दि न्यू इंडिया एश्योरेन् कंपनी लिमिटेड
THE NEW INDIA ASSURANCE COMPANY LIMITED
दिल्ली क्षेत्रीय कार्यालय -I, आर.जी.सिटी सेंटर , दूसरी मांजिल, एल. एस. सी. ब्लॉक--बी, लॉरेंस रोड. दिल्ली-110035
Delhi Regional Office-I, R.G. City Center, 3rd Floor, LSC, Block-B, Lawrence Road, Delhi-110035

TENDER NOTICE

Sealed applications are invited for empanelment of Govt./PSU Sectors approved Architects/Contractors to cay out the Civil/Electrical/Renovation work in Company's owned Residential Flats and Office Premises. The application format may be downloaded from Co's website: https://www.newindia.co.in/tender-notice or be collected from 10.30 am to 5.00 pm (except Saturday/Sunday/Public Holidays) from Co's Office at the following address:-

Establishment Department
The New India Assurance Co Ltd
RG City Centre, 3rd Floor, LSC, Block-B
Lawrence Road, Delhi-110035

The last date for submission of application is 25.07.2025 upto 4.00pm at the address mentioned above.

Sd/

(Dy. Gen Manager)

FORM OF APPLICATION

FOR

EMPANELMENT OF GOVT./PSU APPROVED ARCHITECTS/CONTRACTORS

To carry out the Civil/Electrical/Renovation work in Company's owned Residential Flats and Office Premises.

Name of the Firm .....

Address.....

.....

.....

.....

Phone Numbers :

Mobile No.:

E-mail id :

Contact Persons:

Contact Telephone Nos.:

To,

.....

.....

.....

.....

Dear Sir,

Sub: EMPANELMENT OF ARCHITECTS/ CONTRACTORS
FOR_____

I/We have read and understood the press notice for per-qualifications and instructions to the Applicants. I/We do hereby declare that the information furnished in the proforma from pages _ to _ and in the supplementary sheets is correct to the best of my/our knowledge and belief.

Encl: Supplementary sheets Nos.:

Yours faithfully,

Signature of the applicant:

Name:

Designation:

Address: //Seal//

INSTRUCTIONS TO APPLICANTS

1. Intending Applicants are required to submit their applications with full particulars, giving details about their organization, experience, technical personnel in their organization, competence and adequate evidence of their financial standing, etc. in the enclosed form, which will be kept confidential. The cover containing the application should be superscribed "Application for empanelment of .....under Category.....".

2. While deciding upon the selection of contractors, emphasis will be given on the ability and competence of applicants to do good quality works within the specified time schedule and in close co-ordination with other agencies.

3. Decision of the Company in regard to Enlistment of contractors/Architects will be final. The Company is not bound to assign any reason thereof.

4. Each page of the application shall be signed by the Applicant. The application shall be signed by person/persons on behalf of the organization having necessary authorization/Power ofAttorney to do so.

5. If the space in this form is insufficient for furnishing full details, such information may be continued on separate sheets of paper, stating therein the part of the form and serial number. Separate sheets shall be used for each part.

6. Applications containing false and / or inadequate information are liable for rejection.

7. The firms must have worked for Govt./Public Sector undertakings/ Banks.

8. The firms shall not have any discouraging/adverse report against their past performance.

9. Clarifications, if any required, may be obtained from The Regional Manager The New lndia Assurance Co. Ltd. , Establishment Department, Delhi Regional Office-I.

10. The firm must have their office in Delhi/NCR.

Signature of the Applicant

Address:

Part- 1 : Basic Information

1. Name of the Applicant and address of the Registered office.....

2. Year of establishment
   (Enclose documentary evidence)

3. Types of organization (whether sole proprietorship/ Partnership, Private Ltd. or Co-operative body etc.

4. Name of the Proprietor/Partners/Directors of Applicant with address and phone numbers..
   (a)
   (b)
   (c)
   (d)

5. Details of registration -Whether Partnership firm, Company, etc.
   Name of Registering Authority, Date
   Date and Registration No.

6. Whether the Firm has worked for the Government/ Semi Government/Municipal Authorities or any Public Organization Banks/Companies etc. if so, give details

7. No. of years of experience in the relevant Field. (Enclosed certificate)

8. Address of office through which the work of the Company will be handled

9. Yearly turnover of the Organization during last 3 years (year-wise) as certified by the Chartered Accountant (CA's Certificate has to be enclosed)
   1. Rs. For 2022-23
   2. Rs. For 2023-24
   3. Rs. For 2024-25

Signature of Applicant

Part 2 : Work Capability and previous experience

a) List of important Works executed by the organization during last 5 years, (Supporting documentary proofs such as copies of Work order, Satisfactory completion certificate of the work from clients etc. to be enclosed failing which the application will be liable to rejection)

S.No.	NAME OF THE PROJECT & LOCATION	Name of full postal address of the owner and consultant. Whether Govt.or Private	Contract Amount and date of award of work	Completion period in months	Any other relevant information
1	2	3	4	5	6

Signature of Applicant

Note:

1. **Information has to be filled up specifically in this format. Please do not write remark "As indicated in Brochure / as enclosed", unless unavoidable.**
2. **Information shall be limited to the Applicant, If any relevant data concerning the Group of Companies to which the Applicant belong is desired to be given, the same shall be given separately in a supplementary sheet.**