

Date: 15.12.2021

**Invitation Letter for Engagement of Agency for Specialized Monitoring (ASM)**

The Bank is desirous of engaging the services of Agency for Specialized Monitoring (ASM) from IBA Empanelled Agencies in 8 numbers of Borrowal accounts.

1. Details of the Borrowal Account(s) (**Annexure – 1**)
2. Scope of Work (**Annexure – 2**)
3. Brief Details of the project/unit/factory/workshop etc. including its size and location (**Annexure – 3**)
4. The General terms and Conditions of engagement (**Annexure-4**).

The engagement process will be under a two Bid system (Technical Bid and Financial Bid). The assessment of engagement for ASM would be based on Technical Bid and Financial Bid wherein the weighted average combined final scores would be the deciding factor. 70% weightage will be given for the technical parameters in the technical Bid format (**Annexure-A**) and 30% weightage will be given for the financial parameters in the financial Bid format (**Annexure-B**).

The cut off for Technical Bid would be 75% marks and above. Any Applicant/Bidder scoring less than 75% marks in Technical Bid would be declared as unsuccessful and the unopened Financial Bid would be returned at their Registered Office. The financial bid of all those bidders who qualify technical assessment would only be opened.

Technical scores will be arrived at treating the marks of the bidders scoring the highest marks in technical evaluation as 100. Financial scores will be arrived at treating the lowest cost of all technically qualified bidders as 100. The final selection of ASM shall be based on the weighted average marks obtained in Technical Bid and Financial Bid. In case of a tie up to two decimal places, then the agency obtained higher score in Technical Bid would be declared as successful final bidder.

The above mentioned selection process will be at the sole discretion of UCO Bank. If for certain reasons, the ASM/Applicant/Bidder declines the assignment, next eligible Applicant may be selected.

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In case the successful Applicant is not willing/not in a position to provide the services to the Bank due to any reasons and refuses the engagement, the Bank would be at liberty to call upon the next eligible Applicant to provide the desired services at the same financial cost quoted by the successful Applicant or the financial cost quoted by next eligible Applicant, whichever is lower.

The Technical Bid and Financial bid should be in two different sealed envelopes clearly mentioning the type of bid. The envelope/ cover containing Technical and Financial Bid (in hard copy) shall super scribed (in bold letters) "**EXPRESSION OF INTEREST TO ACT AS AN ASM in the Account** \_\_\_\_\_" and to be submitted at the following address:

**Deputy General Manager**  
**UCO Bank**  
**Head Office, Credit Monitoring Department**  
**5<sup>th</sup> Floor, 10 B.T.M. Sarani**  
**Kolkata - 700001**

If the Bid/Application is for more than 1 account, separate Bid should be submitted for each account.

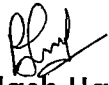
The Bidder/ASM Applicant has to sign along with stamp on each and every page of the Bid/Application.

The last date for submission of the technical as well as financial bids is **31.12.2021**.

The Bank may at its discretion extend the date/time submission of the application and such decision shall be final.

For any other details/clarification regarding the process, please contact:

**Name:** Mr. Alok  
**Designation:** Assistant General Manager  
**Department:** Credit Monitoring Department, Head Office  
**Contact:** 033-44557848/ 9572629227  
**E-mail:** hocradmn.calcutta@ucobank.co.in



(Palash Haldar)  
Assistant General Manager