



दि न्यू इंडिया एश्योरन्स कंपनी लिमिटेड  
(भारत सरकार का उपक्रम)  
सुरत क्षेत्रीय कार्यालय (230000)  
THE NEW INDIA ASSURANCE COMPANY LTD.  
(Government of India Undertaking)  
SURAT REGIONAL OFFICE (230000)



पहली मंज़िल, "ए विंग", तिरुपति  
प्लाज़ा, बहुमाली बिल्डिंग के नज़दीक,  
अठवागेट, सुरत, 395001

1<sup>st</sup> Floor, "A-Wing", Tirupati  
Plaza, Near Family Court,  
Athwagate, Surat – 395001

Website: [www.newindia.co.in](http://www.newindia.co.in)  
E-mail: [nia.230000@newindia.co.in](mailto:nia.230000@newindia.co.in)  
■ 0261- 2461589 / 2461690, 2460691, 2461582  
CIN: L66000 MH1919 GOI 000526

Date: 17/08/2023

TENDER NO. : SRO/ESTB./ARCHITECT/APPOINTMENT/230500/230600

### **TENDER NOTICE**

The New India Assurance Co. Ltd. intends to invite the tender from the eligible Architect in a **Single Bid system** for the appointment of Architect for the consultancy service for renovation work of our office namely **Surat Business Operating Office (230600) under Surat RO (230000) (in the available vacant portion next to Surat Auto Tie-up Office)**. The details of the office that need to be renovated are as follows:

SR. NO	ADDRESS OF THE PROPERTY PROPOSED FOR RENOVATION	SPECIAL REMARKS
1.	U-102, 1st Floor, Aastha Corporate Capital, Near Shyam Mandir, VIP road, Bharthana-Vesu, Surat 395007	<ol style="list-style-type: none"><li>Part of the premises is being proposed for renovation.</li><li>Bidder is advised to visit the premises.</li><li>Exemption to the MSME bidder (Service) would be provided. Please peruse point no. – 4</li><li><b><u>Purchase preference to Micro and Small Enterprises (MSEs):</u></b> Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be submitted along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band defined in relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.</li><li><b><u>Years of Past Experience required:</u></b> The bidder must have experience for at least 3 years (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU / Public Listed Company. Copies of relevant contracts / orders to be submitted along with bid in support of having provided services during each of the Financial year (applicable to non-empaneled architect).</li><li>Non-empaneled architect is advised to submit brief information about their firm.</li></ol>

Tender documents and price bid estimation for architect can be downloaded from the Company's website [www.newindia.co.in](http://www.newindia.co.in).



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आज़ादी का  
अमृत महोत्सव

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Vendors can submit their Bids on or before 29/08/2023 up to 05:30 pm in a sealed envelope Super-scribed as "Quotation for the appointment of Architect for the renovation work to be done at our office namely Surat Business Operating Office (230600)" in the tender box after getting it in-warded in the register of the Surat RO (230000). The address of the office is as-Estate and Establishment department, C/O The New India Assurance Co. Ltd., Surat Regional Office, 1<sup>st</sup> Floor, A-Wing, Tirupati Plaza, Athwagate, Surat, 395001.


\*Quoted Price should be exclusive of taxes.

#Price Bid is attached herewith with this tender and the bidder should fill their bid in the attached format only.

Two or more bids from the same vendor will be rejected.

The New India Assurance Co. Ltd does not bind itself to accept any or all the bids and reserves the right to reject any or all bids without assigning any reason.

All updates, corrigendum, addendum etc. will be published on [www.newindia.co.in](http://www.newindia.co.in) only.

  
Mr. Subhash Mehta  
Deputy General Manager  
Surat Regional Office (230000)



**PRICE BID FOR ARCHITECT**

<b>ESTIMATION &amp; TENDERING</b>		Fee in %
A)		
I)	<p>To inspect the premises and to examine the documents available with the Co. for preparing preliminary report based on visual inspection and actual measurement of the premises for formulating action for interior designing and supervision.</p> <p>To prepare preliminary sketch plan, discuss the same with the client and modify the same as per client's requirement.</p> <p>To obtain approval of the client.</p> <p>To prepare detail estimate and get the financial approval of the client.</p>	
II)	<p>To evolve tender documents including works of civil, interior, furnishing, cabling (network &amp;/or electrical), air-conditioning etc. to enable client to invite tenders in 2 bids i.e. Technical Bid &amp; Price Bid.</p> <p>To scrutinize and to evaluate the tenders.</p> <p>To assist and advise the client in shortlisting the technical bids of Contractor.</p> <p>To scrutinize &amp; price bids and recommend the tender to the client.</p>	
B)	<b>SUPERVISION</b>	
	<p>To assist the client in obtaining permission from statutory bodies like Municipal Corporation/Council, State Govt., etc. as applicable. The fees payable to such statutory authorities will be paid by the client.</p> <p>To instruct the contractor about the execution of the work and to finalize time schedule (Bar chart) stated in the tender document.</p> <p>To visit the site regularly to exercise proper quality control on workmanship, materials, etc.</p> <p>To record the measurements of the work duly signed by the representative of the contractor.</p> <p>To certify the bills submitted by the contractor. It should be certified within 7 working days from the date of receipt of the bill.</p> <p>The senior Architect has to visit the site at least twice a week or more no. times if required by the client/company and as per the progress of the work.</p> <p>To post adequate technical staff on daily basis to monitor the quality control on material, workmanship and timely progress and to guide the contractor for proper execution of the work as per the specifications.</p> <p>The architect shall engage consultants in the field of structural work, electrical work, air conditioning work etc. and the architect fees should be inclusive of charges of all such consultants.</p> <p>No fees will be paid on cost of branded items directly purchased by the client.</p> <p>The Architect to ensure that contractor attends to repairs/defects during contract defect liability period and so on.</p> <p>The Architect to ensure for overall quality and speed of the work. This work may be monitored by Central Technical Examiner of Central Vigilance Commissioner and has to be done in accordance with the rules framed by CVC from time to time. The Architect shall also assist the Company in addressing the queries raised by CVC/CTE/Audit CAG as and when necessary.</p>	
<b>FEE IN TERMS OF % OF TOTAL COST OF PROJECT</b>		%

N.B. :

- a) Fees may be quoted as in total to the contract value a stage wise.
- b).Income Tax will be deducted from the bills of the Architect as per rules in force from time to time.
- c).Service Tax on the professional fees of the Architect will be extra and paid by the Company as per rules in force from time to time.
- d).It should be noted that the 'cost of the project' on which your fees would be calculated, means the contract value of the project awarded to the shortlisted contractor the 'fees' would be payable only after completion of the specified job in stages of the contract.

PLACE :

DATE :

SIGNATURE & SEAL