



युनाइटेड इंडिया इंश्यूरेंस कंपनी लिमिटेड
(भारत सरकार का उपक्रम)

UNITED INDIA INSURANCE CO. LTD.

(A Govt. of India Undertaking)

Regional Office Raipur

648-649, 6th floor, Magneto Offizo, Magneto the Mall, Labhandi, Raipur, CG-492010, Ph:-0771-2259374

United India Insurance Co. Ltd. a public sector undertaking requires Architect for carrying out Interior works for company owned premises situated at **1st floor, Block-B, South Wing (A wing), office complex, Sector-24, Nava Raipur Atal Nagar, CG.**

Details of Premises where interior work has to be carried out:-

Address:- 1st floor, B-Block, South Wing (A wing), office complex, Sector-24, Nava Raipur, Atal Nagar, CG-492002

Carpet Area:- 10940.6 sq. ft.

Built up Area:- 15316.9 sq. ft.

Interested candidates/firms may submit their application in the prescribed format alongwith all required/supporting documents **on or before 20/08/2025** at our Regional office Raipur. It may be submitted in person or through registered post **on or before 20th August 2025 05:00 pm**. Applications received after due date and time will be rejected. Date for selection of Architect will be intimated in due course of time via mail/telephone based on applications received after scrutiny of the documents.

1- Application form can be downloaded from the company's website www.uiic.co.in<Tenders/RFP> or can be collected from Regional Office Raipur in above mentioned address. It shall be responsibility of the architect to arrange and ensure that all pages of the application documents are properly bound, applications/documents in loose pages may be disqualified.

2- The architect shall sign and stamp each page of the application document thereby ensuring the number and sequence of all pages.

3- The company reserve their rights to accept or reject any or all the applications, either in whole or in part without assigning any reason(s) for doing so and no claim/correspondence shall be entertained in this regard.

1:-Eligibility criteria and general guidelines for selection & screening Process for Architect

- 1- Diploma/Post graduate diploma in architecture/Bachelors/Masters/P. hd/ degree in respective branch of Engineering
- 2- Should be a member of Council of Architecture/The Indian Institute of Architects.
- 3- The applicant should not have been disqualified/debarred/terminated on account of poor or unsatisfactory performance/blacklisted from any government, semi government, PSU Banks, Insurance companies or any other organizations as on the date of publication of this notice.
- 4- The application of disqualified/debarred/blacklisted/terminated agency/firm on account of poor or unsatisfactory performance shall be summarily rejected.
- 5- The applicant should have a registered or branch office in Raipur.
- 6- Person/Firms who are applying for architectural work should be empanelled with minimum of 2 PSUs/Nationalized banks.
- 7- They should have the experience of carrying out interior renovation/modernization of office/Civil & Electrical repair/renovation works at least for a period 6 years. Details should be provided regarding different types of work carried out by Architect.
- 8- They should be technically sound/practicing/existent/professional/licensed/reputed.
- 9- All supporting documents need to be attached. It must be supported with the copies of work order, completion certificate, proof of payment/Form 26 AS etc.
- 10- The applicant is required to furnish their PAN No., GSTIN details etc. along with supporting documents.
- 11- For Assessing the Annual Turnover of the last 6 years, Architect must submit valid documents viz copy of income Tax return, Copies of IT assessment order, Profit & Loss account and audited balances sheet for the period.
- 12- Surveyors/Assessors/Investigators/valuers/contractors are not eligible for Architect.
- 13- A person/firm who provides the service of execution of works will never be selected as an Architect

- 14- UIICL may choose to carry out inspection of works mentioned by the applicants in their application's form, in addition to calling for confidential reports from the respective employer/client/department to ascertain their capability and quality of works.
- 15- The applicants should have sufficient number of technical and administrative staff for proper consultation/execution of work.
- 16- The company is invariably inviting applications for its requirements, thus the architect will have to submit Valid E-mail ID, Contact No. etc.
- 17- All the pages of application and supporting documents shall be duly signed with stamp by the persons on behalf of the organization having necessary authority/Power of Attorney to do so, else their application shall be summarily rejected.
- 18- The applicants are categorically advised to refrain from mentioning the remark "As per the attachment/enclosures" in their applications or annexure to avoid rejection of applications.
- 19- Canvassing in any form including bringing influence from any person/agency/officials/authorities shall lead to disqualification from the screening & selection process.
- 20- Information furnished to the company will be kept as strictly confidential, except for the purpose of verification of credentials.
- 21- All disputes are subject to Raipur Jurisdiction.

2:-General terms/condition and guidelines relevant to work of Architect

- 1- Appointed architect has to provide minimum of three different options of the proposed layout of the office premises.
- 2- If required, necessary changes as suggested should be made in the proposed layout to match with the company's standards.
- 3- Best one of them will be selected and it will be sent back to architect for preparation of estimate.
- 4- The estimate prepared should be reasonable and economical in nature.
- 5- Tender documents will be prepared by the appointed architect. They should have experience and knowledge of preparing documents related to tender. Facilitating tendering and peruse bids for identification of L1 contractor

- 6- The execution of work should be periodically monitored by the appointed architect.
- 7- Appointed architect will have to supervise the works for quality & quantity and verify/certify the running bill payments to contractor during the course of execution of work.
- 8- After the completion of the works, the works shall be inspected by the appointed architect.
- 9- Specifications of materials and works, bill of quantities estimated expenditure to be worked out by architect.
- 10- Due process of approval be followed for administrative and financial sanctions. Available materials to be reused as far as possible by the appointed architect. Estimated expenditure has to be verified for its reasonableness.
- 11- Provision for shifting of existing furniture/fixtures has to be also carried out by appointed architect.

Stage 3:- Payment terms & condition to architect

1-Professional fees for architect.

Work Value	Fees Payable
Upto Rs. 10 lacs	3% of work value
10 lacs to 50 lacs	2.5% of work value
Above 50 lacs	2% of work value

2-No advance payment will be made.

3-Actual payment will be made based on satisfactory work completion.

4- Taxes deductions will be applicable while making payment to them.

Note: - The pre-qualification criteria other terms & condition mentioned in this document is not exhaustive. The selection of architect shall be considered purely on the basis of merit, performance of the architect with timely execution of the project alongwith quality, feedback/confidential reports of the firms/applicant received from the employers etc. The Company also reserves the right to amend the selection criteria depending upon the applications received in response to the advertisement and company's requirements.

(Chief Regional Manager)
United India Insurance Co. Ltd.