

UCO Bank
Zonal Office
Bhopal

**Notice for Empanelment of Architects and Contractors of
Various Trades for Bank's work**

1. Applications are invited from bonafide Contractors for empanelment in various financial categories of the following trades:

Type of work	Financial outlay per reference
Furnishing work including repairing of furniture with civil works like flooring, painting, repairing, sanitary & plumbing & minor electrical work	Category A: ≤ Rs1 lakh Category B: > Rs1 lakh & ≤Rs20 lakh
Electrical work with repairing & LAN	Category A: ≤ Rs1 lakh Category B: > Rs1 lakh & ≤Rs10 lakh

2. Applications are also invited from bonafide Architects for empanelment in the following financial categories:

Work value: ≤ Rs30 lakhs

General instructions for guidance of applicants in respect of empanelment of contractors:

1. Applications should be submitted only in Bank's prescribed format (annexure- I). Additional sheet of papers may be used for submitting the applications, wherever space in the format is found inadequate.
2. Contractors applying for empanelment in a trade should have at least five years experience in execution of similar work in Banks/Public Sectors/Reputed Private Sector Organization
3. Contractors applying for empanelment under category "B" of both trades should have successfully executed at least five similar works in the relevant trade at least up to 75% of the upper limit of the particular financial category during last five years.

4. No contractor should apply for more than one financial category.
5. The applicants should have their office/establishment in Bhopal.
6. Contractors applying for the trade of electrical work should possess the valid electrical contractor's license issued by the competent authority in the name of the contractor.
7. Bank reserves the right to visit the establishment / workshop of applicants of any trade before finalization of empanelment.
8. Bank reserves the right to accept or reject any application without assigning any reason there for.
9. Existing empanelled contractors of the Bank in all trades need to submit their application afresh for new empanelment against this notification.
10. Sealed envelopes containing the application for empanelment and super scribing the name of the trade with financial category should be submitted to the Zonal Manager, UCO bank, Zonal Office, Bhopal, E-5, Arera Colony , Bhopal – 462016 along with following documents:
 - The list of similar works executed in last five years in Banks/Public Sectors/Reputed Private Sector Organization along with completion certificate mentioning therein the details of work with value & date of completion (as per annexure – II)
 - Audited balance sheet for the last three years (for category – B of all trades)
 - Name & address of the Banker with solvency certificate (for category – B of all trades)
 - Copies of PAN card, VAT registration certificate and trade license (for category – B of all trade) and copy of electrical contractor's license issued by the competent authority for electrical trade irrespective of category
 - Key personnel permanently employed (as per annexure- III) for category – B of all trades

- Work force & workshop facilities (as per annexure- IV) for category – B of all trades
- Sales tax/VAT/Income tax clearance certificate for category – B of all trades

General instructions for guidance of applicants in respect of empanelment of Architects:

1. Applications should be submitted only in Bank's prescribed format (annexure – I). Additional sheet of papers may be used for submitting the applications, wherever space in the format is found inadequate.
2. Firms applying for empanelment of Architect should have the persons 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
3. Firms should have the adequate infrastructure / manpower for execution of civil & sanitary / interior furnishing/Electrical/Air-conditioning/Fire alarm & detection system/LAN work
4. Architects applying for empanelment should have at least five years experience in execution of similar work in Banks/Public Sectors/Reputed Private Sector Organization.
5. Architects applying for empanelment should have successfully executed at least five similar works at least up to 75% of the upper limit of the particular financial category during last five years.
6. The applicants should have their office/establishment in Bhopal.
7. Bank reserves the right to visit the establishment / office of applicants before finalization of empanelment.
8. Bank reserves the right to accept or reject any application without assigning any reason there for.

9. Existing empanelled Architects of the Bank need to submit their application afresh for new empanelment against this notification.

10. Sealed envelopes containing the application for empanelment and super scribing " Application for empanelment of Architects" should be submitted to the Zonal Manager, UCO bank, Zonal Office, Bhopal, E-5, Arera Colony , Bhopal – 462016 along with following documents:

- The list of similar works executed in last five years in Banks/Public Sectors/Reputed Private Sector Organization along with completion certificate mentioning therein the details of work with value & date of completion as per annexure - II
- Audited balance sheet for the last three years
- Name & address of the Banker with solvency certificate
- Copies of PAN card, Service tax registration certificate and trade license
- Copies of certificates on Graduate/post Graduate Degree in Architecture/Civil Engineering from India or abroad and /or the membership of the Indian Institute of Architects/Council of Architecture/Institution of Engineers
- Key personnel permanently employed (as per annexure- III)
- Service tax & Income tax clearance certificate

Annexure – I

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

- 1) Name of the organization:
- 2) Address:
- 3) Year of establishment:
- 4) Status of firm (Whether Company/Firm/Proprietary):
- 5) Name of Directors/Partners/Proprietor
 - i)
 - ii)
 - iii)
- 6) Whether registered with Registrar of Companies/
Registrar of Firms. If so, mention number & date:
- 7) Name & address of Bankers (not applicable for category – A of all trades)
 - i)
 - ii)
 - iii)(enclose solvency certificate from the Bankers)
- 8) Whether registered for service tax/sales tax/VAT purpose. If so, mention number and date. Furnish also copies of service tax/sales tax/VAT clearance certificate (not applicable for category – A of all trades).
- 9) Whether an assessee of Income Tax. If so, mention permanent account number. Furnish copies of income tax clearance certificate (not applicable for category – A of all trades).
- 10) Furnish copies of audited balance sheet & Profit and Loss Account for the last three years(not applicable for category – A of all trades)

11) If you are registered in the panel of other organizations/statutory bodies such as CPWD, PWD, MES, Banks etc., furnish their names, category and date of registration

i)

ii)

11) Detailed description and value of works done for other in the past as per annexure - II

12) Detailed description and value of works done for the Bank

13) Specify the maximum value of work executed in a year

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)

Annexure- II

Particulars in respect of work executed

Sr. 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	Name of Architect

Annexure - III

Key personnel permanently employed

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

