

राजभाषा हिन्दी देश की एकता का प्रतीक

दि न्यू इण्डिया एश्योरंस कं. लि.

हैदराबाद क्षेत्रीय कार्यालय

न्यू इंडिया भवन , प्लॉट न 1, 2 एवं 3  
हब्सीगुडा , आई पी, उप्पल, हैदराबाद : 50007  
500007



THE NEW INDIA ASSURANCE CO.LTD.  
HYDERABAD REGIONAL OFFICE  
New India Bhawan , Plot No. 1 , 2 & 3  
Habsiguda , I P , Uppal, Hyderabad—

CIN No: L66000MH1919GO1000526

Tender reference No. HRO/Estb&Estt/2024-25/05

Dt.28/08/2024

Re: Empanelment of Contractors for civil and related works for The New India Assurance Co.Ltd.,  
- New India Bhavan, Uppal / Company owned flats / Guest house in Hyderabad /  
Secunderabad.

Applications are Invited from reputed firms/vendors/contractors having their offices in Hyderabad/Secunderabad, for empanelment by The New India Assurance co.Ltd., Hyderabad Regional Office (here in after referred to as company ) as Civil Contractors (Plumbing, Painting, Masonry, Tiles laying ) and contractor for carpentry works. As per specimen Annexure 1.

The interested firms are requested to fill up separate forms for each category which may be downloaded from our website [www.newindia.co.in](http://www.newindia.co.in) or obtained from our office at the address given below.

The application should be accompanied with a DD/pay order in favor of The New India Assurance Co.Ltd" payable at Hyderabad for an amount of Rs . 2,000/- as EMD which is refundable and tender fee of Rs.590/- (500+GST) which is non-refundable.

Please fill separate forms for each category applied for i.e (Refer Annexure II)

1. Contractor for Civil works (Plumbing, painting, Masonry and tiles laying works )
2. Contractor for Carpentry work

If the firm/vendor etc., is applying for more than one category, they must submit separate application with separate DD/Pay order of Rs.2,000/- for EMD and tender fee Rs. 590/- each.

The selected bidder will have to submit separate DD of 5,000/- towards security Deposit. Both EMD and Security deposit will be refunded after expiry of empanelment period i.e. 3 years without any interest. MSME firms are exempted from payment of EMD (Attested copy of appropriate certificate from the competent authority should be attached.

The envelope should be super scribed as APPLICATION FOR EMPANELMENT AS CONTRACTOR FOR CIVIL WORKS /CONTRACTOR FOR CARPENTRY WORKS as the case may be, and the application should be submitted to :

The Regional Manager,  
Estate and Establishment Department  
The New India Assurance Co.Ltd., Hyderabad Regional Office  
New India Bhavan, Plot No 1,2,3 Habsiguda,IP-Uppal, Hyderabad-500007

  
Regional Manager

Contd..2

पंजीकृत एवं प्रधान कार्यालय : दि न्यू इंडिया एश्योरंस बिल्डिंग , 87, महात्मा गांधी मार्ग  
Regd. & H.O. New India Assurance Building, 87, M G Road, FORT, Mumbai-400001  
Website : <http://newindia.co>



दि न्यू इण्डिया एश्योरंस कं. लि.  
हैदराबाद क्षेत्रीय कार्यालय  
न्यू इंडिया भवन , प्लॉट न 1, 2 एवं 3  
हब्सीगुडा , आई पी, उप्पल, हैदराबाद : 500007  
500007



THE NEW INDIA ASSURANCE CO.LTD.  
HYDERABAD REGIONAL OFFICE  
New India Bhawan , Plot No. 1 , 2 & 3  
Habsiguda , I P , Uppal, Hyderabad—

CIN No: L66000MH1919GO1000526

: 2 :

1. The vendors will be short listed 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 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 uncontestable.
3. The applicant should be based in Hyderabad /Secunderabad . Preference shall be given to those who has worked for central/state government, PSU, PSBs, Public Sector Insurance Cos.
4. Please note that in case a vendor is selected to be on the panel of New India Assurance Co.Ltd., they will have to deposit an amount of Rs. 5,000/- (Rupees five thousand) with New India Assurance Co.Ltd., as security Deposit which will remain interest free with New India Assurance CO. Ltd., for a period of three years from date of empanelment. Under any circumstances, the security deposit will not be refunded before the expiry of this period.
5. It will be binding on the vendor, once empanelled, to submit their bid for every tender floated by New India Assurance Co Ltd., which lies within the type of work applied for by them. If the vendor fails to bid for tenders more than two times or doesn't accept the work allotted to him/her more than two times, he/she shall be liable to be blacklisted.
6. 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 the panel.
7. All applicants are required to fill the declaration as per specimen Annexure III .
8. 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.
9. The applicant must attach the following documents for the type of work he/she is applying for: Completion certificate of successful completion of similar works from client shall be submitted. The works executed during last 7 years ending last day of month previous to the one in which applications are invited should be either of the following.
  - A) One similar completed works costing not less than the amount equal to 80% of the category applying for. ( OR )
  - B) Two similar completed works costing not less than the amount equal to 50% of the category applying for. ( OR )
  - C) Three similar completed works costing not less than the amount equal to 40% of category applying for.
  - D) Last date of submission of application on or before by 3 PM 23/09/2024 (applications received after the deadline will not be accepted).

REGIONAL MANAGER

ESTATE AND ESTABLISHMENT DEPT., HYDERABAD



पंजीकृत एवं प्रधान कार्यालय : दि न्यू इंडिया एश्योरंस बिल्डिंग , 87, महात्मा गांधी मार्ग , फोर्ट मुम्बई.  
Regd. & H.O. New India Assurance Building, 87, M G Road, FORT, Mumbai-400001  
Website : <http://newindia.co>



**ANNEXURE I**

Application form for empanelment for: \_\_\_\_\_

S. No.	Common Details for all the 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 number if any) (Enclose copy of Partnership Deed/Articles of Association/Memorandum of Association)	
3.	Address of Registered Office	
4.	Address of Operating/Local Office	
5.	Name of the Owner/Partner/Proprietor	
6.	Telephone Numbers (Registered Office Landline) (Local Operating Office Landline)	
7.	Name & Mobile Number of person who would be in touch us and attending to our job	
8.	Fax No. (Registered Office Landline) (Local Operating Office Landline, if any)	
9.	Email Address (Of Firm)	
10.	Web Address of Firm, if any	
11.	Date of Establishment/Incorporation	
12.	Month and Year of Commencement of Business	
13.	Turnover for the last 3 years (Please attach copies of last 3 years' Certified IT Returns, Balance Sheet and Revenue A/C certified by a registered CA)	As per <b>Annexure IV</b> Attached
14.	List of Jobs Executed by you in the category applied for during last 7 years (Please attach work completion certificates only)	As per <b>Annexure V</b> attached

\_\_\_\_\_  
Seal/Official Stamp of the Firm



15.	Details of Jobs at Hand (please attach work orders)	As per <u>Annexure VI</u> attached
16.	Whether your firm was blacklisted by any institution in the past 3 years (give details with contact numbers of the firm)	
17.	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 – Registration with Council of Architecture etc.)	
18.	PAN Number (Please enclose copy of PAN card)	
19.	GST Registration No. (please enclosed copy of relevant document)	
20.	Name, address and telephone number of your principal banker (please enclose relevant document)	
21.	Details of registration with any other Government Authority (s), if any (attach relevant documents)	
22.	Attach Company Profile	
23.	Details of workforce	
24.	<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>
	<u>Type of Work</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 New India Assurance Co. Ltd. to consider inclusion of my/our name in the list of their empaneled vendors and agree to work to the best of their satisfaction in the event of their including my/our name in the panel.

\_\_\_\_\_  
Seal/Official Stamp of the Firm



ANNEXURE II

TYPE OF WORK AND CATEGORIES

Sl no	Type of Work	Category(Contract Value )
1	Contractor for Civil works (Plumbing, Painting, tiles laying and Masonry	Up to Rs. 2,00,000 /-
2	Contractor for Carpentry	UP to Rs. 2,00,000/-

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., of 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 of 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 I/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 :

AUTHORISED SIGNATORY  
(WITH STAMP)



ANNEXURE IV (FOR SERIAL NUMBER 13)

SL NO	Financial Year	Total Turnover (Rs.)	Copy of I.T.Return enclosed Yes/No	Remarks
1.	2021-2022			
2.	2022-2023			
3.	2023-2024			

I here by declare that I have read and understood all rem's and conditions and I accept the same as well.

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Seal / Official stamp of the Firm



ANNEXURE V (for serial number 14)

A) Government Organisations

S. No.	Name of the Organisation and Contact Person	Landline and Mobile Number	Brief Description of Job Executed	Value of Contract (Rs.)	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 (Rs.)	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



**ANNEXURE VI (for serial number 15)**



**A) Government Organisations**

S. No.	Name of the Organisation and Contact Person	Landline and Mobile Number	Brief Description of Job Under Execution	Value of Contract (Rs.)	Year Undertaken

**B) Private Organisations**

S. No.	Name of the Organisation and Contact Person	Landline and Mobile Number	Brief Description of Job Under Execution	Value of Contract (Rs.)	Year Undertaken

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