



**UCO BANK
ZONAL OFFICE, BHUBANESWAR**

**TENDER DOCUMENT
FOR
CIVIL REPAIRING & GRADING WORK AT ZONAL OFFICE OF UCO BANK ,
BHUBANESWAR.**

NAME OF THE TENDERER:

ADDRESS OF THE TENDERER:

DATE OF SUBMISSION OF TENDER: 22/02/2024

TIME: 4 PM.

DATE OF OPENING OF TENDER: 22/02/2024

TIME: 5.00 PM.

PLACE OF SUBMISSION OF TENDER:

ZONAL HEAD
UCO BANK
ZONAL OFFICE,
BHUBANESWAR

CONSULTANT

TECHNO ARCH

Plot No - 71/7, Jadupur, Near Ranasinghpur Moo Bus Stop, Bhubaneswar.19
Ph.0674-2551479, Mobile. 9437489632



TENDER NOTICE

Sealed Tenders are invited from the Civil Contractors having **current IT clearance, Valid GSTIN**, on behalf of

**Zonal Head
UCO Bank,
Zonal Office
Bhubaneswar**

For the following works:-

- 1) Name of the work : Civil repairing & grading Work at Zonal office ,Bhubaneswar .
- 2) Location of the work : BHUBANESWAR .
- 3) Selling of Tender documents: From 01/02/2024 to 22/02/2024
(During office hours only)
- 4) Time of completion : 25 days
- 5) Earnest money : Rs.5,900/-
- 6) Cost of Tender documents : Rs.250/-
- 7) Defect liability period : 12 month from completion of project.
- 8) Security Deposit : 10% of the final bill amount.
- 9) Liquidate damage : 1.0 % of the tender value per week subject to maximum 10 % of the tender value.
- 10) Tenderers might be called upon before the final awarding of contract for any clarifications regarding the quoting of the tenders
- 11) The Earnest money shall be refunded to the unsuccessful tenderers within fifteen days without any interest.
- 12) The employer will not be bound to accept the lowest tender and reserves the right to reject any or all tenders without assigning any reason thereof.



SUBMISSION OF TENDER

Tenders which should always be placed in sealed cover with the name of the project and date of opening of tender written on the envelopes will be received by the Zonal Head, UCO Bank, Zonal Office, Bhubaneswar in a sealed envelope of appropriate size containing the documents as under:-

ENVELOPE MARKED NO.1.

Envelope marked No.1 shall contain the following documents.

1. Forwarding letter without mentioning the cost of Tender value arrived at with quoted rates.
2. Earnest money deposit furnished in the form of Crossed Demand Draft drawn in favour of UCO BANK and payable at Bhubaneswar for the amount indicated in the Notice of invitation to tender.
3. Previous work orders of similar nature qualifying for the tender .
4. Latest photo copies of up-to-date Income Tax clearance certificates of Last 3 years , GST Registration Certificate/acknowledgments , PAN. (Bank has the right to verify the documents in original at the time of opening of tender)
5. Valid other document qualifying for tender as mention in Eligible Criteria.

(Bank has the right to verify the documents with originals at the time of opening of tender)

ENVELOPE MARKED NO.2

Envelope marked No .2 shall contain the priced Tender Volume in duplicate- Marked 'ORIGINAL' & 'DUPLICATE', on the body of the tender paper issued in which case the tender may be liable for rejection.

ENVELOPE MARKED NO.3

Envelope marked No.1 & 2 shall be put in large envelope of adequate size marked No.3 which shall be properly sealed. This envelope which shall be endorsed on the outside face "TENDER FOR CIVIL REPAIRING & GRADING WORK AT ZONAL OFFICE OF UCO BANK, BHUBANESWAR.

Outer envelope (Marked No.3) containing the separate tender documents as mentioned here in above shall be opened in the office of ZONAL HEAD, UCO BANK, ZONAL OFFICE, BHUBANESWAR at 05.00 P.M. dated 22/02/2024 in the presence of the representatives of the Architect and the Premises committee.

Envelope-1 containing Earnest money deposit shall be opened first and if the Earnest money deposit is not found as prescribed the tender shall be rejected and other sealed envelope will be returned unopened to the representatives of the concerned tender if present .Then the covering letter without mentioning the tender amount arrived from the quoted rates and other documents as specified herein above will then be scrutinized and comments/conditions which has financial implication will be evaluated by the Architect .Based on



recommendations and evaluation of the Architect the employer may discuss comments/conditions with the tenderers.

Envelope2 containing the priced tender volumes in original and duplicate will be opened on the same day .

ELIGIBILITY CRITERIA

1. The Bidder should possess the requisite experience, resources and capabilities in providing the services necessary to meet the requirements, as described herein. The Bidder should also possess the technical know-how and the financial wherewithal that would be required to complete the scope of work. The Bid must be complete in all respects and should cover the entire scope of work as stipulated in the tender document. Bidders not meeting the Eligibility Criteria will not be considered for further evaluation and bid submitted by them shall be summarily rejected.
2. This invitation of bids is open to all experienced contractors, reputed firms (proprietary/partnership), company/organization registered in India under Companies Act, provided they Fulfill the minimum eligibility criteria as below. Consortium/Joint Ventures and Special Purpose Vehicles are not eligible for the tender and the bid, if any, submitted by them shall be summarily rejected. Proposals not complying with minimum eligibility criteria, as enumerated below, will be rejected and will not be considered for evaluation of technical bid. The Proposal should adhere to the following minimum eligibility criteria:

S. No	Minimum Eligibility Criteria
1	<p>The Bidder should have satisfactorily completed similar works during last 3 (three) years ending last day of the month of December 2023 with Central/State Government Department/Central Autonomous Body/Central Public Sector Undertaking/City Development Authority/Municipal Corporation of City formed under any Act by Central/State Government and published in Central/State Gazette/Scheduled Commercial Banks.:-</p> <p>1. One similar nature work amounting to Rs. 4,80,000/- Or 2. Two similar nature work amounting to Rs. 3,00,000/- Or 3. Three similar nature work amounting to Rs. 2,40,000/-</p> <p>Similar work means Civil & Repairing work of all composites executed under one agreement. Cumulative works executed under rate contract shall not be treated as one work.</p> <p>Components of work executed other than those included in definition of similar shall be deducted while calculating cost of similar work. Bidder shall submit abstract of cost of work in support of this.</p> <p>Certificates of satisfactory completion of similar work should be issued by an Authority not below the rank of Executive Engineer/Chief Manager of client department and to be uploaded on Bank's website along with supporting documents.</p> <p>Bidder needs to submit a copy of last completed work order.</p>
2	<p>The minimum average annual turnover of Bidder for the last three financial years i.e. 2020-21, 2021-22, 2022-23 must not be less than Rs. 10,00,000/-.</p> <p>Bidder needs to submit Audited Balance sheet, Profit & Loss statement and trading account details for last two financial years.</p>



3	Bidder needs to submit GST Return filed for last two Financial Year.
4	<p>The Applicant should not have been black-listed/ barred by any Central/ State Government Department/ Central Autonomous Body/ Central Public Sector Undertaking/ City Development Authority/ Municipal Corporation of City formed under any Act by Central/ State Government and published in Central/ State Gazette/ Scheduled Commercial Banks or its subsidiaries/Private organizations. Further, similar eligible works should not have been carried out on Back to Back basis and the Applicant shall have to furnish undertaking as under. An undertaking in this regard is to be submitted to Bank by Bidder (on stamp paper of Rs. 50/-), as below,</p> <ol style="list-style-type: none"> 1. "I/We have not been black-listed/ barred by any Public Sector Bank or its subsidiaries, RBI or IBA or any other Government/PSU agencies/Private organizations. 2. "I/ We undertake and confirm that eligible similar work(s) has/have not been got executed through another agency on back to back basis. <p>Further that, if such a violation comes to the notice of the Bank, then I/we shall be debarred for bidding in UCO Bank in future forever. Also, if such violation comes to the notice of the Bank before date of start of work, the Bank shall be at liberty to take suitable action at its own discretion."</p>



GENERAL INSTRUCTIONS TO TENDERERS

- 1) The term "**Employers**" or "**Bank**" shall mean "**UCO Bank**", or its authorized representatives at The Zonal Office, BHUBANESWAR.
- 2) The term "**Architect(s)**" shall mean "M/s Techno Arch who is the Architect Consultant to the Employer for this project & having office at Plot No. 71/7, Jadupur, Near Ransinghpur Moo Bus stand, Bhubaneswar or its authorized representatives.
- 3) The term "**Contractor**" shall mean the **successful tenderer** to whom the Contract shall be awarded.
- 4) The "Works" shall mean the Civil repairing & grading work for Zonal Office, Bhubaneswar.
- 5) The Contractor should quote the rates in figures and words. Any corrections or Over-writing should be initiated by the Contractor.
- 6) The Contractor should submit the tenders with seal, signature and date on each Page.
- 7) Tender should be submitted in sealed covers with all requisite documents as desired with the top of the envelope super scribed as "**SEALED TENDER**" for Total Civil repairing & grading work for Zonal Office, Bhubaneswar.
- 8) The Contractors should submit the cost of the main items as per tender specifications. Further modification after awarding of the contract shall be not allowed unless there is specific instruction by the Bank/Architect to change specifications.
- 9) The contract is time-bound and the works are to be completed within the time limit specified in the notice inviting tenders.

10) Additional Performance Security shall be deposited by the successful bidder as follows:-

Sl No.	Range of Difference between the estimated cost put to tender and Bid Amount	Additional Performance Security to be deposited by the successful bidder.
1	Below 5%	No Additional Performance Security
2	From 5% and above and below 10%	50% of (Difference between estimated cost put to tender and Bid Amount)
3	From 10% and above	150% of (Difference between estimated cost put to tender and Bid Amount)

11) The additional performance security as per clause 10 shall be furnished by the bidder before execution of the work in shape of Demand Draft issued by any Nationalized bank and drawn in favour of UCO Bank, Zonal Office, Bhubaneswar which will be over and above the performance security.

12) The Contractor shall be completed all works as per specification to the satisfaction of Engineer/Architect in charge else the total or part of performance security will be forfeited. The performance security will be release by the Bank after completion of the project.

13) The Contractor shall be penalized if the work is not completed within the scheduled time, the Bank will be entitled to charge liquidated damages @ 1% of the accepted contract sum per week subject to a maximum of 10% of the accepted contract sum.

14) The decision of Employer and the Architect is final and binding.



TERMS & CONDITION

- 1) Unless otherwise mentioned, all works are with no allowance for Lapse waste. Unless otherwise described or measured separately, price for all the items shall include all necessary straight & curved edges.
- 2) Any damage to the work before the site is handed over, is to be replaced or made good at the expense of the contractor to the entire satisfaction of the Architect/Bank.
- 3) Income Tax as applicable shall be deducted at source as per the Income Tax Act/Rules.
- 4) The quantities indicated are subject to change. The payment of the bill shall be made as per the actual measurement as certified by the architect but not exceeding the total value quoted in the tender form.
- 5) The Architect or any officer of the Employers will be free to inspect the work at the site during the period of execution. Any suggestion of change or modification to improve the quality of work will be carried out subject to prior approval of the competent authority of the employers and that of the Architect.
- 6) In case of failure to take up the work even after accepting the work order, or leaving the work incomplete, or for defective work not rectified, or violation of the terms and conditions, the earnest money deposit will be forfeited.
- 7) For any item of work not covered or any unforeseen items of work, payment will be made according to the rates approved for similar nature of work, the costing done by the Architect, as per current PWD schedule of rates, or as per analysis of material cost, labour rate and profit to the Contractor at 10%. The Contractor must obtain prior approval in writing before undertaking such additional works.
- 8) The tenderers shall sign each & every page of the tender documents including the drawings attached here to.
- 9) The amount is to be quoted in figures as well as in words. In case the rates quoted in words and in figures are in variance, the amount written in words shall be taken as final.
- 10) The Contractor shall make their own arrangement at their own cost for storing materials, plants, tools etc. The employers will not be liable for security of the Contractor's materials.
- 11) No tools or plants will be issued by the bank.
- 12) The Employer / Architect reserves the right to accept or reject any tender without assigning any reason whatsoever and the said decision shall be final and binding upon the tenderer.
- 13) In case of breach of contract by the Contractor for slow progress of works or any other claim of damage, the Employer or the Architect may have the power to rescind the contract without furnishing further reasons thereof.
- 14) The Architect shall have the power to ask the contractor to furnish the sample/ color / test certificate from any Govt. /Authorized agent for any materials used/ to be used in the Works, the expenditure of which is to be borne by the Contractor.
- 15) The Employer shall be not be liable for any damages or compensation payable as a consequence of any accident or injury to any workman or other persons in the employment of the Contractor or any sub-contractor.
- 16) On completion of the Works, all rubbish, debris, materials, tools, Laborers, etc. to be removed by the contractor from the site and the contractor will hand over the site clean & clear & in usable condition within 3 days of completion of the works. Failing this, the employer may dispose the materials at the cost of the contractor.



17) In case of any dispute, the matter will be referred to the Chief Officer, UCO Bank, Zonal Office, Bhubaneswar.

18) The Contractor shall not submit any work bill until he completes the Project completely, as certified by the Architect Consultant.

19) The rates quoted in the tender shall exclude GST but include other taxes, no escalation of rates will be allowed under any circumstances.

SPECIAL TERMS AND CONDITIONS

1. Completion Period : 25 Days
2. Date of Commencement : 7 days from the date of issue of the work order or the date on which the contractor is instructed to take possession of the site, or the date of your acceptance of the work- order, whichever is later.
3. Defect Liability Period : One year after actual completion of work.
4. Total security deposit (TSD) : 10 % of the executed value of the work
5. Limit of variation : 100% without any change in price if work is done within six months of the contract and with prior consent of Architect / Consultant.
6. Additional items : For items where unit rates are not available, contractor shall provide proper cost break-up and proceed only after approval/consent. Any sample to be made for approval Shall be at the Contractor's cost.
7. Validity of tender : Three month after the opening of the tender.
8. Rules/ Regulations : The contractor shall have their responsibility of complying with the local shops/establishments Act and other labor/ minimum wages Act and shall keep all such records/ accounts on payment of wages / attendance as deemed necessary. 9. Arbitration As per the standard arbitration clause Under the jurisdiction of Odisha.
10. Organization : The contractor shall employ competent / qualified supervisor /Engineer-in-charge who shall be responsible for the day to day work and coordinate as necessary with the Architect's supervisor. Any workman found guilty of misconduct/theft shall remove from the site.
11. Damage to property : Any damage to the Bank's property during the work period will be recovered from the contractor.
12. Deduction : Income tax, at source as per Act
13. Terms of payment : Payment after completion of Project.
14. Billing Procedure : All measurements shall be recorded in Duplicate on standard measurement sheets Prepared jointly by the Architect's Site Engineer & The Contractor's



Representatives duly signed by them. All Bills shall be submitted along with this Checked measurement sheets.

15. Time schedule of work

The Contractor must submit before the Commencement of work, a Bar chart Showing the date of commencement & The date of completion of each item of Work as mentioned in the Schedule of Quantities.

16) Release of TSD

:100% after the Defect liability period. Retention money will not bear any interest.

17. General

The rates should be quoted considering necessary Scaffolding & staging work, Removal of debris as & when necessary, In view of restriction of Local concern Authority.

LIST OF MATERIALS (CIVIL WORK)

S.No	Materials	Manufacturers
1.	Grey Cement (43 or 53 Grade) White Cement Putty	A.C.C, Ultratech, AMBUJA, Birla White, J.K. Birla White Putty
2.	Steel (Therm o Mechanically Treated Steel) High strength deformed bars or mild steel	TATA, SAIL, RATHI or equivalent
3	Water proofing compound & materials.	SIKKA / FASSROC/ Roff
4	Red Oxide	"Asian" or equivalent.
5	Waterproof cement paint	Snocem India, Nerolac, Nitcocem or equivalent.
6	Glazing	Asai / Sant Gobian, Emirates
7	Water seal (Epoxy-sterarate) compound.	As approved by Architect / Engineer
8	Fiber-board in lieu of partitions panelled doors and flush doors.	NUWOOD, MANGALAM or equivalent

Note: - For any other item required to be incorporated in work , sample shall be got approved from the Owner / Architect before actual procurement and commencement of that item of work.



FORM OF TENDER

Dear Sir

Ref:.....

- 1) I/We refer to the tender notice issued by your Consultant **M/s.Techno Arch, Plot No.71/7, Jadupur, Near Ransinghpur Mo Bus stand, BHUBANESWAR** on your behalf for thein connection with the above.
- 2) I/We do hereby offer to perform provide execute complete and maintain the works in conformity Bill of Quantities for the sum of RS.....(Rupees.....) only at the respective rates quoted in the bill of quantities.
- 3) I/We have satisfied myself/ourselves as to the site conditions, examined the drawings and all aspects of the tender conditions subject to above, I/We do hereby agree should this tender be accepted in whole or part off:
- 4) Abide by and fulfill all the terms and provisions of the said conditions annexed hereto:
- 5) Complete the works within 25 days stipulated in two or three shifts if considered necessary by the Consultants at no extra cost to the Owner.
- 6) I/We have deposited the earnest money of RS.....which we note will not bear any interest and is liable to forfeiture,
- i) If the offer is withdrawn within the validity period of acceptance.
- or,
- ii) If the contract is not executed with 7 days from award of contract.
- or,
- iii) The acceptance of this tender shall constitute a binding of contract and any failure as mentioned in Clause.4 shall constitute a breach of contract by us and the tender accepting authority shall be entitled to have the work executed at our risk and cost and to claim extra cost/expenditure incurred by them from us.
5. Unless and until a formal agreement is prepared and executed this tender together with your written acceptance thereof shall constitute as a binding contract.
6. I/We understand that you are not bound to accept the lowest any tender received.
7. I/We have independently considered the amount of liquidated damages in the Appendix to the General conditions of the Contract and agree that it represents fair estimate of the loss likely to be suffered by you in the event of the works not being completed in time.
8. Our Bankers are:-
- I)
- II)

The names of Partners/Directors of the firm Authorized to sign

Yours faithfully,

**Name of person having power of
Attorney to sign the contract.
(Certified true copy of the
Power of attorney should be
attached.)
Signature of
the Contractor**



ABSTRACT

Civil repairing & grading Work :-Rs.....

TOTAL:-

Rs.

Total amount in words:-

