



NOTICE FOR EMPANELMENT OF ARCHITECTS & FURNISHING CONTRACTORS.

Applications are invited in sealed envelop for empanelment of experienced and reputed architects for furnishing works and contractors for electrical, and furnishing works as per Bank's requirement. Architects/contractors who fulfill the criteria may apply in requisite application Form. Details of empanelment & application form can be down loaded from the Bank's web site at www.ucobank.com or can be obtained from Zonal Office, Jodhpur.

The complete application in prescribed proforma with all documents must reach Zonal Office, 461, Pal Link Road, Jodhpur upto 2.30 PM by 04.07.2015.

THOSE WHO ARE ALREADY EMPANELLED WITH US NEED NOT TO APPLY.

Zonal Manager



UCO Bank
Zonal Office
General Administration Department
JODHPUR

NOTICE FOR EMPANELMENT OF CONTRACTORS

Applications are invited from bonafide contractors for empanelment for furnishing/renovation/refurbishing /Air-conditioning works of branches and offices premises as under:

THOSE WHO ARE ALREADY EMPANELLED WITH US NEED NOT TO APPLY.

	Furnishing/renovation/refurbishing work including repairing of furniture with civil works like flooring, painting, repairing, sanitary & plumbing , electrical work and repairing of exiting electrical works, telephone , Lan cablinig and Airconditioning works etc	
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General Instruction for guidance of applicants in respect of empanelment of contractors:

1. Applications should be submitted in Bank's prescribed format only (as per annexure - I) Application in any other form will not be considered.
2. Applicants for empanelment in trade should preferably have at least three years experiences in execution of similar work in Banks / Govt. / Public Sector / reputed private sector organizations in respective trades.
3. Contractors applying for empanelment should have successfully executed at least two similar works in the relevant trade at least up to 75% of the upper limit of the particular financial category during last three years.
4. The applicants should have their office / establishment in Rajasthan state.
5. The Bank reserves the right to visit the establishment / workshop of applicants of any trade before finalization of empanelment.
6. The Bank reserves the right to accept or reject any application without assigning any reason thereof.
7. The existing empanelled contractors of the Bank need to apply afresh for empanelment against this notification.
8. Additional sheet of papers may be used for submitting the applications, wherever space in the format is found inadequate.
9. Bank reserves the right to call for report from the existing clients of the applicant if required.
10. Sealed envelopes containing the application for empanelment and superscribing the name of trade should be submitted to the **Zonal Manager, UCO Bank, Zonal Office, Pal Link Road (Rajasthan)-342008** by 2:30 P.M on 04.07.2015, along with the following documents / papers:

- The list of similar work executed in last three 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 – IV & V).
- Copies of PAN card, VAT registration certificate, Service Tax registration certificate, Trade Licence and any other registration certificates/licences, as may be necessary, as per Rules of local Statutory Authorities.
- Audited account and Balance Sheet for last three years for financial category of works above 10 lacs or more.
- Total Annual Turnover in last three years .
- Key personnel permanently employed (as per annexure – VI).
- Work force & workshop facilities (as per annexure – VII & VIII).

Annexure - I

**PARTICULARS TO BE FURNISHED FOR EMPANELMENT OF CONTRACTORS FOR
FOR FURNISHING/RENOVATION/REFURBISHING /AIR-CONDITIONING WORKS.**

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 Rajasthan 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:

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. 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 10 lakh & above:

	<u>2011 -12</u>	<u>2012-13</u>	<u>2013 -14</u>
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13. 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</u>
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14. Furnish the names 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

1. **For the Trade of Electrical Work:**

- i) Electrical License No. and validity:
- ii) Name of Issuing Authority:
(Furnish photocopy of license)
- iii) Name of the license holder and
in what capacity the license holder
is engaged with the company:

Annexure – IV

1. Detailed Particulars for the works done in past three years:

<u>Name of organization</u>	<u>Name of work</u>	<u>Value of work completed</u>	<u>Compliance of Stipulated Completion time</u>
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(Furnish photocopies of credentials)

Annexure - VI

Key personnel permanently employed

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

Annexure - VII

Other relevant information

Work Force:

Sr. No.	Permanently employed	No.	Any other	Years with the Firm
1	Masons			
2	Carpenters			
3	Mechanics			
4	Electricians			
5	Mate/helpers			
6	Others			

