishing using latest materials to provide modern look in close co-ordination with various other agencies involved therein.

Interested firm/ Consultants fulfilling the criteria as follows may only apply:

- 1) They should be having sufficient organizational structure comprising of qualified personnel viz Architects, Interior designers, Engineers etc. along with other technical personnel and associates, if any, to carry out execution of such work in terms of nature and magnitude. They should be having registration with COA.
- 2) They should have necessary infrastructure/ equipment, etc., to handle small, varied and challenging work involving repair/renovation/refurbishment etc. in working/occupied premises and should have reasonable set up and presence in Bihar.
- 3) They should have experience of having successfully completed similar works during last 3 years (as on 31.07.2020) :
- 4) Applications must be accompanied all required certificates and by duly filled.
- 5) Empanelment shall be done for the above mentioned works and the remuneration of their services rendered shall be as per the norms laid down and fixed by the bank
- 6) Work shall be allotted to empanelled firms as and when the need arises and as per Bank's extant norms.
- 7) Architects/Consultants/Electrical & Data Cabling Vendor on Bank's panel in other Regions/zones also needs to apply afresh.

Application, complete in all respect, along with relevant documents duly superscribing EMPANELMENT OF ARCHITECTS / CONSULTANTS/ELECTRICAL AND DATA CABLING AND NETWORKING VENDOR for the Bank's various works for Patna Zone in sealed separate envelope must reach the following address on or before 15.09.2020 by 04:00 PM in the office of :

The Asst. General Manager
UCO Bank
Zonal Office
4th Floor, Maurya lok Complex,
New Dak Bunglaw Road, Patna
Bihar -800001

Bank reserves the right to reject any/ all application/s without assigning any reasons thereof.

Signature

AGM



Instructions to the Applicants for furnishing information for pre-qualification.

1. Intending Applicants are required to submit their applications in Duplicate with full bio-data giving details about their organisation, experience, technical personnel in their organisation, competence and adequate evidence of their financial standing, etc. in the enclosed form which will be kept confidential.
2. While deciding upon the pre-qualification, great emphasis will be given on the ability and competence of applicants to do good quality works within the specified time schedule and in close co-ordination with other agencies.
3. Decision of the Bank in regard to selection for issue of tender forms for submitting professional fees will be final. The Bank is not bound to assign any reason for acceptance / rejection of any applications.
4. Each page of the application shall be signed. The application shall be signed by persons / persons on behalf of the organisation having necessary authorisation / Power of Attorney to do so (Certified copies to be enclosed).
5. If the space in the proforma is insufficient for furnishing full details, such information may be supplemented on separate sheets of paper, stating therein the part of the proforma and serial number. Separate sheets shall be used for each part. However the format shall be as per proforma.
6. Any letter or document accompanying the pre-qualification form shall be submitted in duplicate.
7. Applications containing false incomplete and / or inadequate information are liable to be rejected. Also mere fulfillment of eligibility criteria does not guarantee selection.
8. Clarification, if any, may be obtained from the office of the Asst. General Manager, UCO bank, Zonal Office, Patna
Name of officer in charge: Mr Gunjan Kumar ; Sr. Manager, Patna Zonal Office, M.No - 7485091802
9. Canvassing in any form in connection with pre-qualifications is strictly prohibited and the application of such persons / organizations that resort to canvassing will be liable to rejection.
10. The application/s which is/are received after due date and time are liable to be rejected.
11. Bank reserves the right to reject any/ all the applications without assigning any reason, thereof.
12. The firms/Contractors declared black listed in past by UCO Bank need not to apply.
13. The Architect and Electrical & Data cabling Vendor Should send their application in Separate Envelop mentioning the details on Envelop as "Application for Empanelment for Architect or Electrical & Data Cabling Vendor.
14. Joint Envelop for both (Architect) & (Electrical & Data Cabling Network) will not be entertained.



APPLICATION

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|----|---|--|
| 1 | <p>a) Name of the applicant / organization</p> <p>b) Address of the Registered Office</p> <p>c) Address of Local office in the centre.</p> <p>(with Phone Nos Fax Nos & Email ID)</p> | |
| 2 | Year of establishment | |
| 3 | <p>Type of the organization (Whether sole proprietorship, Partnership, Private Ltd. or Ltd. Co. etc.)</p> <p>(Enclose certified copies of documents as evidence</p> | |
| 4 | <p>Name & qualification of the Proprietor / Partners / Directors of the Organization / Firm</p> <p>a)</p> <p>b)</p> <p>c)</p> <p>d)</p> <p>Enclose certified copies of document as evidence</p> | |
| 5 | <p>Details of registration – Whether Partnership firm, Company, etc. Name of Registering Authority, Date and Registration number.</p> <p>Enclose certified copies of document as evidence</p> | |
| 6 | <p>Details of Registrations with :</p> <p>1) Council for Architects</p> <p>2) Indian Institute of Architects.</p> <p>3) Others:-</p> <p>(with year of Registration /class/validity)</p> <p>(Enclose certified copies of documents as evidence).</p> | |
| 7 | No. of years of experience in the field and details of work in any other field. | |
| 8 | Address of office through which the proposed works | |
| 9 | Yearly turnover of the organization during last 3 years (year wise) and furnish audited balance sheet and Profit & Loss A/c (Audited) for the last -03- years. | |
| 10 | <p>Name & Address of Bankers</p> <p>(Solvency certificate from a Bank to be enclosed for indicating satisfactory financial capacity of the organization)</p> | |
| 11 | PAN No. | |



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|----|---|--|
| 12 | Details of GST Registration | |
| 13 | Detailed description and value of works done and works in hand | |
| 14 | Details of Key Personnel Permanently employed | |
| 15 | Other infrastructural information to be used/ referred for this project | |
| 16 | Furnish the names of -02- responsible persons alongwith their designation, address, Tel.No., etc., for whose organization, you have completed the above mentioned jobs and who will be in a position to certify about the performance of your organization. | |
| 17 | Whether any Civil Suit / litigation arisen in contracts executed / being executed during the last 07 years. If yes, please furnish the name of the project, employer, Nature of work, Contract value, work order and brief details of litigation. Give name of court, place, status of pending litigation. | |
| 18 | Information relating to whether any litigation is pending before any Arbitrator for adjudication of any litigation or else any litigation was disposed off during the last ten years by an arbitrator. If so, the details of such litigation are required to be submitted. | |

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 inquiries are made about the work listed by me / us in the accompanying sheets / annexure.
3. I / we agree that the decision of UCO Bank in selection of contractors will be final and binding to me / us.
4. I / we have read the instructions appended to the proforma and I / we understand that if any false information is detected at a later date empanelment shall be cancelled at the discretion of the bank.

Place: Signature of Architect/Electrical & Data cabling Network Vendor

Date:

Name & Designation

Seal of Organization

