



दि न्यू इण्डिया एश्युरेंस कंपनी लिमिटेड  
THE NEW INDIA ASSURANCE CO. LTD.

NORTH EASTERN REGIONAL OFFICE, 5<sup>TH</sup> FLOOR, STAR CITY,  
BESIDE HANUMAN MANDIR, LACHITNAGAR, G. S ROAD,  
GUWAHATI-781007, ASSAM

Phone :(0361)-  
2450639,  
2454344  
Email :  
bss53@newindia.c  
o.in

Tender No.: NERO/ESTB/CONTRACTOR/2025-26/001

Date: 06/01/2026

**NOTICE INVITING E-TENDER FROM CONTRACTORS**

Online E-Tender is invited, on behalf of The New India Assurance Co. Ltd, North Eastern Regional Office, Star City, 5<sup>th</sup> Floor, Beside Hanuman Mandir, Lachitnagar, G.S Road, Guwahati-781007, Assam, for **"INTERIOR FURNISHING, ELECTRICAL & AIR-CONDITIONING WORKS OF DIBRUGARH BRANCH OFFICE AT DIBRUGARH, ASSAM"**, (Location-Dibrugarh, Kadambarii Complex, 1<sup>st</sup> Floor, RNC Path, Dibrugarh Chariali-786001) from reputed, bonafide and intending contractors having their registered office in Guwahati, with adequate experience to execute Composite Work which includes Civil work, Carpentry work, Flooring work, Painting work, Sanitary & Plumbing work, Furniture work, Electrical work, Air - conditioning work and other associated works, under **2(Two) Bid system i.e. Techno-Commercial Bid (Cover-I) & Price Bid (Cover-II)** meeting the under noted Pre-qualification criteria for carrying out the above work in accordance with the Company's General Conditions of Contract, Special Terms & Conditions of Contract & Particular Terms & Conditions of Contract, Standard specifications, Extent of Work, Special Instructions to Bidders as appended on the subsequent page & Annexures.

Bidders can download the requisite tender documents from GeM portal.

For any further clarification / query, please contact Mr Prithiraj Nandy , Manager, Phone No. 8158919035 or Ms Promita Sen, Asst Manager , Mob No. 8240598323, during office hours from 10:00 AM to 5:30 PM (Mon to Fri) over phone or in person at The New India Assurance Co. Ltd., North Eastern Regional Office, Star City, 5<sup>th</sup> Floor, Beside Hanuman Mandir, Lachit nagar, G.S Road, Guwahati-781007.

For further Technical queries contact-

**M/s. ARCHTECH**

(Prop. Awadhesh Shah)

Ahomgaon, Guwahati- 781 035, Assam,

Ph: +91-70052-05165, Email: [awadheshshah123@gmail.com](mailto:awadheshshah123@gmail.com)

- A) Name of work : RENOVATION AND REFURBISHING OF DIBRUGARH OFFICE
- B) Estimated Cost : Rs. 18.5 Lakhs (Approx)
- C) Time of Completion : 30 Days
- D) Earnest Money : Rs. 27000/- (Rupees Twenty Seven Thousand only)  
by crossed demand draft / Pay order payable at Guwahati in favor of  
THE NEW INDIA ASSURANCE CO. LTD.
- E) Last Date of Bid Submission : 09-02-2026
- F) Availability of Tender Documents : [www.newindia.co.in](http://www.newindia.co.in) and GeM portal.

**Pre-Qualification Criteria:**



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1. The firms having experience of successfully completed Composite nature of work comprising of Carpentry/ Furniture, Electrical, LAN Cabling, Air-Conditioning and other associated works during the last 3 years ending on 30<sup>th</sup> November, 2025.
2. 3 (three) "similar completed works" costing not less than the amount equal to 40% of the estimated cost (Rs. 7.4 lac)  
OR  
2 (two) "similar completed works" costing not less than the amount equal to 50% of the estimated cost (Rs. 9.26 lac)  
OR  
1 (one) "similar completed work" costing not less than the amount equal to 80% of the estimated cost. (Rs. 14.82 lac)

Minimum average turnover of Rs. 5.55 lacs (i.e 30% of project cost) during the last 3 (three) years, testimonials to be submitted along with tender in Cover – I.

1. The Tenderer should have at least min. 03 years experience of working with nature of works as briefly mentioned below:
  - a. **Interior Furnishing Works:** [1] New partition walls made of wooden, aluminum, gypsum board, bison board [2] False ceiling, acoustic paneling and flooring work [3] Center table, loose furniture [4] Door closer, louver window work, floor spring works as per the requirement for office premises, Banks, board rooms, auditoriums, hotels, resorts etc.
  - b. **Internal Electrical works:** [1] Installation, testing, commissioning of all electrical low tension [LT] works [2] Electrical control panel, wiring, conducting, trunking. [3] Installation of fitting and fixture, chandelier, switches, MCB's [4] Maintenance and repair of earthing system and lightning arrestors. Works for office premises, board rooms, auditoriums, hotels, resorts etc.
  - c. **HVAC works:** Installation of both High Wall and Duct-able units including laying of Ducts, AHUs, FCUs, Refrigeration pipes, Inline fan and other related works.

The Bidder / Tenderer who are **registered as an Interior Contractor with any Institutional, Public Sector and Corporate Sector** and having experience of executing above types of works under a single contract may apply with detailed certificates / credentials to **The Regional Manager, THE NEW INDIA ASSURANCE CO. LTD**, North Eastern Regional Office, Star City, 5th Floor, Beside Hanuman Mandir, Lachit nagar, G.S Road, Guwahati-781007

**Following documents (with its supporting valid papers) are also to be submitted along with tender in Cover-I.**

1. Name, address & Type of firm with organization details, Trade License, Registration Certificate Copy, telephone numbers, fax numbers etc.

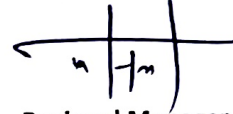


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2. List of Govt./ Quasi-Govt. Deptt. and other organizations of repute with whom the company is empanelled/ working.
3. List of similar work completed in last 3 years with details enclosing completion certificate from the clients the clients along with the names of two responsible clients/ persons with address & telephone number who will be in position to certify about quality as well as past performance of your organization.
4. List of similar works in hand with details enclosing the copies of work orders from the clients.
5. Copies of the Audited Balance Sheet for the last three (3) Years along with the Profit & Loss Account.
6. Banker's Certificate for credit worthiness.
7. Valid Income Tax/ Pan Card, Sales Tax clearance certificates, GST Certificate & Registration No. etc.
8. List of disputes/ litigations entered into, if any, with its details



Regional Manager