



दि न्यू इंडिया एश्योरेन्स कंपनी लिमिटेड

( भारत सरकार का उपक्रम )

THE NEW INDIA ASSURANCE COMPANY LIMITED

(A Govt. of India Undertaking)



**KOLKATA REGIONAL OFFICE**

1<sup>st</sup> FLOOR, 4, MANGOE LANE,  
KOLKATA – 700 001  
Tel. (033) 2248–0445/46/48; 2248–7720  
website: [www.newindia.co.in](http://www.newindia.co.in),

**कोलकाता क्षेत्रीय कार्यालय**

प्रथम तल, 4, मैंगो लेन,  
कोलकाता –700001  
टेली. : 2248–0445/46/48; 2248–7720  
वेबसाइट : [www.newindia.co.in](http://www.newindia.co.in)

Tender No. KRO/ESTATE & ESTABLISHMENT/TENDER/01/2024-26

30/10/2024

**Re: Empanelment of Contractors and Architects for our Offices in West Bengal under Kolkata R.O. and Residential Premises in Kolkata for Civil, Electrical and Architectural works**

Applications are invited from reputed Firms/Vendors/Contractors having their offices in **Kolkata** for empanelment, by **The New India Assurance Co. Ltd.** as Architects and Interior Designers, Electrical Contractors and Civil Contractors as per specimen **Annexure I**.

The interested firms are required 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.

The application should be accompanied with a DD/pay order in favour of “**The New India Assurance Co. Ltd.**” payable at Kolkata as per **Annexure II** which is non-refundable.

Please fill separate forms for each category applied for i.e. (**Refer Annexure III**):

1. Architects / Interior Designers
2. Civil Contractors
3. Electrical Contractors

If a firm/vendor etc., is applying for more than one category, they have to submit separate application with separate DD/pay order as per **Annexure II** each

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

The envelope should be super scribed as “**Application for empanelment as Architect/Interior Designer**” OR “**Application for empanelment as Electrical Contractor**” OR “**Application for empanelment as Civil Contractor**” as the case may be and the application should be submitted to:

**Regional Manager,  
Estate and Establishment Department  
The New India Assurance Co. Ltd.  
Kolkata Regional Office  
4, Mangoe Lane, Kolkata –700 001**



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- The vendors will be shortlisted based on their suitability, expertise, experience etc. and valid documents submitted by them.
- The applicant should have an office located within Kolkata. Preference shall be given to works carried out for central/ state government, PSUs, PSBs, Public Sector Insurance Cos.
- *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. 10,000/-** (Rupees Ten Thousand Only) with New India Assurance Co. Ltd. as **Security Deposit**, which will remain interest-free with New India Assurance Co. Ltd. for a period of two years from the date of empanelment. Under any circumstances, the security deposit will not be refunded before the expiry of this period.*
- *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 more than two times, he/she shall be liable to be blacklisted.*
- *Panel remains valid for two years from the date of issue of empanelment letter. The company reserves the right to terminate or extend the period of the panel.*
- All applicants are required to fill the declaration as per specimen **Annexure IV**.
- 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.
- The applicant must attach the following documents for the category he/she is applying for:  
Completion certificate of successful completion of similar works from the 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 the category applying for.

***Last Date of submission of application – on or before 14/11/2024 by 04.00 pm (applications received after the deadline will not be accepted).***

**Regional Manager**

**Estate and Establishment Department**

**Kolkata Regional Office**

**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 with 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><u>Annexure V</u></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><u>Annexure VI</u></b> attached
15.	Details of Jobs at Hand (please attach work orders)	As per <b><u>Annexure VII</u></b> attached
16.	Whether your firm was blacklisted by any institution in the past 3 years (give details with contact numbers of the firm)	

\_\_\_\_\_  
**Seal/Official Stamp 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.	MSME Details	
25.	<b><u>Type of Work and Category Opted for (choose from Annexure II) (ONLY ONE TYPE in one form)</u></b>	<b><u>Category (You can choose more than 1 category of 1 Type of Work) (Separate form to be filled for each category)</u></b>
	<b><u>Type of Work</u></b>	

**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 Co. 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 their including my/our name in the panel.

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

## ANNEXURE II

### **TYPE OF WORK AND CATEGORIES AND APPLICATION FEES (NON REFUNDABLE)**

S.No.	Type of Work	Category (Contract Value)	FEES (Rs)
1.	Architectural Work/ Interior Designers & Allied job	More than Rs. 25000 Up to Rs 2,00,000/-	5000/-
		More than Rs. 2,00,000/- up to Rs. 5,00,000/-	5000/-
		More than Rs. 5,00,000/- upto Rs. 1,00,00,000/-	5000/-
2.	Civil Work & Allied job	Up to Rs. 10,000/-	1000/-
		` More than Rs. 10,000/- up to Rs. 25,000/-	1500/-
		More than Rs. 25,000/- up to Rs. 2,00,000/-	5000/-
		More than Rs. 2,00,000/-	5000/-
3.	Electrical works	Up to Rs. 10,000/-	1000/-
		` More than Rs. 10,000/- up to Rs. 25,000/-	1500/-
		More than Rs. 25,000/- up to Rs. 2,00,000/-	5000/-
		More than Rs. 2,00,000/-	5000/-

**Note : Highest application money paid should cover all categories of work.**

**ANNEXURE III**

**TYPE OF WORK AND CATEGORIES**

S.No.	Type of Work	Category (Contract Value)
1.	Architectural Work/ Interior Designers & Allied job	More than Rs. 25000 Up to Rs 2,00,000/-
		More than Rs. 2,00,000/- up to Rs. 5,00,000/-
		More than Rs. 5,00,000/- upto Rs. 1,00,00,000/-
2.	Civil Work & Allied job	Up to Rs. 10,000/-
		` More than Rs. 10,000/- up to Rs. 25,000/-
		More than Rs. 25,000/- up to Rs. 2,00,000
		More than Rs. 2,00,000/-
3.	Electrical works	Up to Rs. 10,000/-
		` More than Rs. 10,000/- up to Rs. 25,000/-
		More than Rs. 25,000/- up to Rs. 2,00,000/-
		More than Rs. 2,00,000/-

**ANNEXURE IV (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 V (for serial number 13)**

S. No.	Financial Year	Total Turnover (Rs.)	Copy of I.T. Return enclosed Yes/No	Remarks
1.	2023-24			
2.	2022-23			
3.	2021-22			

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

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**ANNEXURE VI (for serial number 14)**

**A) Government Organisations**

<b>Sl. No.</b>	<b>Name of the Organization and Contact Person</b>	<b>Landline and Mobile Number</b>	<b>Brief Description of Job Executed</b>	<b>Value of Contract (Rs.)</b>	<b>Year of Job Execution</b>

**B) Private Organisations**

<b>Sl. No.</b>	<b>Name of the Organization and Contact Person</b>	<b>Landline and Mobile Number</b>	<b>Brief Description of Job Executed</b>	<b>Value of Contract (Rs.)</b>	<b>Year of Job Execution</b>

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

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**Seal/Official Stamp of the Firm**

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

**A) Government Organisations**

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

**B) Private Organisations**

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

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

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**Seal/Official Stamp of the Firm**