***Trusted Since 1906*** **

**NATIONAL INSURANCE COMPANY LIMITED**

**(A Govt. of India Undertaking)**

**BHUBANESWAR REGIONAL OFFICE**

**IDCO TOWER, 6TH FLOOR**

**JANPATH**

**BHUBANESWAR-751022**

**Website:** [**www.nationalinsuranceindia.com**](http://www.nationalinsuranceindia.com)

**CIN No. U10200WB1906GOI001713**

**ESTABLISHMENT DEPARTMENT**

**APPLICATION FOR EMPANELMENT OF CONSUTANTS/ARCHITECTS FOR CIVIL, INTERIOR FURNISHING AND ALLIED WORKS**

**Issued to M/s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Last date of submission:-**

**Application to be addressed to:-**

**Chief Regional Manager**

**National Insurance Company Limited**

**Bhubaneswar Regional Office**

**Estate & Establishment Department**

**IDCO Tower, 6th Floor**

**Janpath**

**Bhubaneswar-751022**

**Place \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Date:

From,

To,

The Chief Regional Manager,

National Insurance Company Limited,

Bhubaneswar Regional office,

Bhubaneswar.

Dear Sir,

**Sub: Empanelment of Consultants/Architects for Civil, Interior furnishing and Allied works.**

I/We have read and understood the notice for empanelment of consultants and the instructions appended to the application. I am/we are hereby submitting my/our application for empanelment as consultants in your company. I/We do hereby declare that the information furnished in the application and supplementary sheets is correct to the best of my/our knowledge and belief.

I/we understand that if any information provided by me/us is found to be false or misrepresented, any future contract made between me/us and National Insurance Company Limited will be treated as invalid by the National Insurance Company Limited.

Enquiries can be made by the National Insurance Company Limited on the details furnished by me and I have no objection on the same.

Signature of the applicant(s): ……………………….

Name: ……………………………………………….

Designation: ………………………………………...

Address: ……………………………………………..

……………………………………………………….

**GENERAL RULES AND INSTRUCTIONS TO THE INTENDING APPLICANTS**

1. Depending on the exigencies of the work, its nature and magnitude, the company may opt to award the work from any of the empanelled consultants/Architects on nomination basis, rotation basis and open tendering process as per Company’s policies/guidelines.
2. The empanelment of Consultant/ Architect in Company shall not confer any right either to be necessarily issued the tender papers or for award of work.
3. The details of the applicants and their experience shall be submitted in the Company’s prescribed “Application Format” only. Wherever required and if the space provided is not sufficient, particulars can be furnished as Annexures but such details shall be clearly mentioned in the respective columns of the Application Format. Applicant shall enclose latest copies of brochures and technical documentation giving additional information about the applicant. **Each page of the document shall be duly signed by the Applicant along with their seal.**
4. The Architects/Consultants, who intend to apply, have to apply through application forms along with BC/Demand Draft (non-refundable document fee) and submit in sealed covers super scribing in the envelope **“‘APPLICATION FOR EMPANELMENT OF CONSULTANTS/ARCHITECTS FOR CIVIL, INTERIOR FURNISHING AND ALLIED WORKS, 2017’.**
5. No costs incurred by the applicant in applying, in providing necessary clarifications or attending discussions, conferences or site visits will be reimbursed by the Company.
6. Documentary proof with respect to the prequalification criteria shall be furnished along with the completed application form. In this regard, **copies of the work orders and completion certificates and or such other documents shall be submitted.** Incomplete applications or applications without proper proofs for establishing their credentials will be liable for rejection and no correspondence will be entertained in this regard.
7. The authorized person of the firm/ company shall sign in all the pages of the application with seal of the company/ firm.
8. The empanelment will be made depending on the credentials submitted and acceptable to Company, For consideration of experience, works should have been executed in same name & style of the firm in which empanelment is sought.
9. The evaluation will be done by the Committee and the evaluation will be done based on the criteria as mentioned.
10. If found necessary, Company may also consider inspecting the works undertaken by the applicants, for which necessary co-ordination shall be made by them. Based on the details furnished in acceptable format, inspection of works and eligibility criteria, the applications will be evaluated.
11. Decision of the Company regarding selection / rejection for empanelment will be final and binding and no further correspondence will be entertained. The empanelled architects/consultants will only be informed by post/email.
12. If, information and details furnished by applicants are found to be false at any time in future or any information withheld, which comes to the notice of the Company at a later date, the empanelment of such applicant will be cancelled immediately.
13. The Company **reserves the right** to verify the authenticity of all the documents submitted by the applicant from the Original Source/Documents and necessary co-operation has to be provided by the applicant in this regard.
14. Applications not containing full/relevant information, supporting documents will be summarily rejected. No correspondence will be entertained in this regard. Also the Company **reserves the right** to reject any conditional and/or incomplete applications.
15. The NICL **reserves the right** to accept and/or reject any or all the applications for empanelment without assigning any reason whatsoever.
16. The Company **reserves the right**, depending on estimated value of the work / Project to restrict the tenders to the empanelled consultants only or to issue open tender with consultants outside the empanelled category. The right for the type of tender to be called rests entirely with the Company.
17. The Company **reserves its right** to de-panel the empanelled Consultants from the panel of consultants at any time without assigning any reasons thereof
18. Applications received after the due date and time is liable to be rejected.
19. Where copies are required to be furnished, these should be certified/attested copies.
20. Year means financial year unless stated otherwise.
21. The empanelment shall be valid for a period of two years from the date of intimation letter to the short listed consultants.
22. In case of any dispute between the Consultant and contractor/s, the matter shall be referred to the NICL whose decision shall be final and binding on all parties.

**Applicant Obligations**:

1. The applicant should intimate change of address to the Company. Failure to do so may result in removal of his name from the empanelled list.

2. The registration with various authorities like Tax etc. shall be valid during the empanelment period.

3. The applicant should not indulge in unethical practices.

4. The applicant should execute the works awarded to him strictly as per the terms and conditions of the contract and specifications provided by NICL.

5. The applicant should co-ordinate with Company Officials/Contractors, if any, for smooth completion of the works.

6. Any Change in Constitution of firm without prior intimation/approval will render the applicant to be removed from the panel. In case of conversion of a firm into two or more firms, fresh empanelment is essential.

**Disciplinary Actions**:

1. The panel consultant should abide by all rules and regulations, terms and conditions of the contract.

2. The Company will have the right to suspend business with him for any period, debar him / remove his name from the approved list of consultants, after issue of a show cause notice, as the case may be. Decision of the Company will be final and binding to the Architect/Consultant.

3. Removal from the Approved list: The name of the consultant may be removed from the approved list of consultants at the discretion of the Company, if he:

* Fails to execute a work/contract or has executed it unsatisfactorily or
* Persistently violates any important conditions of work/contract or violates the guidelines of the Company or
* Furnishes false particulars at the time of empanelment or
* Indulges in any type of forgery or falsification of records: or
* Defaults in tax dues like Income Tax, GST, etc.

**Revision of rules of Empanelment:**

* Company may modify, add, delete and / or change any of the above rules etc. and the same shall be binding on all the empanelled consultants.
* The Company reserves its right to reject any/or all the applications without assigning any reasons whatsoever.

**SCOPE, ELIGIBILITY CRITERIA AND RELATED DETAILS**

**Scope:**

**Consultants/Architects** services shall be used—

* For planning, designing, estimation, tendering and supervision of execution of Buildings construction & repairs/ renovations/ maintenance and other civil works of company’s offices and residential premises.
* Visiting the site and understanding/defining the set of requirements.
* Measurement of existing building components.
* Drafting of the above in drawing form.
* Preparation of concept design with various alternatives in 2D.
* Modification of the concept proposal as per mutual consultation.
* Presentation of the proposal to Company Officials and discussion thereon.
* Preparation of preliminary estimates and approval thereon.
* Preparation of working drawings with dimensions in 2D.
* Preparation of electrical fixture and cable layout plan.
* Preparation of plumbing and sewerage layout plan if required.
* Preparation of tender document with Terms & Conditions and Bill of Quantities (BOQ) with material/specifications etc.
* To assist in selection of Vendor/Contractor from whom bids have been received (i.e., evaluation of Technical and financial bid)
* Supervision of work including site coordination, supply of detailed drawing to the Contractor as required, certification of QUALITY of materials and work as per specification of tender, monitoring the progress of work as per time schedule.
* Scrutiny/ Checking & certification of running/final bill, certification of work and job Completion.
* Submission of ‘AS BUILT’ drawing on virtual completion of work & verification of contractor’s final bill.
* Certification on completion of Defect Liability Period of the job to release the Security Deposit of the Contractor.
* Any other allied work that may be required within the scheduled time.

**Eligibility Criteria:**

1. It is mandatory for the firm to have a local office or branch office in Odisha and preferably a Branch Office in Sambalpur and Jajpur Town. (Documentary proof to be attached).
2. The Proprietor/Partner/Director shall be Graduate in Architecture and should be a member of a professional body: Council of Architecture with minimum of 07 years of experience in the respective field as on 31st December, 2017 (Documentary proof to be attached).
3. The applicant shall have the average annual financial turnover of at least 15 Lakhs during the last 3 years as on 31st March 2017 (Documentary proof to be attached).
4. The Applicant should have experience of having successfully completed similar works of value as indicated below during the last 5 years ending 31st December, 2017. (Copy of work order and completion certificate need to be attached).

|  |  |
| --- | --- |
| **Details** **of** **Work** | **Minimum** **value** **of** **each** **work** **executed** |
| Three Similar Completed Works | Rs. 10 Lakhs |

**OR**

|  |  |
| --- | --- |
| Two Similar Completed Works | Rs. 20 Lakhs |

**OR**

|  |  |
| --- | --- |
| One Similar Completed Work | Rs. 30 Lakhs |

Similar works means carrying out Civil, Interior Furnishing and allied works.

1. Must have GST registration, valid IT & PAN [Copy of the same shall be furnished along with IT return for last 3 (three) years.

**Annexure**‐**A**

**APPLICATION FOR EMPANELEMENT OF CONSULTANTS/ ARCHITECT FOR CIVIL, INTERIOR FURNISHING AND ALLIED WORKS**

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **Subject** | **To be filled up by the Tenderer** |
| 1. | Name of Agency/Firm |  |
| 2. | Name of the proprietor and authorized representative / contact person (s ) |  |
| 3. | Registered address :  Address for communication : |  |
| 4. | Contact Information   1. Office phone no : 2. Residence Phone Number : 3. Mobile Number : 4. Fax : 5. E-Mail ID : |  |
| 5. | Status of the Firm :  (Please tick appropriate box with attached proof) | |  | | --- | |  | |  | |  | |  |   Company  Partnership  Proprietary Firm  Individual |
| 6. | Year of Establishment |  |
| 7. | Registration/Partnership Deed Details with Registration Number (if applicable) & Date :  PAN No.  GST No :  (Attach Proof) |  |
| 8. | Technical Affiliation Details with Council of Architecture.  (Attach proof) |  |
| 9. | Turnover of the Company/Firm :  Whether an assesse of Income Tax. If so, furnish copies of Income Tax Certificate (IT returns) for last three years. | Year : 2016-17 Rs\_\_\_\_\_\_\_\_  Year : 2015-16 Rs\_\_\_\_\_\_\_\_  Year : 2014-15 Rs\_\_\_\_\_\_\_\_ |
| 10. | Furnish copies of Audited Balance Sheets and Profit & Loss Accounts (Audited) for last three years. | Year : 2016-17 Rs\_\_\_\_\_\_\_\_  Year : 2015-16 Rs\_\_\_\_\_\_\_\_  Year : 2014-15 Rs\_\_\_\_\_\_\_\_ |
| 11. | List of consultants associated with the firm  (for structural, Electrical, H.V.A.C, Fire Fighting & Security System, Landscaping etc) |  |
| 12. | List of Technical Personnel employed |  |
| 13. | List of other Personnel employed |  |
| 14. | Bio‐data of partners/Associates/ Directors. Bio‐data to be given in the enclosed format (Annexure‐B) |  |
| 15. | **Details** **of** **experience:**  Details of major works completed during the last 5 years. (Details to be given in enclosed format of Annexure-C) (attach Job completion certificate) |  |
| 16. | Name and value of other major works on hand. Details to be given in the enclosed format (Annexure‐D) |  |
| 17. | Details of Registration (Firm, Company etc.)  Registering Authority, Date, Number etc.  Please enclose copy of all related certificates/licenses. |  |
| 18. | Banker’s Name |  |
| 19. | List of registration with other Organizations |  |
| **Sr. No.** | **Subject** |  |
| 20. | Has any consultancy contact awarded to you been cancelled by the client during past three years. If yes give details |  |
| 21. | Indicate if involved in any litigation or any civil suits pending in any of the works executed/on hand. If yes, please furnish the name of the project, employer, and nature of work, contract value, work order and date and brief details of litigation. Attach a separate sheet if required. |  |

NOTE: Separate sheets, photographs, documents, etc. in support of above should be enclosed.

**DECLARATION:**

1. All the information furnished by me / us here above is correct to the best of my/our knowledge and belief.
2. I/we have no objection if enquiries are made about the work listed by me / us in the accompanying sheets / Annexures.
3. I/We agree that the decision of The National Insurance Company Ltd. in selection of Consultants/Architects will be final and binding to me / us.
4. I/We have read the instructions and I / we understand that if any false information is detected at a later date the empanelment shall be cancelled at the discretion of the Company.
5. I/We agree that I/We have not applied in the name of sister concern for the subject empanelment process.

Place:

Date: **Signature of applicant with seal and date**

**ANNEXURE**‐**B**

**BIODATA OF THE PARTNERS/ ASSOCIATES**

|  |  |  |
| --- | --- | --- |
| 1 | Name |  |
| 2 | Associates with the firm since |  |
| 3 | Date of birth |  |
| 4 | Professional qualifications |  |
| 5 | Professional experience |  |
| 6 | Professional affiliation |  |
| 7 | Membership in |  |
| 8 | Details of published papers in magazines |  |
| 9 | Details of cost effective methods/designs adopted in the projects |  |
| 1 0 | Exposure to new materials/ techniques |  |

**Note:** Attach separate sheet, if required

Signature of applicant with seal and date

**Annexure-C**

**LIST OF MAJOR SIMILAR WORKS COMPLETED DURING THE LAST 5 YEARS**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sl No. | Name of the client | Nature & Details of work | Estimated value | Area of work (Sq.m) | Date of Inception | Period of completion | Scheduled date of Completion | Actual date of completion | Final value of the Project | Reasons for the variation/delay if any | Any other relevant information |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
|  |  |  |  |  |  |  |  |  |  |  |  |

**Note:** Attach separate sheet, if required

Signature of applicant with seal and date

**ANNEXURE-D**

**LIST OF MAJOR SIMILAR WORKS ON HAND**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sl No. | Name of the client | Nature& Details of work | Estimated value | Present value | Date of Inception | Period of completion | Scheduled date of completion | Present position of the Project | Reasons for the variation/delay if any | Any other relevant information |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
|  |  |  |  |  |  |  |  |  |  |  |

Signature of the applicant with seal and date

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* FOR OFFICIAL USE ONLY\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

|  |  |
| --- | --- |
| YES | NO |
| YES | NO |
| YES | NO |
| YES | NO |
| ACCEPTED | REJECTED |

1. Whether the applicant satisfies relevant work experience?
2. Whether the applicant possesses PAN / Service Tax/Council of Architecture Certificate?
3. Whether the applicant satisfies the minimum eligibility criteria?
4. Whether the applicant has enclosed all necessary certificates?
5. Whether the application is accepted / rejected?