



## **THE ORIENTAL INSURANCE CO LTD.**

[A Government of India Enterprise]  
Corporate Office, Block-4, Plate-A  
NBCC Office Complex, Kidwai Nagar-East  
New Delhi-110023

**TENDER FOR PROPOSED CIVIL, INTERIOR FURNISHING, ELECTRICAL,  
PLUMBING & HVAC WORKS AT DO-3 (KBO),  
THE ORIENTAL INSURANCE COMPANY LTD., SHANKAR NAGAR, RAIPUR  
(C.G.)**

[Pre-Qualification Bid]

**Employer**

The Oriental Insurance Company Ltd.,  
Corporate Office, Block-4, Plate-A  
NBCC Office Complex, Kidwai Nagar-East  
New Delhi-110023  
Ph: 011-43659333

**Consultant**

M/s NICON INDIA  
Architects, Engineers, Planners  
34, Gurukul Complex, Kalibadi  
Road, Raipur (C.G.) 492001  
Ph: 98271-58700, 98263-23237

**THE ORIENTAL INSURANCE COMPANY LTD.**  
(A Government of India Enterprises)

RO: 1<sup>st</sup> Floor, R.K. Plaza, Ring Road No. 1, Pachpedi Naka,  
Raipur (C.G.)

**NOTICE INVITING APPLICATION FOR THE PRE-QUALIFICATION OF  
CONTRACTORS FOR CIVIL, INTERIOR FURNISHING, ELECTRICAL & HVAC  
PLUMBING WORKS**

The Oriental Insurance Co. Ltd. invites applications for pre-qualification Contractors for Civil, Electrical, Air-Conditioning, Structural fabrications, Interior Decoration / Furnishers for the Interior Furnishing works of their Divisional Office-3 (KBO) at Sr.MIG-14 and Sr.MIG-15, sector-1, Shankar Nagar Raipur situated in Chhattisgarh.

Full details and application forms can be down loaded from our website <https://orientalinsurance.org.in> and be submitted along with payment of Rs. 1000/- by Demand Draft (Non-refundable) favouring The Oriental Insurance Co. Ltd. payable at Raipur. This is a prequalification application and is valid only for the aforesaid work.

Last date for receipt of duly filled in applications is **24-04-2023, 05:00 PM.**

Chief Regional Manager

**The Oriental Insurance Co. Ltd.**  
**HEAD OFFICE: NEW DELHI**

Application for prequalification of Contractors for Civil, Electrical, Plumbing & Air-Conditioning, Interior Decorators, Furnishers and other related works.

Instructions: Please read the instructions and particulars carefully before filling the application form.

1. Applications are invited in the following three categories:

Interior Furnishing works and Chair supply and installation.  
Electrical and Air conditioning works.  
Civil, Plumbing and painting works.

**The contractor short listed can quote only if he is stationed in the state of Chhattisgarh.**

2. Scope of Work:

Civil Engineering Contractors: The scope of work for is in respect of masonry, plastering, RCC. Concrete works, painting, flooring, plumbing & sanitary, water proofing, demolition works, structural steel fabrication, wood work (doors and windows only) and other allied works.

Electrical Contractors : This panel will be mainly used for internal and external electrification, associated cabling, earthing, wiring for air-conditioners, UPS, liaisoning with concerned authority for obtaining of additional power, breakdown repairs and other allied works for various branches, offices and residences of the company/bank/PSU.

Contractors for Interior works: It mainly involves erection of partitions, counters, paneling, false ceiling, cavity flooring, furniture and fabricated workstations and other allied works.

3. Pre Qualification Criteria for Furnishing/ Civil / Electrical /other related works:

Experience of having successfully completed similar works during last 3 years as at **31-12-2022** should be either of the following:-

- a. Three similar completed works costing not less than the amount equal to 70% of the cost limit in respective Class.  
Or
- b. Two similar completed works costing not less than the amount equal to 80% of the cost limit in respective Class.  
Or
- c. One similar completed work costing not less than the amount equal to 90% of the cost limit in respective Class.

4. Enclosures: Applicants must enclose duly certified Xerox copies of all relevant information in support of their statements/facts.

5. If the application is made by a partnership firm, a certified copy of the partnership

deed, current address of the firm and the full name and current addresses of all the partners of the firms shall be furnished / accompany the application.

6. If the application is made by a limited company, it shall be signed by a duly authorized person holding the power of Attorney for signing the application in which case certified copies of power of attorney and the certification of incorporation, Memorandum and Articles of Association shall accompany the application.

7. Short listing will be for this specific work only.

8. The evaluation will be based on the experience of the contractors / suppliers and their financial capabilities and may also include inspecting the works furnished by them for which necessary co-ordination shall be made by them. Based on the details furnished and inspection of works, eligibility criteria, the empanelment will be made. The decision of the The Oriental Insurance Co. Ltd. in this regard will be final and binding upon the applicants and no further correspondence will be entertained. The empanelled parties will be informed by post.

9. If, information and details furnished by the applicants are found to be false at any time in future or any information withheld or any adverse remarks which comes to the knowledge/notice of the The Oriental Insurance co. Ltd. at a later date about the deficient quality of works / services of the applicants by any of the Public Sector Banks /institutions with whom they are already empanelled, the empanelment of such applicant will be cancelled immediately.

10. While submitting the applications down loaded from our website <https://orientalinsurance.org.in/> parties have to pay Rs.1000/- (Rupees One thousand only) (Non-refundable) by demand drafts drawn on The Oriental Insurance Co. Ltd., payable at Raipur. Applications not paid as above shall not be considered.

11. Applications submitted through post / courier should reach us before **24-04-2023 by 5:00 P.M.** Applications received after the due date and time will be rejected.

12. Applications not containing full/relevant information, supporting documents will be summarily rejected. No correspondence will be entertained.

13. Wherever space is not sufficient, applicants should furnish the particulars, as per proforma, in a separate sheet and enclose to the application.

14. The Oriental Insurance Co. Ltd. reserves the right to accept or reject any or all the applications for empanelment without assigning any reason whatsoever. No canvassing or enquiry in person would be entertained in this regard.

15. For any clarifications, applicants may please contact Regional Office, 1<sup>st</sup> Floor, R.K. Plaza, Ring Road No. 1, Pachpedi Naka, Raipur having telephone No. 0771-4031815

PARTICULARS TO BE FURNISHED

Category and Field – Interior Furnishing, Electrical, Air conditioning

1. Name of the Organization :

2. Address with telephone :  
Number/s

3. Year of Establishment :

4. Constitution of the Firm  
(Whether Company/Firm/Proprietary)

5. Name of the Directors/Partners/Proprietor:

- i)
- ii)
- iii)

6. Whether registered with the Registrar of Companies/Registrar of Firms. If so, mention number and date.

7. a) Name and address of Bankers

- |      |     |
|------|-----|
| ii)  | ii) |
| iii) | iv) |

b) Enclose Solvency Certificate from the Bankers.

9. Whether registered for sales tax purposes. If so, mention number and date.  
Enclose copies of sales tax returns for the last two years.

10. Whether an assessee of Income Tax. If so, mention permanent account number.  
Enclose copies of Income tax return filed for the last three years.

11. Enclose copies of audited Balance Sheet and Profit & Loss Account (audited) for the last three years.

12. If you are registered in the panel of other organizations/Statutory bodies, such as CPWD, PWD, MES, Banks etc., furnish their names, category and date of registration.  
Furnish copies of such registration.

- |      |     |
|------|-----|
| i)   | ii) |
| iii) | iv) |
| v)   | vi) |

13. What are your fields of activities? Mention the fields on preference basis

i)  
iii)  
v)

ii)  
iv)  
vi)

14. Whether willing to work

Anywhere in India or mention the places where you are willing to work

15. i) Detailed description and value of works done / orders executed for the last Seven (7) years.

(Works completed and works in progress are to be reported separately. Work completion certificates must accompany invariably)

Works completed

Works in progress

ii) Detailed description and value of works done / orders executed for public/private Banks, Financial Institutions, Insurance companies.

(Work completion certificates must accompany invariably)

Works completed

Works in progress

16. Specify the maximum value of work executed and in which year.

17. Furnish the names of three responsible persons who will be in a position to certify about the quality as well as past performance of your organization

i)

ii)

iii)

17. Details of membership of any Technical Body/Professional institute/Associations. Enclose relevant certificate copies.

Signature with Seal of tenderer

Note: Where copies are required to be furnished, they are to be certified copies preferably by the concerned agencies or a Government Officer.

PROFORMA -1

Particulars in respect of Works / Orders completed / executed

S. No.	Name of the work /project with address	Short description of work / orders executed	Name & address of the owner / employer	Value of work / order executed	Stipulated time of completion	Actual time of completion	Name of Architect /consulting engineer.

PROFORMA -2

KEY PERSONNEL PERMANENTLY EMPLOYED

Sl No.	Name	Description	Qualification	Experience	Years with the firm	Any other

## OTHER RELEVANT INFORMATION

### i) Work Force

Permanently employed

No.

Any Other

Years with the firm

a) Masons

b) Carpenters

c) Mechanics

d) Electricians

e) Mate/Helpers

f) Others

### ii) WORKSHOP FACILITIES

Location

Land Area

Type of Structure

Type of facility

a)

b)

### iii 'A' Class Electrical Contractor

license (Furnish details)



List of major construction equipment in possession of the firm

Signature with seal of tenderer