

**EMPANELMENT DOCUMENT**  
**Tender Reference No. OICL/HO/Estate/2016/03**  
**This document consists of the following:**

- a) Notice Inviting Applications for Empanelment of Contractor.
- 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): 04/02/2016**

**CUTOFF DATE (EXPERIENCE): 31-03-2015**

**NOTICE FOR EMPANELMENT OF CONTRACTORS**

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 contractors for the following works.

- **Civil & Interior Works**
- **Electrical Works**

The categories of contractors depending on the financial capabilities, further sub-divisions etc., along with their code numbers are detailed elsewhere in this document. The eligible and interested Contractors may download the document for empanelment from our web site [www.orientalinsurance.org.in](http://www.orientalinsurance.org.in) or from [www.tenders.gov.in](http://www.tenders.gov.in) and a document fee of Rs. 573/- 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 (category/class name) - 2016**” 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 04/02/2016** upto 3:00 PM.

The contractors, who are already on our penal are also required to apply a fresh in response of this notice.

The eligibility criteria of applications shall be evaluated as on cutoff date i.e., 31.03.2015. 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  
Email: tender\_estate@orientalinsurance.co.in



## GENERAL RULES AND INSTRUCTIONS TO THE INTENDING APPLICANTS

1. Generally, the routine limited tender works of the Company are awarded/procurements are made by calling competitive tenders/quotations from the empaneled contractors/vendors and in case of works of small magnitude, the Company may opt to award the work/procure supply from any of the empaneled vendor/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 a contractor 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 or their authorized representative along with their company seal.
4. The Contractors/vendors, who intend to apply for more than one category / class / group, have to apply for each category / class / group using separate application forms along with separate Demand Draft (non-refundable document fee) and submit in independent covers super scribing in the envelope the category of work applied for.
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 for a specific category 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 PRE-QUALIFICATION CRITERIA.
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 empaneled.
11. Decision of the Company regarding selection / rejection for empanelment will be final and binding and no further correspondence will be entertained. The empaneled contractors 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. The empanelment shall be valid for a period of three years from the date of intimation letter to the short listed contractors/suppliers/vendors.
15. The present empanelment is mainly for works for value upto the limits mentioned in respective categories i.e.  
Class B: Day-to-day repairs work upto Rs.25,000/-  
Class A: Major repair and renovation work (Limited Tendering) upto Rs.5 lacs.

In case of any high value works or technical nature works, Company may undertake the works by project specific pre-qualification exercise.

16. All the applicants should clearly mention the category /Class/ group details on the envelop cover.
17. Security Deposit – Successful contractor/vendor shall deposit Rs. 10,000/- per class per category, 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. Earlier security deposited with company, if any, shall be taken into account for making total of security deposit.

**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 empaneled 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 OICL.
5. The applicant should co-ordinate with Company Officials/Architects / Consultants/ 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 contractor 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 demote a contractor to a lower category, suspend business with him for any period, debar him / remove his name from the approved list of contractors, after issue of a show cause notice, as the case may be. Decision of the Company will be final and binding.

**Removal from the Approved list:**

The name of the contractor may be removed from the approved list of contractors at the discretion of by the Company if he:

1. Fails to execute a contract or has executed it unsatisfactorily or
2. Persistently violates any important conditions of contract: or
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, Work Contract Tax, Sales Tax etc.

**Revision of rules of Empanelment:**

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

**PRE-QUALIFICATION CRITERIA:**

Empanelment of Contractors is sought for the following categories of works under various cost limits. The contractors empaneled under lower cost limit will not be eligible for works costing more than the limit. However the contractors empaneled under the higher class of work/category can participate even for works in lower cost limits.

**Eligibility:**

The applicant should have the following minimum eligibility criteria:

- a. The applicant should have undertaken works in Government Departments / Public Sector Undertakings / Central Autonomous Bodies / State Autonomous Bodies during last 5 years.

*During the last five years financial years*

*One work/project costing 80% of the class limit*  
*Or*  
*Two works/projects each costing 60% of the class limit*  
*Or*  
*Three works/projects each costing 50% of the class limit*

- b. The applicant should have Income Tax registration number. The applicant should have registered with statutory authorities for VAT, Service Tax, Work Contract Tax etc., as applicable to them in terms of extant laws. Applicant should submit copy of the income tax PAN, VAT, Service tax certificate with valid registration number, if applicable.
- c. The applicant shall have the average annual financial turnover of at least 30% the value of the class limit in the respective category during last 3 years prior to 31<sup>st</sup> March 2015.
- d. The applicant should be established in this field for minimum of 5 years. Necessary proof, work order & completion certificate shall be enclosed.
- e. Based on the assessment of details furnished like works undertaken, technical & financial capabilities, selection will be made.

Contractors for all classes should have well-established office in Delhi with adequate staff and the applicant / firm / company shall be registered with ESI, EPF etc., as per extant labour laws, if applicable.

**CIVIL & INTERIOR FURNISHING WORK:**

The scope of work of Civil Contractors broadly is to undertake 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 etc. The contractor will be used for providing modular furniture works like work stations, cubicles, partitions, tables, storage units, modular kitchen etc. at Company's office and residential premises, if required.

**ELECTRICAL WORKS**

The scope of work for Electrical Contractors is to undertake LT works, panel board for LT applications, internal and external electrification, associated cabling, earthing, liasoning with the State Electricity Board for obtaining of additional power/load, breakdown repair, interior wiring for computerized office environment, Telephone/LAN Cabling (including termination), and other allied works. The contractor's services can also be used for liasoning with CEA / CEIG for obtaining safety certificates. The electrical



works also involves domestic electrical works attending to LT side, liaisoning with State Electricity Board/Authority in case of meter burn etc., attending to repairs/installation of electrical appliances like fans, geysers, pumps & motors, switch boards, re- wiring and cabling works and other allied electricity works for various residential & Office premises.

**NOTE:**

All class of contractors must be registered for Income Tax. The contractors, otherwise eligible but not registered for Income Tax, will not be considered for empanelment. Prospective contractors to note that all payments will be made electronically as per Government guidelines

**EVALUATION CRITERIA**

S. No.	Criteria	Max. Marks
1.	Should have during last 5 years executed one similar work of 80% of the value indicated for the category for which registration is sought OR two similar works each of 50% of the value indicated for the category for which registration is sought OR three similar works each of 40% of the value indicated for the category for which registration is sought	40
2.	Average turnover for the last three years shall be 30% of the upper ceiling mentioned.	10
3.	Should have made profits at least for two years during last three years.	10
4.	Experience of the firm (with proof of Work Order & Completion Certificate)	10
5.	Empanelment with other Companies, PSUs, Govt. Institutions etc.	05
6.	Manpower & logistical support of the firm	05
7.	Have filed Income Tax returns for the last five financial years	10
8.	Registration with statutory tax authorities like IT, Service Tax, VAT etc., as applicable.	06
9.	Educational Qualification (of Proprietor/Director etc. of Firm/Company)	04

NOTE: Criteria mentioned above is just minimum requirement. The Company at its discretion may upgrade the criteria. No complaint on this account will be entertained. Contractors scoring 70 marks & above will only be considered for pre-qualification. Contractors themselves have to fill in self-rating marks column in the above table.



**APPLICATION FOR EMPANELMENT**

1.	APPLICATION FOR EMPANELMENT OF CATEGORY (Please tick appropriate box – Any ONE)	<input type="checkbox"/> CIVIL & INTERIOR FURNISHING WORKS  <input type="checkbox"/> ELECTRICAL WORKS
2.	CLASS (if any) (Please tick appropriate box – Any ONE)	<input type="checkbox"/> A : Major repair and renovation work (Limited Tendering)  <input type="checkbox"/> B : Day-to-day repairs work
3.	Name of the Applicant / Firm / Company :	
4.	Registered Address:  Address for Communication:	
5.	Contact Information  Office Phone Number:  Residence Phone Number:  Mobile Number:  Fax:  E-Mail:	
6.	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



7.	Name of the Proprietor / Partners / Directors with professional qualifications (if any):	
8.	Year of Establishment:	
9.	Registration Details Companies / Firm Registration Number & Date: Sales Tax Registration No.: Income Tax PAN, TIN: Value Added Tax No.: Service Tax No.: Others, if any: (attach proof)	
10.	Income Tax Turnover of the Company / firm (Please attach copy of audited balance sheet and profit & loss account / IT Returns for three years)	
11.	Registration/Empanelment with Government Organizations / PSUs/ PSBs, CPWD, MES, Company etc. Furnish Names, Category, Registration Details etc.	1. 2. 3. 4.
12.	Field of activities (Mention based on preference)	
13.	Key Personnel Details (Enclose Performa 1)	<input type="checkbox"/> YES <input type="checkbox"/> NO
14.	Details of works done in last 5 years. Please mention only those works which qualifies for the applied category / class. (Enclose Performa-2 i.e., 2A, 2B).	1. 2. 3. Proforma-2 Enclosed <input type="checkbox"/> YES <input type="checkbox"/> NO



15.	Details of works done for the Company in last 5 years: (Enclose separate sheet if necessary)	
16.	Specify the maximum value of work done in a year:	Rs. .... Year .....
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 contractors 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.

Place: \_\_\_\_\_ SIGNATURE OF THE APPLICANT .....

Date: \_\_\_\_\_ NAME & DESIGNATION .....

SEAL OF ORGANISATION

**Note:**

**Where copies are to be furnished, they have to be certified copies preferably by the concerned agencies.**





**PROFORMA – 1**

**KEY PERSONNEL PERMANENTLY EMPLOYED**

S. No.	Name	Designation	Qualification	Experience (in years)	Years with the firm	Any other information

**OTHER RELEVANT INFORMATION\***

S. No	PARTICULARS			
1.	<b>Work Force Permanently Employed</b>			
	Details of Work Force	No.	Years With The Firm	Any Other Information
	A. Masons B. Carpenters C. Mechanics D. Electricians E. Mate/Helpers F. Plumbers /Fitters G. Supervisors H. Any Other Worker/S (Specify)			
2.	<b>Workshop Facilities, if Any</b>			
	Location Land	Area	Type Of Structure	Type Of Facilities
	A) B) C)			
3.	List Of Major Equipment In Possession Of The Firm			

\*In case the page is insufficient, additional sheets may be used.



**PROFORMA – 2A**

**WORK EXPERIENCE**  
 (Qualifying for Empanelment)

Company Reserves the right to verify the details furnished by the Applicant, with the Agency which awarded the contract, if it desires. Each work experience should be accompanied by the copy of its award letter, work completion certificate and performance certificate.

	Details of the Agency Which Awarded the Contract Work.		
1.	a)	Name of the Agency	:
		Address of the Agency	:
	b)	Name of Contact Person(s)	:
	c)	Contact Number(s)	:
2.	Name of Contract and location of Work		:
3.	Period of Contract		:
4.	Nature of Contract Work in Brief		:
5.	Actual Value of the Contract Work		:
6.	Stipulated Time for Completion		:
7.	Actual Time for Completion		:
8.	Whether Work Left Incomplete or Terminated		: <input type="checkbox"/> NO <input type="checkbox"/> YES (If YES, please furnish details / reasons below)
9.	Any other Details You Wish to Furnish		:

SIGNATURE OF APPLICANT WITH SEAL

\*Work experience for each work should be provided in separate sheet.



**PROFORMA – 2B**

**PARTICULARS IN RESPECT OF WORK EXECUTED IN PAST**

S. No.	Name of Work	Short Description of Work Executed	Name and Address of owner with tel. no.	Value of work Executed	Stipulated Time of Completion	Actual time of Completion	Name of architect/consulting engineer, address & tel. no., if any



**CHECKLIST**

(To be filled by Applicants)

1. Have you mentioned the category for which you have applied in the application form?
2. Have you signed in all the sheets?
3. Whether copy of PAN/VAT/Service Tax Registration copy is enclosed?
4. Whether requisite application fee by cash/DD is paid?
5. Whether enclosed proof for year of establishment?
6. Whether proof for average annual financial turnover enclosed?
7. Whether Performa - 1 and Performa - 2 filled up?
8. 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

Name of the Applicant / Firm / Company : .....

Category / Class Applied For : .....

\*\*\*\*\*

**For Office Use Only:**

\*\*\*\*\*

1. Whether the applicant satisfies relevant work experience for the specific category?
2. Whether the applicant possesses PAN / Service Tax / Sales Tax etc., as applicable?
3. Whether the applicant satisfies the minimum financial turnover?
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
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□□□□□

Note: In absence of any of the above enclosures, your application is likely to be rejected.