

Head Office, General Administration Deptt.

1B, Russel Street, Kolkata –700 071

NOTICE FOR EMPANELMENT OF CONTRACTORS OF VARIOUS TRADES FOR BANK'S WORK

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

Type of work	Financial Outlay per reference
Purchase of Stores.	Category-A: up to Rs.2 lacs Category-B: more than Rs.2 lacs & less than Rs.10 lacs Category-C: more than Rs.10 lacs & less than Rs.50 lacs Category-D: more than Rs.50 lacs & less than Rs.2crores
Civil Construction/Repairing work including Sanitary and Plumbing work.	Category-A: up to Rs.2 lacs Category-B: more than Rs.2 lacs & less than Rs.10 lacs Category-C: more than Rs.10 lacs & less than Rs.25 lacs Category-D: more than Rs.25 lacs & less than Rs.1 crore
Furnishing work including repairing of Furniture.	Category-A: up to Rs.1 lac Category-B: more than Rs.1 lac & less than Rs.10 lacs Category-C: more than Rs.10 lacs & less than Rs.25 lacs Category-D: more than Rs.25 lacs & less than Rs.1 crore
Horticulture work.	Category-A: less than Rs.50,000/- Category-B: more than Rs.50,000/- & less than Rs.2 lacs
New Electrical work and repairing work.	Category-A: up to Rs.1 lac Category-B: more than Rs.1 lac & less than Rs. 4 lacs Category-C: more than Rs.4 lacs & less than Rs.10 lacs Category-D: more than Rs.10 lacs & less than Rs.30 lacs
Monthly Operation/ maintenance services of electrical installations.	Category-A: up to Rs.2 lacs p.a. Category-B: more than Rs.2 lacs & less than Rs.10 lacs p.a.
Supply & Installation of Ductable air-cooled Air-conditioning (A.C) machine having cooling capacity of 5TR and above & room A.C units up to 3TR.	Less Rs.30 lacs
Monthly or Quarterly Operation/ maintenance services of air-conditioning installations.	Category-A: up to Rs.2 lacs p.a. Category-B: more than Rs.2 lacs & less than Rs.10 lacs p.a.
Supply & Installation of Lifts.	Less than Rs. 30 lacs
Supply & Installation of Fire detection & suppression system.	Less than Rs. 30 lacs
Monthly or Quarterly Operation/maintenance services of Fire Fighting installations.	Up to Rs.10 lacs p.a.
Monthly Hiring services of Diesel Generating sets up to 500 KVA.	Up to Rs. 15 lacs p.a.
Monthly Maintenance services of Telephone system.	Category-A: up to Rs.1 lac p.a. Category-B: more than Rs.1 lac & less than Rs.5 lacs p.a.
Monthly Catering/ House keeping / Pest control services	Category-A: up to Rs.1 lac p.a. Category-B: more than Rs.1 lac & less than Rs.5 lacs p.a.

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:

1. Work value up to Rs.50,00,000/-
2. Work value from Rs.50,00,001/- to Rs.150,00,000/-

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 Kolkata.
- Contractors applying for the trade of Electrical work, should possess the valid Electrical contractor's licence, issued by the Directorate of Electricity, Govt. of West Bengal, 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.
- Contractors/vendors applying for the trade of supply & installation of Ductable air-cooled Air-conditioning units, having cooling capacity of 5TR and above for each machine should only be manufacturers of All India repute whereas the contractors/vendors applying for the trade of supply & installation of room Air-conditioning units, having cooling capacity up to 3TR for each unit should be All India reputed manufacturers or their authorized sales & service dealers.
- Contractors applying for the trade of supply & installation lifts should only be manufacturers of All India repute.
- Contractors applying for the trade of Fire detection & suppression system should furnish the certificate issued by West Bengal Fire Services Department in their favour, certifying their capability to undertake such work.

- Contractors applying for the trade of Telephone maintenance services should be capable of liaising with BSNL and other telephone/mobile phone service providers for smooth functioning of telephone system in various premises of the Bank.
- For catering services, the applicants should possess the valid licence issued by Food Department, Govt. of West Bengal. A photocopy of such licence should be furnished 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.
- The existing empanelled contractors of the Bank in all trades/services and in all financial categories need to submit their applications afresh for new empanelment against this notification.

Sealed envelopes containing the application for empanelment and super scribing the name of trade/services with financial category, should be submitted to the **Asst. General Manager (GA), UCO Bank, Head Office, General Administration Department, 1B, Russel Street, Kolkata – 700071** by **06.01.2010**, along with the following documents/ papers:

- i) The list of similar work executed in last five years in Banks/Govt. Departments/ Public Sector Organisations/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 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.
- 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 work for 75% of the upper limit of the particular financial category in last five years.
- No Architect/Consultant should apply for more than one financial category. If an Architect/Consultant applies for more than one financial category, his application will be summarily rejected.
- The applicants should have their office/establishment in Kolkata.
- 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.

Sealed envelopes containing the application for empanelment and super scribing the "Application for Empanelment of Architects/Consultants" with financial category, should be submitted to the **Asst. General Manager (GA), UCO Bank, Head Office, General Administration Department, 1B, Russel Street, Kolkata – 700071** by **06.01.2010**, along with the following documents/ papers:

- i) The list of work executed in last five years in Banks/Govt. Departments/ Public Sector Organisations/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 BANK
HEAD OFFICE, GENERAL ADMINISTRATION DEPARTMENT
1B, RUSSEL STREET, KOLKATA – 700071

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

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 Kolkata
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 Proprietor/Directors/Partners/
Controlling body:
 - i)
 - ii)
 - iii)
 - iv)
 - v)

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. P 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 Rs.10 lakh & above:
- | | 2006-07 | 2007-08 | 2008-09 |
|--|---------|---------|---------|
| | | | |
13. Whether empanelled with other PSU Banks/ /Govt. Deptts./PSUs/Autonomous bodies. If so, Please furnish the following particulars:
- | <u>Name of Organisation/ Institution</u> | <u>Trade/Services</u> | <u>Date of Empanelment</u> | <u>Validity</u> | <u>Financial Category</u> |
|--|-----------------------|----------------------------|-----------------|---------------------------|
| | | | | |
14. For the Trade of Electrical Work:
- i) Electrical contractor's Licence No. and validity:
- ii) Name of Issuing Authority:
(Furnish photocopy of licence)

15. For the Trade of Pest Control Services:

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

16. For the Trade of Catering Services:

- i) Food Licence No. & validity:
- ii)
(Furnish photocopy of licence)

17. 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</u> <u>Authorised Sales & Service</u> <u>Dealer</u>	<u>validity of such dealership</u>
-----------------------------	--	------------------------------------

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

18. 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>	<u>Compliance of</u> <u>stipulated</u> <u>completion time</u>
-----------------------------	---------------------	--------------------------------	---

(Furnish photocopies of credentials)

19. 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.....

20. Name of Firm:

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

22. Address of the Firm in Kolkata
with Telephone No., FAX & E-mail ID:

23. Year of Establishment:

24. Name of person(s) attached to the Firm with Membership No.
of Indian Institute of Architects/Council of Architecture/
Institution of Engineers.

25. Status of the Firm (whether
Proprietary/Private Ltd./Public Limited/
Co-operative Society/Public sector/
Autonomous body/Govt. Department):

26. Name of Proprietor/Directors/Partners/
Controlling body:

i)

ii)

iii)

iv)

v)

27. 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. :

34. 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. 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
a) Mason		
b) Carpenter		
c) Mechanic		
d) Electrician		
e) Mate/Helper		
f) 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

