



EMPANELMENT DOCUMENT
Tender Reference No. HO/Estate/2022/01
This document consists of the following:-

- a) Notice Inviting Applications for Empanelment of Architect/ Consultants.
- b) General Rules and Instructions to the Intending Applicants.
- c) Scope, Eligibility Criteria and Related Details.
- d) Application Format for Empanelment.

LAST DATE FOR SUBMISSION OF FILLED IN FORMS (WITH ENCLOSURES):

CUTOFF DATE (EXPERIENCE): 31-03-2022

NOTICE FOR EMPANELMENT OF ARCHITECT/CONSULTANTS

The Oriental Insurance Company Limited having its registered office at A-25/27, Asaf Ali Road, New Delhi – 110002 inviting applications for the empanelment of Six Architects/Consultants for the works of repairs and rehabilitation of the building including civil repairs, interior decoration/renovation, electrical, air-conditioning, structural engineering & designing works, fire suppression and detection system and other allied works etc. for its Head Office/Offices/Residences in Delhi NCR region.

The eligible and interested Architects, Consultants may download the “**Document for Empanelment for Architect/consultants**” from our web site www.orientalinsurance.org.in and a document fee of Rs. 5,900/- by way of Demand Draft (nonrefundable) favoring “**The Oriental Insurance Company Ltd.**” Payable at Delhi may be submitted along with the duly filled in document. The document submitted without the prescribed fee will be rejected.

The duly completed document in the prescribed format with all supporting documents shall be sealed in a cover and super-scribed as “**Application for Empanelment of Architect - 2022**” and shall be submitted to the **Chief Manager, Estate Department, The Oriental Insurance Co. Ltd., Head Office, “ORIENTAL HOUSE”, A-25/27, Asaf Ali Road, New Delhi – 110002, on or before 28.08.2022 up to 2:30 PM.**

The Architects, who are already on our panel, are also required to apply afresh in response of this notice.

The eligibility criteria of applications shall be evaluated as on cutoff date i.e., 31.03.2022. The Company reserves the right to accept or reject any or all the applications without assigning any reasons thereof and their decision of selection will be final.

Chief Manager
Estate Department
Head Office



GENERAL RULES AND INSTRUCTIONS TO THE INTENDING APPLICANTS

1. Generally, the routine works of the Company are awarded by rotation basis and in case of emergent works, the Company may opt to award the work from any of the empanelled Architect/Consultant/agencies, depending on the exigencies of the work on nomination basis and also has the right for open tendering process for any particular work depending on the nature & magnitude of the work, as per Company's policies / guidelines stipulated by various statutory Authorities.
2. The empanelment of an Architect/Consultant in Company shall not confer any right on him 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 company seal.
4. The Architects/Consultants, who intend to apply, have to apply through application forms along with Demand Draft (non-refundable document fee) and submit in independent covers super scribing in the envelope "**Application for Empanelment of Architect - 2022**".
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 applicants will be empanelled.
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 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 & EMD amount will be forfeited.
13. Applications received after the due date and time is liable to be rejected.
14. Where copies are required to be furnished, these should be certified copies.
15. Year means financial year unless stated otherwise.
16. The empanelment shall be valid for a period of three years from the date of intimation letter to the short listed architects.
17. In case of any dispute between the Architect and contractor/s, the matter shall be referred to the OICL whose decision shall be final and binding on all parties.
18. Based on the assessment of presentation/interview, details furnished like works undertaken, technical & financial capabilities, selection will be made.



19. The empanelment of Six Architects/Consultants is mainly for works for value upto Rs. 02 Crore. The tentative list of works for which consultation required is Civil, Interior Furnishing & Electrical works like new constructions, redevelopment of existing properties, periodical/minor repairs & maintenance, renovations, painting & polishing, plumbing & sanitary, demolition works, structural steel fabrication, waterproofing works, lift well, toilets etc., interior furnishing works, alterations and renovations involving erection of partitions, wood work, cabins, workstations, false ceiling, flooring, counters, paneling, storage units, furniture, venetian blinds, flex, vinyl and films, modular furniture works like work stations, cubicles, partitions, tables, storage units, modular kitchen and interior electrical wiring for computerized office environment, Telephone/LAN Cabling (including termination), and other allied works etc. at Company's office and residential premises.
In case of any high value works or technical nature works, Company may undertake the works by project specific pre-qualification exercise.
20. Security Deposit – Successful architect shall deposit Rs. 10,000/-, in the form of Demand Draft towards security deposit. The company will not pay any interest on the security deposit. This deposit shall be returned to him after the removal from the empanelment list or till the validity of the empanelment.

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, GST 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 OICL.
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 architect should abide by all rules and regulations, terms and conditions of the contract.
2. He should execute the works satisfactorily, on time and with good quality.
3. The Company will have the right to suspend business with him for any period, debar him / remove his name from the approved list of architects, after issue of a show cause notice, as the case may be. Decision of the Company will be final and binding to the architect.

Removal from the Approved list:

The name of the architect may be removed from the approved list of architects at the discretion of the Company, if he:

1. Fails to execute a work/contract or has executed it unsatisfactorily or
2. Persistently violates any important conditions of work/contract or violates the guidelines of the Company.
3. Furnishes false particulars at the time of empanelment: or
4. Indulges in any type of forgery or falsification of records: or
5. 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 architects. The Company reserves its right to reject any/or all the applications without assigning any reasons whatsoever.



SCOPE, ELIGIBILITY CRITERIA AND RELATED DETAILS

CONSULTANTS/ARCHITECTS

The professionals experienced in planning, designing, preparation of detailed specifications for works & tender documents, supervision of works wherever required, assisting the Company in technical & commercial aspect preferably with exposure to Government & Central Vigilance Commission Guidelines.

Eligibility:

The consultant should satisfy the following minimum eligibility criteria:

1. The firm should have local office / branch office at Delhi.
2. The Proprietor / Partner / Director shall be Graduate in Architecture and should be member of professional body: Council of Architecture with minimum 15 years of experience in the respective field as on 31st March 2022.
3. The consultant should have provided consultancy services for similar works of project cost limit as given below in Government Departments / Public Sector Undertakings / Central Autonomous Bodies / State Autonomous Bodies during last 3 years;

One work/project costing Rs. 1.6 Crore

Or

Two works/projects costing Rs. 1.2 Cr each

Or

Three works/projects costing Rs. 1.0 Cr each

4. The applicant shall have the average annual financial turnover of at least 50 Lakhs during last 3 years as on 31st March 2022.
5. The consultant should produce PAN & GST registration numbers and details of registration / affiliation with technical bodies etc.
6. The Architect must have registered with the Council of Architecture. Reasonable presence for any similar professional work in **Delhi**, now or in the last Five years.
7. The Architect should have adequate infrastructure and experience in planning, designing and supervising Civil Engineering, Interior works.
8. Necessary details and documentary proofs, photographs of completed works have to be enclosed with the application.

NOTE: Criteria mentioned above are just minimum requirement. The Company at its discretion may upgrade the criteria. No complaint on this account will be entertained.

Scope of Work:

Architects' services includes Conceptualization, Planning, Preliminary Estimate, designing, Preparation of Tender Document, supervising & execution of Civil Engineering works, interior furnishing works, other infrastructure creation works for the offices/residences of the Company, providing the specifications of the materials, assisting the Company in finalizing the contractor, conduct site meetings, submit weekly site visit report of the allotted project, check measurements, quality & quantity checks, scrutiny & certification of bills including supervision of the works and obtaining statutory approvals from local authorities, if required. The architect can also hire the services of another consultant, if required, for Civil/Structural/Electrical Engineering/HVAC/Air-Conditioning works.



The architect must be registered for Income Tax & GST Authorities. The Architect, otherwise eligible but not registered for Income Tax/GST, will not be considered for empanelment. Prospective architects to note that all payments will be made electronically as per Government guidelines.

EVALUATION CRITERIA

Category	Description	Maximum Marks
'A'	Presentation: Presentation should be limited for 15 min with broadly covers: 1. No. & types of Projects handled during the last 2 financial years, as well as projects in hand. 2. Infrastructure of the firm 3. Quality of jobs undertaken in last two years. 4. Special Projects.	40 Marks
'B'	Turnover (aggregate) during last 2 financial years for the jobs executed.	10 Marks
'C'	Infrastructure of the firm.	30 Marks
'D'	Assessment of quality of jobs undertaken in last two years.	15 Marks
'E'	Marks for special projects (for overall rating).	5 Marks
TOTAL MARKS		100 Marks





APPLICATION FOR EMPANELMENT OF ARCHITECT

1.	Name of the Applicant/Firm/Company/Organization :	
2.	Registered Address:	
	Address for Communication:	
3.	Contact Information Office Phone Number: Residence Phone Number: Mobile Number: Fax: E-Mail ID:	
4.	Status of the Firm: (Please tick appropriate box & attaché proof)	<input type="checkbox"/> Company <input type="checkbox"/> Partnership <input type="checkbox"/> Proprietary Firm <input type="checkbox"/> Individual
5.	Name of the Proprietor / Partners / Directors with professional qualifications:	
6.	Year of Establishment:	



7.	Registration/Partnership Deed Details with Registration Number (if applicable) & Date: PAN No. Goods & Service Tax No.:	
8.	Technical Affiliation Details with Council Of Architecture. (Attach proof)	
9.	Turnover of the Company/Firm : Whether an assessee of Income Tax. If so, furnish copies of Income Tax certificate (IT return) for last three years	Year : 2021-22 Rs. Year : 2020-21 Rs. Year : 2019-20 Rs.
10.	Furnish copies of audited Balance Sheet and Profit & Loss Account (audited) for last three years	
11.	Registration with Government Organizations / PSUs / PSBs etc. Furnish Names, Category, Registration Details etc.	1. 2. 3. 4.
12.	Field of activities (Mention based on preference)	
13.	List of consultants associated with the firm (for structural, Electrical, H.V.A.C., Fire Fighting & Security System, Landscaping etc.)	
14.	Key Personnel Details (Enclose Performa 1)	<input type="checkbox"/> YES <input type="checkbox"/> NO
14.	Details of works done in last 03 years. Please mention only those works which qualifies for the applied category / class. (Enclose Performa 2 i.e., 2a, 2b & 2c).	1. 2. 3. Proforma 2 Enclosed <input type="checkbox"/> YES <input type="checkbox"/> NO



16.	Specify the maximum value of work done in a year: (attach proof)	Year : 2021-22 Rs. Year : 2020-21 Rs. Year : 2019-20 Rs.
17.	Name & Address of Bankers (Enclose Solvency Certificate.)	<input type="checkbox"/> Not Applicable Solvency Certificate Enclosed <input type="checkbox"/> YES <input type="checkbox"/> NO
18.	Details of three responsible clients/ persons to whom the major works carried out by the applicant with address and telephone number who will be in a position to certify about the quality as well as past performance of your organization	1. 2. 3.
19.	Details of Application Fee	DD No.: Date: Issuing Company / Branch:

DECLARATION

1. All the information furnished by me / us here above is correct to the best of my 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 Oriental Insurance Company Ltd.in selection of 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 I/We have not applied in the name of sister concern for the subject empanelment process.

Place:

SIGNATURE OF THE APPLICANT

Date :

NAME & DESIGNATION

SEAL OF ORGANISATION



PROFORMA – 2A

WORK EXPERIENCE- 1
 (Qualifying for Empanelment)

Company Reserves the right to verify the details furnished by the Applicant, with the Agency which awarded the contract. Each work experience should be accompanied by the copy of its award letter, work completion certificate and performance certificate along with relevant TDS certificate. If the supporting copies are not attached, the application will be liable to be rejected.

1.	Details of the Agency Which Awarded the Contract Work.		
	a)	Name of the Agency	:
	b)	Address of the Agency	:
	c)	Name of Contact Person(s)	:
	d)	Contact Number(s)	:
2.	Name of Contract		:
3.	Location of Work		:
4.	Period of Contract		:
5.	Nature of Contract Work in Brief	Civil Work	:
		Interior Furnishing Work	:
		Electrical Work	:
		Fire Alarm/CCTV/Access Control	:
		Modular Furniture	:
6.	Actual Value of the Contract Work		:
7.	Stipulated Time for Completion		:
8.	Actual Time for Completion		:
9.	Whether Work Left Incomplete or Terminated (If YES, please furnish details / reasons below)		:
9.	Photographs of work completed attached:		:
			<input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES
10.	Any other Details You Wish to Furnish		:

SIGNATURE OF APPLICANT WITH SEAL



PROFORMA – 2B

Give details if at present involved in litigation in similar type contracts

S. No.	Name of Project	Name of Employer	Nature of work	Date of completion of work	Value in Rs.	Any other information



PROFORMA – 2C

Give details of work on hand (copy of work orders to be attached)

S. No.	Name of Project	Name of Employer	Nature of work	Location	Value in Rs.	Duration of work, stipulated time	Present stage of work



CHECKLIST

(To be filled by Applicants)

1. Whether applicant satisfies the minimum eligibility criteria?
2. Have you signed in all the sheets?
3. Whether copy of PAN/GST Registration copy is enclosed?
4. Whether requisite application fee is paid by DD?
5. Whether enclosed valid registration with Council of Architecture?
6. Whether enclosed proof for year of establishment?
7. Whether proof for average annual financial turnover enclosed?
8. Whether Performa - 1 and Performa - 2 filled up?
9. Whether documentary proofs for having satisfactorily undertaken the works (as detailed in Performa -2) are enclosed?
 If yes, number of certificates enclosed:

Yes	No
Yes	No
Yes	No
Yes	No
Yes	No
Yes	No
Yes	No
Yes	No
Yes	No

Name of the Applicant / Firm / Company :

For Office Use Only:

1. Whether the applicant satisfies relevant work experience?
2. Whether the applicant possesses PAN / GST / Council of Architecture?
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?

Yes	No
Yes	No
Yes	No
Yes	No
ACCEPTED	REJECTED

