



**युनाइटेड इंडिया इन्श्यूरेन्स कं. लि.**

**UNITED INDIA INSURANCE COMPANY LIMITED**

**Estates Department: Head Office**

**EMPANELMENT DOCUMENT**

**APPLICATION FOR EMPANELMENT OF CONTRACTORS – SMALL WORKS**

**FOR THE PERIOD 1<sup>st</sup> September 2017- 31<sup>st</sup> August 2020**

**APPLICATION FROM M/S.....**

**APPLICATION PERIOD: FROM 16<sup>th</sup> August 2017 TO 28<sup>th</sup> August 2017**

**SUBMISSION OF APPLICATION FORM: BEFORE 4:00 PM of 28<sup>th</sup> August 2017**

**PLACE OF SUBMISSION:**

**ESTATES DEPARTMENT**

**UIIC HEAD OFFICE**

**24, Whites road,**

**Chennai 600014.**

**(can be submitted in person or through REGISTERED POST)**

**All the applications for Empanelment will be scrutinized by an internal committee**

**on 29<sup>th</sup> August 2017, at 3:00PM**

**(All the applicants are requested to be present)**

**Note: All Contractors – Small works in the existing panel should also apply for fresh empanelment.**

United India Insurance Company Limited,

Estates Department,

Head Office : 24, Whites Road, Chennai 600 014.

Ph : 044 – 28575 281, 260, 421



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UNITED INDIA INSURANCE COMPANY LIMITED

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Advt. no. :

Date :16-Aug-2017

APPLICATION FOR EMPANELMENT OF CONTRACTORS – SMALL WORKS FOR THE  
PERIOD : 1<sup>st</sup> of Sept 2017 to 31<sup>st</sup> Aug 2020

United India Insurance Company Ltd. invites applications for empanelment of Contractors – Small works, from reputed and competent agencies fulfilling the prescribed eligibility criteria and other conditions.

The eligible agencies can download the empanelment document from our website [www.uiic.co.in](http://www.uiic.co.in). As a processing fee, Rs. 500/- (non-refundable) in the form of Demand Draft only, drawn in favor of “United India Insurance Company Ltd.”, Payable at Chennai has to be enclosed with the application form.

The sealed envelope containing application duly completed in all respect superscripted as **“Application for empanelment of Contractors – Small works”** along with fee of specified amount should be submitted at/ sent to *Estates Department, UIIC Head Office, 24 Whites Road, Chennai 600014*, **on or before 28<sup>th</sup> August 2017** .

**Those who are already in our panel should also apply afresh. Those who are empanelled already but not applied to any of our tender notification for the past 2 years are ineligible to apply. The processing fee remitted by the applicants will be partially refunded ( 50 %) in case they do not get empanelled.** The Company reserves the right to accept or reject any application without assigning any reasons whatsoever. Decision of Company at all stages of empanelment process will be final.

Sd/-

Deputy General Manager (Estates)

Head Office : 24, Whites Road, Chennai 600 014.

Ph : 044 – 28575 281, 260, 421 (E-Mail : [estatesdeptho@uiic.co.in](mailto:estatesdeptho@uiic.co.in))



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## ELIGIBILITY CRITERIA :

Category	Nature of works	Category limit
Contractor – Small works	(1) Minor Civil works, Minor Interior furnishing works and Minor Electrical works	Above 2 Lakhs and below 5 Lakhs

1. For Contractor - Small works, the Contractor should have carried out and should possess expertise in all the three kinds of work, ie, minor civil works, minor interior furnishing works and minor electrical works. They should be capable of executing the works without any supervision from UIIC.

2. The average value of works carried out by the applicant during the last 3 years, ending 31<sup>st</sup> March 2017, should be at least Rs 0.6 Lakh.

3. The applicant should also have successfully completed works as per the following manner during the last 5 years (i.e. prior to 31<sup>st</sup> July 2017 ) for Govt. / Public Sector Undertakings / Banks / reputed public / private sector / multinational companies / institutions:

a. One work costing at least Rs 1.6 Lakhs

OR

b. Two works costing at least Rs 1 Lakh each

OR

c. Three works costing at least Rs 0.8 Lakh each

4. The selection of the Contractors - Small works will be based on fulfilling the eligibility criteria mentioned above. However, the ability and competence of the Contractor - Small works to render required services within the specified time frame will be a major factor while deciding the empanelment of the firms.



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5. The Contractor - Small works should have at least a branch office in Chennai to be eligible to get empanelled.
6. Generally, the routine works of the company are awarded by calling competitive tenders/quotations from the empanelled contractors. However, the company has the right to award the work to any of the empanelled agencies, depending on the exigencies of the work and also opt for open tendering process for any particular work, depending on the nature & magnitude of the work.



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## INSTRUCTIONS & GUIDELINES FOR SUBMISSION OF APPLICATION FORM FOR EMPANELMENT

1. This application for empanelment is for a period of 3 years (1<sup>st</sup> September 2017 to 31<sup>st</sup> August 2020).
2. Application form for empanelment shall be submitted in sealed envelope, along with the processing fee of Rs.500/-, super-scribing “**Application for empanelment of Contractor – Small works )**”. The application shall be submitted strictly as per the format including all the annexure. Each application shall be submitted along with documentary proof with respect to the details furnished in the application form regarding eligibility criteria. In this regard, copies of the work order and completion certificate / TDS certificates or any such documents which supports the eligibility of the applicant has to be attached. Incomplete application or application without proper proof for establishing the credentials will be summarily rejected and no correspondence will be entertained in this regard.
3. The application shall be signed, in all the pages, by the persons/s on behalf of the organization having necessary Authority / Power of Attorney to do so. Copy of Power of Attorney / Memorandum of Association (wherever applicable) shall be furnished along with application.
4. All the supporting documents should be signed and stamped in every page.
5. In case of any alteration or correction, it should be signed and stamped properly.
6. If the space in proforma is insufficient for furnishing full details, such information may be supplemented on a separate sheet stating therein the part of proforma and serial number. Separate sheets may be used for each part of application. While filling up the application with regard to list of important projects completed or on hand the applicant shall only include major works handled by the firm in the reverse order of date. No information should be left blank. In case the concerned information asked is not relevant, mention “NA” or “NIL”.
7. Applications containing false and / or inadequate information are liable for rejection, besides action for misrepresentation. Canvassing of any sort may also disqualify the applicant.
8. The applicant is required to sign the empanelment document as token of acceptance of the contents mentioned there at by himself or through an authorized signatory duly enclosing the



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power of attorney / authorization letter.

9. A single firm can apply for multiple categories, ie, Consultant / Architect, Contractor – Electrical, Contractor – Interior furnishing, Contractor – Civil, in addition to Contractor – Small works, provided they satisfy the criteria under each category independently. If they wish to apply for multiple categories, they have to make payments for each category separately and submit the applications in separate sealed envelopes.

10. The applicant should not have any discouraging / adverse report against their past performance.

11. The Company shall approach the applicant's clients, corporations, organizations, etc. to verify the applicant's general reputation / competence.

12. Clarifications, if any required, may be obtained from the Deputy General Manager (Estates), United India Insurance Company Ltd., Head Office, 24, Whites Road, Chennai 14.

13. The Company reserves the right to amend the selection criteria depending upon the applications received in response to the Advertisement and Company's other requirements.

14. The Company reserves right to accept or reject any or all the application without assigning any reasons whatsoever and decision of the company in regard to selection of the firm shall be final.

15. Information furnished to the Company will be kept as strictly confidential, except for the purpose of verification of credentials.

16. All disputes are subject to Chennai Jurisdiction.

17. Conditional tenders are liable to be rejected.

18. The application form shall be printed preferably in “Back to Back” format and in “Black and White” color.

19. Applications can be submitted in person or through REGISTERED POST and should reach us before **28<sup>th</sup> August 2017 4:00 PM**. Applications received after the due date and time will be rejected.

Signature of the applicant

Name & Designation:

Date & Place:



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UNITED INDIA INSURANCE COMPANY LIMITED

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(Format of application forwarding letter)

To

The Deputy General Manager (Estates)  
United India Insurance Company Limited,  
Head Office, 24, Whites Road,  
Chennai 600 014.

**Re : Application for empanelment as Contractor - Small works**

Dear Sir,

I/We have read and understood the instructions and the Terms & Conditions mentioned in the empanelment document. I / we do hereby declare that the information furnished in the application and the supplementary sheets are correct to the best of my knowledge and belief.

Signature of applicant with seal

Name :

Designation :

Address :

Place :

Date :



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**FORM FOR ENROLMENT OF CONTRACTOR - SMALL WORKS**

I/We \_\_\_\_\_ am/are desirous of being enrolled as Contractor- Small works on the list of empanelled Contractors - Small works of UIIC and hereby apply for the same. I/We give the following details for your consideration.

**Category**

1. Name of the organisation
2. Address with telephone no. and e-mail address if any

Address
Telephone Nos.
Fax No.
E-Mail ID :

(The applicant should have atleast a branch office in Chennai to be eligible to get empanelled.)

3. Year of establishment  
(Enclose incorporation certificate)





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4. Status of the firm Proprietorship / partnership / limited/  
(Enclose copy of status of firm) trust / any other (please specify)

In case of sole proprietorship, please submit the notarized affidavit in the annexure.

In case of Partnership/limited/trust or any other form of company,

- Please attach proof for Power of attorney or letter of authorization. Only those having Power of attorney or having authorization can fill the empanelment application form.
- Please attach a copy of partnership deed, with full address details of all the partners / articles of association / memorandum of association / incorporation certificate / registration certificate with the competent authority.

5. Particulars of old firm (if present firm is new) if main partners of the present firm were working in some other name in the past (The partnership deed of old firm be enclosed)

6. Particulars of sister concern firms, if any:

7. Minimum value of work prepared to undertake : \_\_\_\_\_

Maximum value of work prepared to undertake: \_\_\_\_\_

8. Whether empanelled with UIIC before? YES/NO

- If yes, year of empanelment : \_\_\_\_\_

(Please enclose proof for empanelment if available)



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9. Whether any work done for UIIC before? YES/NO  
(If yes, please enclose Work order certificate or Work completion certificate or TDS certificate for the same)
10. Name and relation, if any, with the staff, members of UIIC?
11. Whether blacklisted by any Central / State government organization or PSU before?  
If yes, please provide details for the same:
12. Give details if at present involved in litigation in similar type of works

Sr. No.	Name of Project	Name of Employer	Nature of work	Work order dated	Cause/ Details of litigation	Date of completion of work	Value Rs.



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13. Details of civil suit, if any, that arose during execution of works in the past 10 years-

Sr. No.	Name of Project	Name of Employer	Nature of work	Work order dated	Cause/ Details of litigation	Penalty paid	Value Rs.

14. Details of the Demand Draft Enclosed with the application form( A photocopy of the Demand Draft and receipt given by the bank for making the Demand Draft have to be retained by the applicant for future reference)

**DD Number:**

**DD date:**

**DD issuing bank and branch:**

DD has to be drawn in favor of “United India Insurance Company Ltd.”, AC payee only, Payable at Chennai and has to be enclosed with the application form in a sealed envelope.

15. Name and place in which partial refund cheque has to be drawn by UIIC, in case of non-empnelment:

Signature of the applicant

Name & Designation :

Place :

Date :



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ANNEXURE -A

## CONSTITUTION OF FIRM – SOLE

### PROPRIETORSHIP/PARTNERSHIP/LTD.CO./OTHER

#### DETAILS OF CONSTITUTENTS

Sr. No.	Name of Proprietor/ partner / Director / other High Officials	Age	Share	Technical Experience			Whether power of attorney Holder
				Year to Year to	As Employee	As contractor	
1	2	3	4	5	6	7	8

#### BANKERS DETAILS

S. no.	Name of the Banker	Address of the Banker	Type of Account	Over Draft Limits

Signature & seal of the Applicant



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## DETAILS OF REGISTRATION – ANNEXURE B

S. no	Name of Organization / Department	Registration no.	Date / year of Registration	Valid upto	Enclosed proof	
					Yes	No
1	Registrar of Companies / Firms for Constitution					
2	Income Tax Department (mention PAN No.)					
3	GSTIN					
4	Empanelment / Registration with other Government Organisations like CPWD / MES / Govt. Sector Co.s / PSUs / Nationalised Banks					
5	Electrical Contractor's Licence number (given by Electrical Inspectorate)					
6	Civil Contractor's Licence number					
7	Council of Architecture / Membership of Indian Institute of Architecture	NA				
8	Labour License Certificate					
9	Small Scale Industries Certificate/NSIC certificate					
10	ESIC registration no.					

Signature & seal of the Applicant



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ADDITIONAL INFORMATION – ANNEXURE C

Work force permanently employed as on date:

• For Contractors – Small works

- No. of Masons? \_\_\_\_\_
- No. of Helpers? \_\_\_\_\_
- No. of Plumbers? \_\_\_\_\_
- No. of Electricians? \_\_\_\_\_
- No. of Carpenters? \_\_\_\_\_

List of major equipments in possession of the firm:

Signature & seal of the Applicant



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A F F I D A V I T – (ANNEXURE D)

(On Non Judicial Stamp paper of Rs.20/- in case the individual who is the sole proprietor of the firm)

I

..... s/o  
..... age ..... years, occupation business r/o  
..... do hereby state on oath as under:

That I am residing in ..... locality of  
District ..... since last ..... years.

That I am the sole proprietor of a proprietary concern name and style as  
“.....” having it's office at  
..... District ..... dealing in business of SMALL  
CONTRACT WORKS attached therefore

Hence this affidavit.

Note: This Affidavit should be notarized.

Deponent \_\_\_\_\_



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**DECLARATION – ANNEXURE E**

I/We agree to notify the officer accepting this application and registering my/our names on list of Contractors - Small works of United India Insurance 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 of United India Insurance 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 United India Insurance Co. Ltd. list of Contractors - Small works in the event of my/our submitting non-bonafide tenders or for technical or other delinquency in regard to which the decision of appropriate authority of United India Insurance 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 United India Insurance Co. Ltd. may remove my/our name from the list of Contractors and any contract that I/We may be holding at the time may be rescinded.

PLACE:

DATE:

SIGNATURE OF APPLICANT

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**: FOR OFFICE USE ONLY:**

NOTE: THE FILLED IN ENROLMENT FORM SHOULD REACH IN THE OFFICE BEFORE 28<sup>TH</sup> AUGUST 2017.





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## List of Documents to be attached:

1. Registration Certificate / Partnership deed / Article of Association / Memorandum of Association (Mandatory)
2. Proof for empanelment with other government organizations / PSUs / PSBs (If applicable)
3. Work order / Work completion certificate / TDS certificate for works completed and works in progress for last five years only (Mandatory)
4. Notarized affidavit / Declaration (Mandatory)
5. Power of attorney / Letter of Authorization (If applicable)
6. PAN Copy (Mandatory)
7. GSTIN Copy (Mandatory)
8. Electrical Contractor License (Mandatory for Electrical Contractors)
9. Civil Contractor License (Mandatory for Civil Contractors)
10. Membership in Council of Architecture or Indian Institute of Architecture or certificate for diploma in architecture (Mandatory for Architects / Consultants)
11. Labor License certificate
12. Small Scale Industries Certificate / NSIC certificate (If applicable)
13. ESIC copy
14. Turnover of the firm for the last three years (Mandatory)

The application to be submitted in person or sent through REGISTERED POST to:

ESTATES DEPARTMENT,  
UIIC HEAD OFFICE,  
24, WHITES ROAD,  
CHENNAI 600014

on or before 28<sup>th</sup> August 2017.