

	<p style="text-align: center;">दि न्यू इण्डिया एश्यूरेंस कंपनी लिमिटेड THE NEW INDIA ASSURANCE CO. LTD. NORTH EASTERN REGIONAL OFFICE. G S ROAD. STARCITY COMPLEX, ABOVE RELIANCE TRENDS, 5TH FLOOR LACHIT NAGAR, GUWAHATI- 781007 (Govt of India Undertaking) Email : bss53@newindia.co.in</p>	Phone – 0361-2450639/ 2529016
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NERO/E&E/E-TENDER EMPANELMENT/ARCHITECT/2024-25

Date:09-08-2024

Tender Notice

Re:E-Tender for Empanelment of Architects for our Regional Office Guwahati (530000)for civil and related works upto ₹15,00,000/-

Applications are invited from reputed firms/vendors having their offices in the North east for empanelment by The New India Assurance Co. Ltd.(herein after referred to as "Company") as Architects as per specimen Annexure I.

The interested firms are required to fill up separate forms for each category .

The application should be accompanied with a DD/Pay order in favour of "**The New India Assurance Co. Ltd.**" payable at Guwahati for Tender fee of ₹1000/- which is non-refundable.

The DD/Pay order should be submitted to

The Manager ,

Estate and Estb Deptt

THE NEW INDIA ASSURANCE CO. LTD.

NORTH EASTERN REGIONAL OFFICE. G S ROAD.

STARCITY COMPLEX, ABOVE RELIANCE TRENDS, 5TH FLOOR

LACHIT NAGAR, GUWAHATI- 781007 on or before 30th August, 2024 by 03.00 PM.

Existing vendors who are currently empaneled with New India Assurance Co. Ltd. are also required to apply for fresh empanelment.

1. The vendors will be shortlisted based on their suitability, expertise, experience etc. and valid documents submitted by them.
2. Incomplete tender or tenders submitted with qualifying conditions at variance with the Terms and conditions of tender are liable to be rejected summarily. The New India Assurance Co Ltd. will have full liberty in regard to the formation of panels and its decision shall be final and incontestable.
3. The applicant should have an office located within North East Region,preferably in Guwahati. Preference shall be given to those who has worked for central/ state government, PSUs, PSBs, Public Sector Insurance Cos.
4. Panel remains valid, for three years from the date of issue of empanelment letter. The Company reserves the right to terminate or extend the, period of the panel.






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5. All applicants are required to fill the declaration as per specimen **annexure III**.

6. Incomplete forms are liable for rejection. Non-submission of any of the required documents will lead to disqualification. The Company reserves the right to accept or reject any/all applications without assigning any reason thereof.

7. PRE-QUALIFICATION CRITERIA- The applicant must attach the following documents for the type of work he/she is applying for:

(a) Architect/consultant must have their local office in the North east, Guwahati preferred.

(b.) Minimum 5 (five) years experience as Registered Architect.

(c.) Registration number registered with Council of Architecture(COA).

(d) Completion certificate of successful completion of similar works from the client shall be submitted. The works executed during last 5 years ending last day of month previous to the one in which applications are invited should be either of the following.

(i) One similar completed works costing not less than the amount equal to 70% of the category applying for

(or)

(ii) Two similar completed works costing not less than the amount equal to 40% of the category applying for.

(or)

(iii) Three similar completed works costing not less than the amount equal to 30% of category applying for.

Those bidders who are meeting all above criteria should apply. Only those bidders who are meeting above criteria shall be considered for further evaluation.

Last Date of submission of application on or before 30th August, 2024 by 03.00 PM (applications received after the deadline will not be accepted).

Regional Manager
Estate & Establishment
Guwahati RO



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ANNEXURE I

Application form for empanelment for : _____

S. NO.	Common details for all vendors(Please fill in block letters)	
1 .	Name of the firm	
2 .	Type of firm(Sole Proprietor/Partnership/Pvt Ltd/ Public Ltd/ and its registration no if any) (Enclose copy of partnership deed/articles of association/Memorandum of association)	
3	Name of all Owners/partners/Proprietor	
4	Address of Registered Office	
5	Address of Operating/Local Office	
6	Telephone Numbers (Registered Office Landline) (Local Operating Office Landline)	
7	Name & Mobile Number of the person who would be in touch with us and attending to our job	
8	Email Id(of Firm)	
9	Website (if any)	
10	Date of establishment/incorporation	



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11	Month & year of commencement of business	
12	Turnover of the last 3 years (attach copies of the last 3 years' certified IT returns, Balance sheet and Revenue A/c certified by a registered CA)	As per <u>Annexure IV</u> attached
13	List of jobs executed by you in the category applied for during last 5 years(attach work completion certificate)	As per <u>Annexure V</u> attached
14	Details of Jobs at hand (attach work orders)	As per <u>Annexure VI</u> attached
15	Whether your firm was blacklisted in the last 3 years by any institution(give details of the organization with contact number)	
16	Submission of copies of certificates in respect of your field of operation issued by the appropriate authority/organization.(Such as Electrical Contractors- valid Best license copy Architects-Registraton with Council of Architecture etc.)	
17	PAN number (copy of Pan card)	
18	GST Reg No.(copy of GST certificate)	
19	Name of Principal Banker(copy of relevant document)	

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20	Details of registration with any other Government authority, if any (copy of relevant document)	
21	Attach Company profile	
22	Details of workforce	
23	<u>Type of work and category opted for (choose from Annexure II) (only one type in one form)</u>	<u>Category (you can choose more than 1 category of 1 type of work)(separate form to be filled for each category)</u>

Note :- In case the space provided in the above table is insufficient, you may attach separate sheets mentioning the serial number of the particular item.

I/We _____
 request The New India Assurance Company Ltd. To consider inclusion of my/our name in the list of their empanelled vendors and agree to work to the best of their satisfaction in the event of including my/our name in the panel.

 Seal/Official Stamp of the firm

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ANNEXURE II

Type of work and categories

S.No	Type of work	Category (Contract Value)
1	Architectural Work/Interior Designer	Upto ₹5,00,000/-
		More than ₹5,00,000/- upto ₹15,00,000/-

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Annexure III (To be filled by all Applicants)

Declaration

I/we agree to notify the officer accepting this application and registering my/our names on list of contractors of The New India Assurance Co. Ltd., for any changes in the foregoing particulars as and when they occur and to verify and confirm these annually on 1st January.

I/we understand and agree that the appropriate authority at The New India Assurance Co. Ltd. has the right as he may decide, not to issue tender form in any particular case and also to suspend, remove or blacklist my/our name from The New India Assurance Co. Ltd. list or vendors in the event of my/our furnishing false particulars in the enrolment form or Submitting non-bona fide tenders or for technical or other delinquency in regard to which the decision of appropriate New India Assurance Co. Ltd. shall be final and conclusive.

I/We certify that the particulars furnished in the enrolment forms are correct and that should it be found that I/We have given a false certificate or that if we fail to notify the fact of my/our subsequent amalgamation with another contractor or firm. The New India Assurance Co. Ltd. may remove my/our name from the list of vendors and any contract that I/We may be holding at the time may be rescinded.

PLACE:

DATE:

**AUTHORIZED SIGNATORY
(WITH STAMP)**

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ANNEXURE IV (For Serial No.12)

SL No	Financial Year	Total Turnover (₹.)	Copy of IT return enclosed (Yes/No)	Remarks
1	2021-22			
2	2022-23			
3	2023-24			

I hereby declare that I have read and understood all the terms and conditions and I accept the same as well.

Seal /Official Stamp of the firm



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ANNEXURE V (for Serial number 13)

A) Government Organisation

S. No	Name of the Organization and contact person	Landline and Mobile Number	Brief Description of Job Executed	Value of Contract (₹.)	Year Of Job Execution

B) Private Organisations

S. No	Name of the organisation and contact person	Landline And Mobile Number	Brief Description of Job Executed	Value of Contract (₹.)	Year Of Job Execution

I hereby declare that I have read and understood all the terms and conditions and I accept the same as well.

Seal /Official Stamp of the firm

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ANNEXURE VI (For Serial No. 14)

A) Government Organisation

S. No	Name of the organisation and contact person	Landline and Mobile Number	Brief Description of Job Executed	Value of Contract (₹.)	Year Of Job Execution

B) Private Organisations

S. No	Name of the organisation and contact person	Landline and Mobile Number	Brief Description of Job Executed	Value of Contract (₹.)	Year Of Job Execution

Seal /Official Stamp of the firm