

प्रधान कार्यालय/Head Office:
10, बि. त्रै.म. सरणी/10, B.T.M. Sarani
कोलकाता-700 001/Kolkata-700 001
दूरभाष : 2225-4120 to 2225-4123, 2225-4281
Tel.No. : 2225-4124 to 2225-4128, 2225-4284
2225-4289 & 2225-4975
फैक्स : 2235-2560
ई मेल
E-Mail : hosecurity.calcutta@ucobank.co.in

यूको बैंक  **UCO Bank**

(भारत सरकार का उपक्रम)
सम्मान आपके विध्याल का
(A Government of India Undertaking)
HONOURS YOUR TRUST

सामान्य प्रशासन (केन्द्रीय सुरक्षा) विभाग
General Administration (Central Security) Department
Tel.No. 2235-6830, 2235-2560

प्रधान कार्यालय / HEAD OFFICE

Date: 04.10.2010

NOTICE

PRE-QUALIFICATION FOR EMPANELMENT OF VENDOR FOR SUPPLY, INSTALLATION AND MAINTENANCE OF PORTABLE FIRE FIGHTING EQUIPMENT

UCO Bank, Head Office, Kolkata invites application from reputed and experienced vendors / manufactures for supply, installation and maintenance of portable Fire Extinguishers (BIS Certified) for their Head office units at Kolkata.

1. SCOPE OF WORK: Supply installation and maintenance of different types & of portable fire extinguishers (BIS Certified) and necessary accessories/refilling materials in bank's Head offices at Kolkata.
2. PRE-QUALIFICATION REQUIREMENT :
 - The firm / company should be manufacturer or an approved dealer of firefighting equipments having ISI mark. The refilling materials of all types of fire extinguishers should also have ISI mark.
 - The firm / company should be in the line of fire extinguisher business for minimum 5 years and undertaken work of similar nature having minimum experience in the last 3 years, preferably in a Central Government / State Government / PSBs
 - The firm shall be having an existing running office in Kolkata.
 - The firm should be registered with Register of Companies/PF/ESIC/CST/ST Registration
3. Documentary proofs to be submitted:-
 - Copy of registration certificate with Registrar of Companies
 - Copy of CST / ST Registration
 - Copy of the audited balance sheet of the company for the last 3 years.
 - Photocopies of Income Tax Clearance certificate for the last 3 years.
 - Registration with PF /ESIC, if any
 - Empanelment with other PSBs/ PSUs/ Central/ State Govt. Undertakings
 - Copy of Certification when registered with SSI, NSIC and having ISO 9001.
 - Copies of certificates as proof of their credential.
- Manufacturers/ Agencies may download offer letter from Bank's website www.ucobank.com or collect the same from Central Security Department, Head Office, 10 B T M Sarani, 2nd Floor, Kolkata- 700 001 (033-2235 2560) from **04.10.10 to 02.11.10 between 10 am & 5 pm**. The last date of receipt of duly filled in application at Central Security Department; Head Office Kolkata is **03.11.10 till 12:00 PM** The offers will be opened on the same day i.e 03.11.10 at 3.00 p.m. at the address

given above, in the presence of Vendors' authorized representatives who desire to be present.

- The intending vendors / manufactures may attend a briefing meeting to be held at 11 a.m. on 29.10.10, at the department (address given below), to clarify any point/doubt in respect of this offer. All communications regarding points requiring clarifications shall be given in writing to Chief Officer (Security) by the intending vendors before 28.10.10. No separate communication will be sent for this meeting.

Application without full information as asked herein above will be liable to be rejected. UCO Bank takes no responsibility for delay, loss or non-receipt of the application sent by Post / Courier within the schedule date/time.

Application are to be made by furnishing all above information as per the format enclosed and to be submitted in a separate cover marking `PRE QUALIFICATION BID' to reach us before 12:00 PM on 03.11.10. The financial bid will be called only from the short listed firms/ companies.

UCO Bank reserves the right to reject any or all applications without assigning any reason whatsoever. Offers received after the due date will not be accepted.

Application shall be forwarded to:

CHIEF OFFICER (SECURITY)
CENTRAL SECURITY DEPARTMENT, (2ND FLOOR)
UCO BANK, HEAD OFFICE
10 B T M SARANI, KOLKATA- 700 001

**PROFORMA OF APPLICATION FOR EMPANELLING SUPPLIERS/ FIRMS (LETTER TO BE
SUBMITTED ON SUPPLIER'S/FIRM'S LETTER HEAD)**

SI No.-----

(To be given by Bank)

Chief Officer (Security)
Central Security Department
UCO Bank
Head Office, (2nd Floor)
10, BTM Sarani (Brabourne Road)
Kolkata – 700 001

Ref No _____

Date: _____

Dear Sir,

Sub: PRE-QUALIFICATION FOR EMPANELMENT OF VENDOR FOR SUPPLY, INSTALLATION
AND MAINTENANCE OF FIRE FIGHTING EQUIPMENT

Ref.: Your notice dated October 4, 2010

With reference to above notice I / we have read and understood the instructions, terms & conditions etc. contained in the said notice/ advertisement for pre-qualification for empanelment of vendor for supply, installation and maintenance of fire fighting equipment.

I/We confirm that we have not been disqualified by any PSU Bank or Government department for supply, installation and maintenance of fire fighting equipment.

I/We do hereby declare that the information furnished in the Annexure – I & II and in supplementary sheets from pages ____ to ____ are correct to the best of my/our knowledge and belief.

Signature _____

Name _____

Designation _____

Place:

Date:

Postal & e-mail address:

Seal of Firm

Encl.: - Duly filled in Annexure-I and II along with the copies of certificates wherever mentioned.

Annexure I

1. Name of the Organization:
2. Address:

3. Year of Establishment:
4. Status of the Firm (Whether Company/ Firm/ Proprietor):

5. Name of the Directors/ Partners/ Proprietor:
 - a)
 - b)
 - c)
6. Whether registered with Registrar of Companies/ Registrar of Firms (If so, mention number & date):
7. Name & Address of Bankers:
 - i) ii)
 - iii) iv)
 - b) Enclose Solvency Certificate from the Bankers (Give details):
 - c) Whether able to furnish performance guarantee for full cost of work if entrusted:
8. Whether registered for Sales tax purpose, if so mention number & date. Also furnish copies of Sales Tax Clearance Certificate:
9. Whether assesses of Income Tax. If so, mention permanent Account Number. (Furnish copies of Income Tax Clearance Certificate):
10. Furnish copies of audited Balance Sheet & Profit & Loss Account (audited) for the last 3 years

Contd.....2

11. If you are registered in the panel of other organizations/ statutory bodies such as CPWD, PWD, MES & Banks etc, furnish their names, category & date of registration.
 - a) b)
 - c) d)
 - e) f)
12. What are your fields of activities? Mention the fields on preference basis:
 - a) b)
 - c) d)
13.
 - a) Detailed description of value of works done for others in the past:
 - b) Detailed description of value of works done for Nationalised Banks:
15. Specify the maximum value of work executed in a year during last 3 years:
16. Furnish the names, addresses with telephone nos. of three responsible persons who will be in a position to certify about the quality as well past performance of your organization
 - a)
 - b)
 - c)
17. Furnish a copy of BIS certificate for all types of fire extinguishers as well as the materials.

Note: Where copies are required to be furnished, these are to be certified copies preferably by the concerned agencies.

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Annexure-II

PROFORMA- 1

Sl No	Name of Project with address	Short description of work executed	Name & address of owner	Value of work executed	Time of completion		Name & address of Architect/ Consulting Engineer
					Stipulated	Actual	
1	2	3	4	5	6	7	8

PROFORMA- 2

I. Work Force:

Permanently Employed	Number	Any other	Years with Firm
a) Executives			
b) Managers			
c) Technicians			
d) Others			

II. Workshop Facilities

Location	Land	Type of Structure	Type of Facilities
a)			
b)			
c)			

IV After Sales Service Set-up

Address of the Servicing Center	No of technician available
a)	
b)	
c)	

Date:
Place:

(Seal & Signature of the Supplier)