

FORM FOR EMPANELLMENT OF CONTRACTORS  
FOR CIVIL, ELECTRICAL AND INTERIOR &  
PAINTING WORKS OF UCO BANK'S HERITAGE  
BUILDING AT 359, D.N. ROAD, FORT, MUMBAI.

(ESTATE DEPARTMENT)

**Duly filled up Pre-Qualification Documents should reach us  
within 20 days from the date of Advertisement.**

The Chief Manager, General Administration Department,  
UCO BANK, Zonal Office, Mafatlal Center (2<sup>nd</sup> Floor)  
Nariman Point,  
Mumbai.

**PQ Document Price [Rs. 500/- \(non-refundable\)](#)**

EMPANELMENT OF CONTRACTORS FOR  
CIVIL, ELECTRICAL AND INTERIOR & PAINTING WORKS OF UCO BANK'S HERITAGE BUILDING AT 359, D.N. ROAD,  
FORT, MUMBAI.

## **FORM OF APPLICATION**

**EMPANELMENT OF CONTRACTORS FOR**  
**CIVIL, ELECTRICAL AND INTERIOR & PAINTING WORK OF UCO BANK'S**  
**HERITAGE BUILDING AT 359, D.N. ROAD, FORT MUMBAI.**

**Name of the Firm .....**

**Address .....**

**.....**

**.....**

**.....**

**Phone Numbers-**

**Mobile No-**

**Fax No-**

**GENERAL INSTRUCTIONS FOR GUIDANCE OF APPLICANTS FOR  
EMPANELMENT-**

- The applicants should have their local office.
- Application shall be submitted only in the Prescribed format to the office of UCO Bank, Zonal office, General Administration Department at Mafatlal Center (2<sup>ND</sup> Floor), Nariman Point, Mumbai strictly within office hours.

**CRITERIA FOR PREQUALIFICATION :**

1. Average annual financial turnover during the last 3 years ending 31<sup>st</sup> March of the previous financial year should be at least 30% of the estimated cost.
2. Experience of having successfully completed similar works during the last 7 years ending last day of month previous to the one in which applications are invited should be either of the following.
  - Three similar completed works costing not less than the amount equal to 40% of the estimated cost OR
  - Two similar completed works costing not less than the amount equal to 50% of the estimated cost OR
  - One similar completed works costing not less than the amount equal to 80% of the estimated cost.
3. UCO Bank does not bind to accept any or all the bids and reserve the right to reject any or all pre-qualifications without assigning any reason.

**INSTRUCTIONS TO APPLICANTS-**

1. Intending applicants are required to submit their applications with full bio data giving details about their organisation, experience, technical personnel in their organisation, competence, adequate evidence of their financial standing, etc. by writing the information IN THIS FORM ONLY which will be kept confidential.
2. While deciding upon the selection of contractors, 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 UCO BANK in this regard to Enlistment of contractors will be final. The Insurance Co. is not bound to assign any reason thereof.

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4. Each page of application shall be signed by the applicant. The application shall be signed by person/ persons on behalf of the organisation having necessary authorisation/ Power of Attorney to do so.
5. If the space in the form is insufficient for furnishing full details, such information may be continued on separate sheets of paper, stating therein the part of the form and serial number. Separate sheet shall be used for each part.
6. Application containing false/ or inadequate information are liable for rejection, besides action for misrepresentation. Canvassing of any sort may also disqualify the application.
7. Firms must have worked for Govt./ Public undertaking/ Insurance Co (at least 01 no).
8. The firms shall not have any discouraging/ adverse report against their past performance.
9. Clarification, if any required, may be obtained from The Chief Manager (Estate), UCO BANK.
10. UCO BANK reserves the right to visit the establishment/ workshop of applicants of any trade before finalisation of enlistment.
11. Sealed envelopes containing the application for empanelment should be superscribed by the name of trade for which empanelment is applied for.
12. The UCO BANK reserves the right to amend the selection criteria depending upon the applications received in response to the Advertisement and UCO BANK. other requirement.
13. PQ document will be available for sale at a price of Rs.500/- (non-refundable) in the form of Demand Draft drawn in favour of UCO BANK from the date of Advertisement **between 11.00 a.m. and 4.30 p.m.** at UCO Bank, Zonal office, General Administration Department at Mafatlal Center (2<sup>ND</sup> Floor), Nariman Point, Mumbai. Alternatively, this document can also be downloaded from our website [ucobank.website@ucobank.co.in](mailto:ucobank.website@ucobank.co.in) In case of downloading the pre-qualification (PQ) documents, a demand draft of Rs.500/- (non refundable) drawn in favour of UCO Bank payable at Mumbai towards the payment is required to be submitted along with the filled in P.Q documents. P.Q documents submitted without this fee shall be rejected.

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CIVIL, ELECTRICAL AND INTERIOR & PAINTING WORKS OF UCO BANK'S HERITAGE BUILDING AT 359, D.N. ROAD,  
FORT, MUMBAI.**

The duly filled and sealed PQ document including complete set of supporting documents shall be submitted to :

The Chief Manager, General Administration Department,  
UCO BANK, Zonal Office, Mafatlal Center (2<sup>nd</sup> Floor)  
Nariman Point,  
Mumbai.

Within 20 days from the date of Advertisement.

**Signature of the Applicants**

**Address:**

**EMPANELMENT OF CONTRACTORS FOR  
CIVIL, ELECTRICAL AND INTERIOR & PAINTING WORKS OF UCO BANK'S HERITAGE BUILDING AT 359, D.N. ROAD,  
FORT, MUMBAI.**

**To**

**Date:**

The Chief Manager,  
General Administration Department,  
UCO BANK, Zonal Office,  
Mafatlal Center (2<sup>nd</sup> Floor)  
Nariman Point,  
**Mumbai.**

**Dear Sir,**

**Sub: EMPANELMENT OF CONTRACTORS FOR CIVIL, ELECTRICAL AND INTERIOR & PAINTING WORKS OF UCO BANK'S HERITAGE BUILDING AT 359, D.N. Road, Fort, MUMBAI.**

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**I / we have read and understood the press notice for prequalification and instructions to the Applicants. I /We hereby declare that the information furnished in the proforma and in the supplementary sheets is correct to the best of my knowledge and belief. I/ We have no objection if enquiries are made about the work listed by me/us in the accompanying sheets/ annexure below. I/We agree that the decision of Insurance Co. in selection of contractors will be final and binding to me/us. I/We have read the instructions appended to the proforma and I/We understand that if any false information/ particulars is detected at a later date, the empanelment shall be cancelled at the sole discretion of the Insurance Co.**

**Encl: Supplementary sheets Nos:**

**Yours faithfully,**

**Signature of the Applicant**

**Name.....**

**Designation.....**

**Address.....**

EMPANELMENT OF CONTRACTORS FOR  
CIVIL, ELECTRICAL AND INTERIOR & PAINTING WORKS OF UCO BANK'S HERITAGE BUILDING AT 359, D.N. ROAD,  
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**PARTICULARS TO BE FURNISHED FOR THE PURPOSE OF EMPANELLING OF CONTRACTORS FOR THE PROPOSED CIVIL, ELECTRICAL AND INTERIOR & PAINTING WORK OF UCO BANK'S HERITAGE BUILDING AT 359, D.N. Road, Fort, MUMBAI.**

1. Name of the Contractor :
  
2. a) Address :
  
- b) Telephone no. :
- c) Mobile No. :
  
3. Year of Establishment/Experience :
  
  
4. Status of the Firm (Whether Company/Firm/Proprietary) :
  
  
5. Name of Directors/Partners/Proprietor :
  - i)
  - ii)
  - iii)
  
6. Whether registered with the Registrar of Companies/Registrar of Firms. If yes, attach copy of the same. : Yes/No
  
  
7. a) Name and address of Bankers :
  - i)
  - ii)
  - iii)

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**b) Adequate and satisfactory evidence to indicate financial; capacity of the applicant to undertake works with names of Bankers and their full address (Solvency certificate from a Bank and Income Tax clearance certificate has to be attended).**

**8. Whether registered for VAT purposes. If so, mention number and date. Furnish also copies of VAT certificate. : Yes/No**

**9. Whether an assessee of Income Tax. If so, mention permanent account number (PAN/ TAN/ PF Number). : Yes/No**

**10. Furnish copies of audited Balance Sheet and Profit & Loss Account (Audited) for the last 3 years :**  
Rs. \_\_\_\_\_ for 2007-2008  
Rs. \_\_\_\_\_ for 2008-2009  
Rs. \_\_\_\_\_ for 2009-2010

**11. If you are registered in the panel of other organizations such as Insurance Co.s, Financial Institutions, MNCs etc., furnish their names, category and date of registration. i)**  
**ii)**  
**iii)**  
**iv)**  
**v)**

**12. What are your fields of activities? i)**  
**Mention the fields on preference : ii)**  
**basis. iii)**  
**iv)**

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**13. Submit all copies of certificates of Registration of other Departments :**

**14. i) Detailed description and value of works done for others in the past. (Attach separate sheet, if required) Format-A :**

**ii) Detailed description and value of works done in hand. (Attach separate sheet, If required) Format-B :**

**15. Specify the maximum value of works executed :**

- a) in the past one year
- b) in the past two years  
(Enclose separate sheets, if necessary)

**16. Furnish the names & Contact no. of 3 responsible persons who will be in a position to certify about the quality as well as past performance of your Organisation. : i)  
ii)  
iii)**

**17. Furnish the Grade of License that you have Obtained to execute the work (Attach copy Of related document) :**

**18. What are fields of activities? Mention the field on preference basis**

No.	Preferred field of Activity	Reasons

**19. Furnish the maximum value of Civil including : Painting/ Plumbing work You have done for office/ residential building (furnish copy of document)**

**20. Furnish the maximum value of Water proofing: work You have done for Office / residential Buildings (furnish copy of document)**

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**21. Whether any Civil Suit/ litigation/ arbitration arisen with Govt./ Semi Govt./ PSU/ Insurance Co.s etc. During the last 5 yrs./ being executed now. If yes, please furnish the details in the proforma given below :-**

Sr. N o	Name of the Project & Employer	Nature of work	Work Order No. & Date	Present Stage of work	Value of the Contract (Rs.)	Brief details of the Dispute
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**22. Any other details you would like to mention**

**(Strikeout whichever is not applicable to the applied category)**

**Place:**

**Signature:**

**Date:**

**Name:**





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**C--DETAILS OF KEY PERSONNEL EMPLOYED**

S.NO.	Name	Designation	Qualification	Work Experience	No. of years employed with the firm	Any other information
1	2	3	4	5	6	7

CONTRACTOR'S SIGNATURE AND SEAL

**EMPANELMENT OF CONTRACTORS FOR  
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**D--OTHER RELEVANT INFORMATION**

Details of work force:

S.No	Work Force permanently employed	Nos	No. of years with the firm	Any other information
1.	Technical Person			
2.	Masons			
3.	Carpenters			
4.	Mechanics			
5.	Electricians			
6.	Mate / Helpers			
	Others			

**E--Details of Workshops**

Location	Land Area	Type of structure	Type of facilities

**F--List of major constructional equipment in the possession of the firm  
(Please furnish details)**

SL.No.	Name of the equipment	Details

Any other additional information:

(CONTRACTOR'S SIGNATURE WITH SEAL)