

**UCO Bank**  
**Zonal Office Balasore**  
**NOTICE FOR EMPANELMENT OF ARCHITECTS/CONSULTANTS**  
**FOR BANK'S WORK**

*Applications are invited from bonafide Architects/Consultants for empanelment:*

**Eligibility Criteria**

1. Applicants for empanelment should have at least seven year's experiences in execution of similar work in Banks / Govt. / Public Sector / reputed Private Sector organizations in respective trades. Work order copies or certificate from the organisations for last seven years to be produced as proof.
2. Experience of having successfully completed similar work during last three years should be either of the following:
  - Three similar completed works costing not less than the amount Rs.15.00 lacs  
or
  - Two similar completed works costing not less than the amount Rs.25 lacs.  
or
  - One similar completed work costing not less than the amount Rs.40 lacs.  
Certified work order copies to be provided for each year.
3. The applicants must have their local office / establishment ( i.e. within State of Odisha). proof of local office address should be provided.
4. Firms applying for empanelment of Architect/Consultants must have the persons/partners 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.
5. Firms must have infrastructure / manpower for execution of civil & sanitary / interior furnishing/Electrical/Air-conditioning/Fire alarm & detection system/LAN work. List of professionals along with their qualification/ work experience should be provided.

**Rejection Criterion**

- Architect does not comply with eligibility criteria or does not fulfil other relevant mandatory requirement.
- Architect firm does not register under GST.
- Architect does not possess membership of India Institute of Architect/ Council of Architect.
- As number of empanelled Architect may be restricted up to Five (5) numbers, Bank will have the liberty to choose the best among equals. Decision of the bank will be full & final in the matter.
- If the document does not bear signature and stamp of Authorized person on each page.
- If document is received after expiry of the due date and time stipulated for it submission.



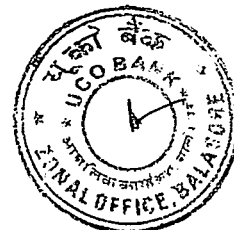
- If it is received through telegram/FAX.
- Incomplete application including non-submission or non-furnishing of requisite documents/incorrect information in application/application not confirming the terms and conditions stipulated in RFP are liable to be rejected
- If there is any conflict of interest between Bank & applicant

**General Instruction for guidance of applicants in respect of empanelment of Architects/Consultants:**  
**General Terms and Condition**

1. Applications must be submitted in Bank's prescribed format only (as per annexure - I) Application in any other form will not be considered.
2. The Bank reserves the right to visit the establishment / workshop of applicants of any trade before finalization of empanelment.
3. The Bank reserves the right to accept or reject any application without assigning any reason thereof.
4. The existing empanelled Architects/Consultants of the Bank need to apply afresh for empanelment against this notification.
5. Architects/Consultants have to comply with all applicable GST laws, including GST acts, rules, regulations, procedures, circulars & instructions there under applicable in India from time to time and to ensure that such compliance is done within the time prescribed under such laws. Architect have should ensure accurate transaction details, as required by GST laws, are timely uploaded in GSTN<sup>1</sup>. In case there is any mismatch between the details so uploaded in GSTN by Architect and details available with UCO Bank, then payments to Architect to the extent of GST relating to the invoices/s under mismatch will be retained from due payments till such time the accurate tax amount is finally reflected in the GSTN to UCO Bank's Account and is finally available to UCO Bank in terms of GST laws and that the credit of GST so taken by UCO Bank is not required to be reversed at a later date along with applicable interest.
6. Additional sheet of papers may be used for submitting the applications, wherever space in the format is found inadequate.
7. Bank reserves the right to call for report from the existing clients of the applicant, if required.
8. Sealed envelopes containing the application for empanelment and super scribing the name of trade / services should be submitted to the **Zonal Manager, UCO Bank, Zonal Office Balasore, Asis Plaza, O T Road, Ground floor , Near Police line Square, Balasore – 756001** by 5:00 P.M on 27-04-2022, along with the following documents / papers:

**DOCUMENTS TO BE SUBMITTED:**

- The list of similar work executed in last seven years in Bank's / Govt. Departments / Public Sector Organizations / Reputed private Sector Organizations along with completion certificates / Purchase Order / Work Order mentioning therein the details of work value & date of completion. (as per annexure – II). The documents should be provided strictly in line with clause no. 1,2 & 3 page-2 of the document under the head 'Eligibility Criteria'. Submission of undesirable documents should be avoided.
- Copies of PAN card, GST registration certificate, Trade Licence and any other registration certificates/licences, as may be necessary, as per Rules of local Statutory Authorities.
- Key personnel permanently employed (as per annexure – III).
- Documentary evidence of local office at Odisha (Firms Nearer to Balasore will be preferred).



### **Validity of empanelment**

It will be valid for three (3) years from the date issue of confirmation letter subject to yearly review if required.

### **Confidentiality :**

The offers must undertake that they shall hold in trust any Information received by them, under the Contract/Agreement, and the strictest of confidence shall be maintained in respect of such Information. The bidder has also to agree:

- To maintain and use the Information only for the purposes of this Contract/Agreement and only as permitted by BANK;
- To only make copies as specifically authorized by the prior written consent of Bank and with the same confidential or proprietary notices as may be printed or displayed on the original;
- To restrict access and disclosure of Information to such of their employees, agents, strictly on a "need to know" basis, to maintain confidentiality of the Information disclosed to them in accordance with this Clause
- To treat all Information as Confidential Information.

### **INDEMNITY:**

- The selected vendor/bidder has to furnish a letter of undertaking cum indemnity in Bank's favour as per the format to be prepared by our office.

### **De-listment:**

Bank will review the performance of the Architects/Consultants in each year & may be excluded from the list of empanelment in case performance of the Architects/Consultants is unsatisfactory during review period.

We may delist the Architects/Consultants due to followings:

- Job not started in time
- Job not completed within stipulated time
- Certification of poor workmanship
- Certification of poor quality
- Not participating in tender process
- Non-submission of documents
- Submission of wrong information during empanelment
- Any other reason Bank may feel appropriate

### **Work Allotment:**

This empanelment does not guarantee awarding any works; Bank will call competitive bids from empanelled Architects on professional fees as per Bank's requirement.

### **Court of jurisdiction:**

This contract shall be governed by and construed in accordance with the Laws of India for the time being in force and all the dispute(s) or difference(s) arising out of or in connection with the contract shall be subject to the exclusive jurisdiction of the courts at Balasore, Odisha.



Annexure - I

Particulars of the form to be furnished for the purpose of empanelling of Architects/Consultants

1. Name of Company / Firm:
2. Registered Address of the Company with Telephone No., FAX & E-mail ID:
3. Address of the company in Raipur 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 the Proprietor / Directors / Partners / Controlling body:
  - i)
  - ii)
  - iii)
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:
9. GST no.
10. Whether an assessee of Income Tax. If so, please mention the Permanent Account Number:
11. Whether empanelled with other PSU Banks / Govt. Deptts. / PSUs / Autonomous bodies. If so, please furnish the following particulars:

<u>Name of the Organisation / Institution</u>	<u>Trade/Services</u>	<u>Date of Empanelment</u>	<u>Validity</u>	<u>Financial Year</u>
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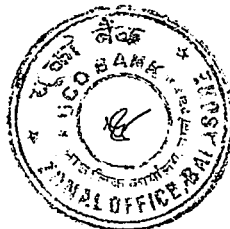
14. Furnish the names with contact no/address of three responsible persons who will be in a position to certify about the quality as well as past performance of your organization

- 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:

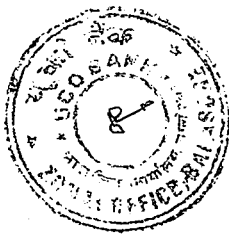
Signature of Applicant  
(Seal)



Annexure - II

Particulars in respect of work executed

Srl. No.	Name of work/Project with address	Short description of work executed	Name & address of owner	Value of work executed	Stipulated time of completion	Actual time of completion



**Annexure - III**

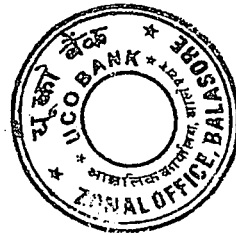
**Key personnel permanently employed**

Sri. No.	Name	Designation	Qualification	Experience	Years with the firm	Any other

**Kindly Note:**

Sealed envelopes containing the application for empanelment and super scribing the name of trade / services should be submitted to the Zonal Manager, UCO Bank, Zonal Office Balasore, Asis Plaza, O T Road, Ground floor , Near Police line Square, Balasore – 756001 by 5:00 P.M on 27-04-2022, along with the Above mentioned documents / papers.

अंचल प्रबंधक / Zonal Manager.  
बालेश्वर अंचल कार्यालय / Balasore Zonal Office



बालेश्वर अंचल कार्यालय, सामान्य प्रशासन विभाग, पुलिस लाईन छक,ओ.टी.रोड, बालेश्वर, जिला: बालेश्वर  
Balasore Zonal Office, GAD Dept. Police Line Chhak, O.T.Road, Balasore, District : Balasore- 756001  
दूरभाष Telephone: 06782 240111, 06782 240112 : ई-मेल e-mail : [zo.balasore@ucobank.co.in](mailto:zo.balasore@ucobank.co.in)  
राजभाषा में काम – राष्ट्र का सम्मान