



दि न्यू इन्डिया एश्योरन्स कंपनी लिमिटेड

(भारत सरकार का उपक्रम)

**THE NEW INDIA ASSURANCE COMPANY LTD.**

(Govt. of India Undertaking)

पंजीकृत एवं प्रधान कार्यालय : न्यू इन्डिया एश्योरन्स बिल्डिंग, 87, महात्मा गांधी मार्ग, फोर्ट, मुंबई - 400 001.

Regd. & Head Office : New India Assurance Bldg., 87, M.G. Road, Fort, Mumbai - 400 001.

CIN No. L66000MH1919GOI000526



Phone : 022 2270 8100

022 2270 8400

Website : www.newindia.co.in

Tender No. 33/Est&Estb/HO/2023-24

10/01/2024

**Re: Empanelment of Contractors and Architects for our Head Office and residential premises in Mumbai, Navi Mumbai & Thane for civil and related works**

Applications are invited from reputed firms/vendors/contractors having their offices in **Mumbai & Thane** for empanelment by **The New India Assurance Co. Ltd.** as Architects, Structural Engineers, Interior Designers, Electrical Contractors and Civil Contractors as per specimen **Annexure I**.

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 in favour of "**The New India Assurance Co. Ltd.**" payable at Mumbai for an amount of Rs. 5,000/- as EMD which is refundable and Tender Fee of Rs. 590 (Including GST) which is non-refundable.

The selected bidders will have to submit a separate DD of Rs. 5000/- towards Security Deposit. Both EMD and security deposits will be refunded after expiry of empanelment period i.e 3 years.

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

Category
<b>1. Contractor for civil, Plumbing, painting works</b>
a. Up to Rs. 2,00,000/-
b. Rs. 2,00,000/- to Rs. 5,00,000/-
<b>2. Contractor for minor carpentry works</b>
<b>3. Contractor for electrical works</b>
<b>4. Contractor for curtain &amp; upholstery</b>
<b>5. Architects</b>
a. Up to Rs. 5,00,000/-
b. Rs. 5,00,000/- to Rs. 50,00,000/-
c. Rs. 50,00,000/- to 1,00,00,000/-
<b>6. Structural Engineers</b>
a. Up to Rs. 5,00,000/-
b. Rs. 5,00,000/- to Rs. 50,00,000/-
c. Rs. 50,00,000/- to 1,00,00,000/-

Bids for empanelment of contractors for the categories Rs. 2,00,000/- to Rs. 5,00,000/- are to be filled through e-tendering separately on our e-tender portal [www.Tenderwizard.com/NIAEPROC](http://www.Tenderwizard.com/NIAEPROC).



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THE NEW INDIA ASSURANCE CO. LTD. MUMBAI (H.O.)

If a firm/vendor etc. is applying for more than one category, they have to submit separate application with separate DD/pay order for tender fee of Rs. 590/- & EMD Rs. 5,900/- each.

The envelope should be superscripted as **"Application for empanelment as Architect/Structural Engineer/curtain and upholstery/Electrical Contractor/Civil Contractor /minor carpentry repair only"** as the case may be and the application should be submitted to:

Chief Manager,  
Estate and Establishment Department  
Head Office  
The New India Assurance Building, 87, M G Road,  
Fort, Mumbai – 400 001

Contractors applying for the categories above Rs. 2,00,000/- to Rs. 5,00,000/- should apply through e-tendering mode on our portal <https://tenderwizard.com/NIAEPROC>. Submission through any other mode will be liable for rejection of bid.

**General Instruction for bidders:**

- The vendors will be shortlisted based on their suitability, expertise, experience etc., and valid documents submitted by them.
- Incomplete tender or tenders submitted with qualifying conditions at variance with the Terms and conditions of tender are liable to be rejected summarily. **The New India Assurance Co. Ltd. will have full liberty in regards to the formation of panels and its decision in this regard shall be final and uncontestable.**
- The applicant should have an office located within Mumbai and Thane region. 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. 5,000/- (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 three 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 three years from the date 01/02/2024. 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 III**.
- 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.

**Minimum Eligibility Criteria:**

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:

As  
B  
T  
S  
S  
S





दि न्यू इन्डिया एश्योरन्स कंपनी लिमिटेड, मुंबई (प्र.का.)  
THE NEW INDIA ASSURANCE CO. LTD. MUMBAI (H.O.)

**I) For contractor civil, Plumbing, painting works (upto 2 lac)**

- a) 5 (five) similar completed works costing not less than Rs. 1,60,000/-
- b) 10 (ten) similar completed works costing not less than Rs. 1,00,000/-
- c) 15 (fifteen) similar completed works costing not less than Rs. 80,000/-

**II) For contractor electrical works (upto 2 lac)**

- a) 5 (five) similar completed works costing not less than Rs. 16,000/-
- b) 10 (ten) similar completed works costing not less than Rs. 10,000/-
- c) 15 (fifteen) similar completed works costing not less than Rs. 8,000/-

Apart from these conditions any permanent employee of the firm should be holding valid license from Municipal Corporation/state govt. to carry out electrical works.

**III) For contractors (2-5 lac), architects (all categories) & structural engineers (all categories)**

- a) One single similar completed work costing not less than the amount equal to 80% of the category applying for (or)
- b) Two individual similar completed works costing not less than the amount equal to 50% of the category applying for (or)
- c) Three individual similar completed works costing not less than the amount equal to 40% of the category applying for.

Apart from these conditions, any permanent employee of the bidding firm should be holding any license from any govt. authority/body to work as architect/structural engineer.

If in the knowledge of the NIACL, the project cost of any project (ongoing or completed) of participating architect/structural engineers has increased by 10% or more from the tendered value, the bid of such architect/structural engineer will be rejected and will not be scrutinized further.

**IV) For minor Carpentry & Upholstery works**

- a) 5 (five) similar completed works costing not less than Rs. 16,000/-
- b) 10 (ten) similar completed works costing not less than Rs. 10,000/-
- c) 15 (fifteen) similar completed works costing not less than Rs. 8,000/-

Please note that the qualifying values should correspond to one individual work, the bidders should not combine value of different small works to show as the value of single work.

**Technical Criteria for the Civil, electrical, minor carpentry, upholstery contractors, architects & structural engineers:**

S. No.	Criterion	Evaluation Criteria
A	Past Experience of the PSU/govt. entities (As per annexure V)	Max. 70 marks

Handwritten signature and initials in blue ink.



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आज़ादी का  
अमृत महोत्सव



दि न्यू इन्डिया एश्योरन्स कंपनी लिमिटेड, मुंबई (प्र.का.)  
THE NEW INDIA ASSURANCE CO. LTD. MUMBAI (H.O.)

i	Experience in similar works to the category applied during last seven years : Projects/works successfully completed	i) 42 Marks (60% marks) for minimum eligibility criteria ii) 56 Marks (80% marks) for 1.5 times the minimum eligibility criteria iii) 70 Marks (100% marks) for twice the minimum eligibility criteria or more.
B	Past Experience of the Private Entities (As per annexure V)	Max. 15 marks
i	Experience in similar works to the category applied on during last seven years : Projects/works successfully completed	i) 9 Marks (60% marks) for minimum eligibility criteria ii) 12 Marks (80% marks) for 1.5 times the minimum eligibility criteria iii) 15 Marks (100% marks) for twice the minimum eligibility criteria or more.
C	List of PSUs/Govt. Entities the bidding firm is empanelled with	Max. 15 marks
i	No of PSUs/Govt. Entities currently empaneled with	i) 0 marks, if empaneled with 0 PSUs/Govt. Entities ii) 4.5 marks (30% marks), if empaneled with 1 PSUs/Govt. Entities iii) 9 marks (60%), if empaneled with 2 PSUs/Govt. Entities iv) 15 marks (100% Marks), if empaneled with 3 or more PSUs/Govt. Entities
	Total	Max 100 Marks

*The bidders scoring less than 50 marks will be rejected at the technical stage and will not be considered for the further process.*

*Note: Relaxation to the Startups (MSE) will be given as per the circular No. 1(2)1/2016-MA of Ministry of MSME dated 10/03/2016.*

Last date of submission of bid/application is 01/02/2024; 06:00 PM. Bids/Applications received after stipulated time will be rejected without any considerations.

For any query kindly contact on [bhashkarchandra.sati@newindia.co.in](mailto:bhashkarchandra.sati@newindia.co.in) / [saimohan.patnaikuni@newindia.co.in](mailto:saimohan.patnaikuni@newindia.co.in) or 022-22708514/505/511.

*Devi*

Chief Manager  
Estate and Establishment Department Head Office





दि न्यू इन्डिया एश्योरन्स कंपनी लिमिटेड, मुंबई (प्र.का.)  
THE NEW INDIA ASSURANCE CO. LTD. MUMBAI (H.O.)

**ANNEXURE I**

I/We.....am/are desirous of being  
enrolled on the list of contractors for ----- and hereby apply for the  
same.

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.	Name of all the Owners/Partners/Proprietor	
4.	Address of Registered Office	
5.	Address of Operating/Local Office	
6.	Telephone Numbers (Registered Office Landline) (Local Operating Office Landline)	
7.	Mobile Number of main proprietor (Mandatory)	
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



दि न्यू इन्डिया एश्योरन्स कंपनी लिमिटेड, मुंबई (प्र.का.)  
THE NEW INDIA ASSURANCE CO. LTD. MUMBAI (H.O.)

14.	List of Jobs Executed by firm in the category applied for during last 3 years (Please attach work completion certificates)	As per <b>Annexure V</b> attached
15.	Details of Jobs at Hand (please attach work orders)	As per <b>Annexure VI</b> 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.	MSME Registration No. (please enclosed copy of relevant document) (if any)	
21.	Details of registration with any other Government Authority (s), if any (attach relevant documents)	
22.	Attach Company Profile	
23.	Details of workforce	
24.	<b>Type of Work and Category Opted for (choose from Annexure II) (ONLY ONE TYPE in one form)</b>  <b>Type of Work</b>	<b>Category (You can choose more than 1 category of 1 Type of Work) (Separate form to be filled for each category)</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 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.



दि न्यू इन्डिया एश्योरन्स कंपनी लिमिटेड, मुंबई (प्र.का.)  
THE NEW INDIA ASSURANCE CO. LTD. MUMBAI (H.O.)

**ANNEXURE II**

**TYPE OF WORK AND CATEGORIES (Select any one)**

S.No.	Type of Work (Tick on the selected category)	Category (Contract Value)
1.	Architectural Work/ Interior Designers	Up to Rs. 5,00,000/-
		More than Rs. 5,00,000/- up to Rs. 50,00,000/-
		More than Rs. 50,00,000/- up to Rs. 1,00,00,000/-
2.	Structural Engineer/ Consultants	Up to Rs. 5,00,000/-
		More than Rs. 5,00,000/- up to Rs. 50,00,000/-
		More than Rs. 50,00,000/- up to Rs. 1,00,00,000/-
3.	Civil Work	Up to Rs. 2,00,000/-
		More than Rs. 2,00,000/- up to Rs. 5,00,000/-
4.	Electrical works	Up to Rs. 2,00,000/-
5.	Curtain and upholstery	Rs. 2,00,000/-





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THE NEW INDIA ASSURANCE CO. LTD. MUMBAI (H.O.)

**ANNEXURE III (to be filled by all applicants on the firm's letter head)**

**DECLARATION**

I/We agree to notify the officer accepting this application and registering my/our names on list of contractors/architect/structural engineers 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)





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THE NEW INDIA ASSURANCE CO. LTD. MUMBAI (H.O.)

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

S. No.	Financial Year	Total Turnover (Rs.)	Copy of I.T. Return enclosed Yes/No	Remarks
1.	2020-21			
2.	2021-22			
3.	2022-23			

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



दि न्यू इन्डिया एश्योरन्स कंपनी लिमिटेड, मुंबई (प्र.का.)  
THE NEW INDIA ASSURANCE CO. LTD. MUMBAI (H.O.)

**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 Organization 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





दि न्यू इन्डिया एश्योरन्स कंपनी लिमिटेड, मुंबई (प्र.का.)  
THE NEW INDIA ASSURANCE CO. LTD. MUMBAI (H.O.)

**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