

Zonal Office, Indore

380 /381 Saket, Indore, 452018

Ph No – 07312438300 /305, Fax No – 0731/2438304

Email: zo.indore@ucobank.co.in

NOTICE INVITING TENDER

Sealed tenders are invited from reputed firms/ decorators/ tent houses for erecting & providing temporary Bank premises at SIMHASTH area of Ujjain on rental basis for a period of about two months during SIMHASTH 2016, as per specification mentioned in the tender document.

GENERAL TERMS & CONDITIONS:

1. The offer should be submitted alongwith all required documents in the prescribed format. The offer should reach Zonal Office, Indore latest by 3:00 P.M. 21st March 2016, superscribed "Tender for temporary Bank premises at SIMHASTH". The tender should be submitted in two envelopes i.e. Part A(Technical Bid) & Part B(Financial Bid). The offers received within prescribed time period will be opened in Zonal Office, Indore in presence of the contractors or their authorized, representatives whosoever wish to remain present. Quotation received after due date and time will not be considered.

2. Date & Time of opening of tender: 4:00 P.M. on 24th March 2016.

3. Place of receipt & opening of tender:

**The Chief Manager,
UCO Bank, Zonal Office,
380-381, Saket Nagar,
Indore (M.P.)**

Ph: 07312438300 /305

E- mail: zoindore.gad@ucobank.co.in, zo.indore@ucobank.co.in

Contact person: Mr. G. S. Jangir/Mr. M. I. Hasan

4. Earnest Money Deposit(EMD) : Rs 15,000/- in form of payorder/ DD in the name of the UCO Bank, Zonal Office, Indore payable at Indore (To be attached with tender). EMD of unsuccessful bidder will be refunded after completion of tender process and of successful bidder will be refunded after erecting and providing the required structure, to the satisfaction of Bank. In case of failure to execute the work, for whatsoever reason, EMD will be forfeited by the Bank.

5. Tender without cost of tender document and EMD will not be entertained.

6. The price quoted in tender should be all inclusive including all taxes. Bank will deduct TDS as per rule from the payment.

7. The bidder is required to enclose self attested photocopies of the following documents along with the tender (Part A) failing which their bid shall be summarily/ outrightly rejected and will not be considered any further.

a) Valid VAT registration

b) Valid PAN card & Income Tax return for assessment year 2013-14, 2014-15 and 2015-16.

c) Certificates of successful completion of similar work.

8. PAYMENT TERMS: No advance will be given to successful bidder. Payment of 80% amount agreed will be made on successful erection of temporary Bank premises, as per satisfaction of Bank and remaining 20% will be paid after completion of period of SIMHASTH 2016.

9. The contractor will be responsible for all related Govt rules, labour rules, etc. and indemnify the Bank in this regard.

10. The structure erected should be sound to withstand high wind, rain etc. Any hazard due to weak construction of premises and for faulty electrification shall be considered as adverse factor towards release of payment and the successful bidder shall be held liable and penalty will be imposed by Bank to the tune of losses faced by Bank, due to mishap.

11. SPECIFICATION:

Total plot area of each site : 2500 sqft (50'X 50')

a) Entire area to be leveled and churi is required to be spread for smooth surface.

b) Barricading: Three side of site to be barricaded with tin and front with link chain.

c) Accomodation Required: E-Gallery - 20'X 10'

Office Accomodation - 15' X 10'

Staff Room- 15' X 10'

Toilet - 1 Indian & 1 EWC

Bathroom -1 No.

Shaded area - 12'X 10'

Total area covered - 700 sqft

SPECIFICATIONS:

Structure - Sound Steel structure

Walls - GI Sheets, finished with ply, painting & fibre doors. Glass partition on the front of E- gallery with glass door.

Roof: GI Sheets with false ceiling to give pleasant look and to control heat.

Flooring- level flooring with cement with carpet / churi with ply & carpet

Electrical work data cabling and telephone cabling: To be done for light and for all equipment such as ATM, BNA etc.

Toilets - prefabricated with water tank and necessary sanitary fitting arrangements.

FURNITURE FIXTURE REQUIREMENT:

Office Tables — 2 Nos

Chairs - 2 revolving & 10 plastic chairs

Beds 2 nos with required bedding.

AC/Cooler/Fans – As per need for cooling the area.

FRONT FACADE : The front façade should be of about 35'X 15' and required to be decorated with Bank's logo, schemes, products with proper lighting arrangement to give good visibility to Bank as brand in attractive manner. Design will be finalized by Bank.

ELECTRICAL & TELEPHONE CONNECTION: The contractor will obtain required connection in Bank's name. Bank will pay the required fee, charges paid / to be paid for connection on production of receipt from the MPEB / BSNL etc. Consumption charges of electricity/ telephone etc will be borne by Bank.

(G. S. Jangir)
Deputy Zonal Head

Form A

TECHINICAL BID

1. Name of Firm :
2. Address (Permanent & local) :
3. Established Since :
4. Name of Proprietor/Partners :
5. Registration no. / Establishment with date :
6. Name of authorized person with Phone no. :
7. Self attested photocopy of following document attached:
 - a)Upto date valid VAT clearance.
 - b)Valid PAN card & Income Tax return for assessment year 2013-14, 20142015 and 2015-16.
 - c)Service Tax Registration Certificate
 - d) Service Tax return as on 31 .03.2015
 - e)Certificates of successful completion of similar work
8. Details of Cost of Tender Money :
9. Details of EMD :

Place :

Date:

Signature/Seal

ANNEXURE- U

Form B (to be submitted in separate envelope)

FINANCIAL BID

Dear Sir,

TEMPORARY BANK PREMISES AT SIMHASTH

1. We refer to your tender notice regarding the captioned subject.
2. We have read the requirement and have understood them fully. We quote our rate of Rs _____ (In words _____) for **ONE SITE** the complete SIMHASTH period (approx two months) inclusive of all.

I shall not charge anything extra.

Thanking you,

Yours faithfully,

(CONTRACTOR)

With seal