



Estates Department, Head Office
12th Floor, United India Bhavan, No.24 Whites Road, Chennai-14

Ref: HO: EST: EMP-01/25-26

Empanelment of Architect/Consultant for Repair and Renovation related Works in Chennai

Sealed Applications are invited for empanelment of Architects and Structural/Civil Consultants having their office in Chennai to render consultancy services for repair and renovation works for our Company owned Residential properties and Offices of United India Insurance Company (UIIC) in Chennai.

Interested Firms/Individuals are required to fill up separate application forms (Refer Annexure I) for each category, which may be downloaded from our website (<https://uiic.co.in/en/tenders-rfp>)

Please fill separate forms for each category applied for i.e. (Refer Annexure II)

1. Architects
2. Civil / Structural Consultants

Existing vendors who are currently empaneled are also required to apply fresh, if they wish to be empaneled. The duly completed document in the prescribed format with all supporting documents shall be sealed in a cover and should be superscripted as "Application for empanelment as Architect (or) Structural-Civil Consultant" as the case may be and the application should be submitted to:

Chief Manager, Estate Department,
United India Insurance Company Limited,
12th Floor, Head Office
United India Bhavan,
No.24 Whites Road,
Chennai -600014.

Last date for submission of application is **21.11.2025 till 3 PM** at the address mentioned above in person or through registered post.

UIIC reserves the right to accept or reject any or all the applications without assigning any reasons thereof.

General Rules and Instructions to Applicants

1.0 The empanelment of Consultants is proposed for the Civil, Electrical, Interior works and other allied works of routine nature to premises within the jurisdiction of Head Office, Chennai.

2.0 This document consists of the following:

2.1. Notice inviting applications for empanelment of consultants

2.2. General rules and instructions to the intending applicants.

2.3. Scope, cost wise sub-classification and eligibility criteria for each category.

2.4. Application format for empanelment.

3.0 The complete document as detailed above, complete in all respects, should be submitted by the intending applicants within the stipulated date and as per the instructions given in the Notice inviting applications. The details of the applicants and their experience shall be furnished in the prescribed "Application Format" only. Wherever required and if the space provided is not sufficient, particulars can be furnished in Annexure 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.

The checklist given along the application should be duly filled up and should be submitted along with applications. The applications without checklist are liable for rejection.

4.0 The Consultants who intend to apply for more than one category, have to apply for each category using separate application forms.

5.0 No costs incurred by the applicant in applying, in providing necessary clarifications or attending discussions, conferences or site visits will be reimbursed by UIIC.

6.0 Documentary proof with respect to the details furnished in the application form regarding eligibility criteria shall be furnished along with the application form. In this regard, copies of the work order and completion certificate and/or such documents shall be submitted. Incomplete applications or applications without proper proofs for establishing their credentials will be summarily rejected and no correspondence will be entertained in this regard.

7.0 If the application is made by a partnership firm, a certified copy of the partnership deed, current address of the firm and the full names and current addresses of all the partners of the firm shall also accompany the application.



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8.0 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 the power of attorney and the certification of incorporation, Memorandum of Articles of Association shall accompany the application.

9.0 The empanelment shall be made for a specific category as per the application received supported by documentary proofs. For different category the applicant has to apply using separate application form.

10.0 The evaluation will be based on the experience of the consultants 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, inspection of works and satisfying eligibility criteria, the consultants will be empaneled. Decision of UIIC regarding selection / rejection for empanelment will be final and binding and no further correspondence will be entertained. Only the empaneled applicants will be informed about selection.

11.0 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 UIIC at a later date, the empanelment of such applicant will be cancelled immediately and the said firm will be blacklisted.

12.0 Applications received after the due date and time is liable for rejections.

13.0 The consultants having their office in Chennai Metropolitan Region (Chennai agglomeration) will only be considered. The empanelment shall be valid up to three years from the date of issue of empanelment letter under normal circumstances provided there is no disciplinary/ de-empanelment clause raised against them.

15.0 UIIC reserves its right to reject any / or all the applications without assigning any reasons whatsoever. The courts Chennai alone shall have exclusive jurisdiction in case any dispute.

16.0 For details /Clarification please email to hoestates@uiic.co.in

Date:

Chief Manager (Estates)

SCOPE, COST WISE SUB-CLASSIFICATION AND ELIGIBILITY CRITERIA FOR CONSULTANTS

A. SCOPE-OF-WORK

- In general Scope of work include preparation of plans/ drawings for Interiors/ Civil works estimate, draft tender, detailed specifications of items, scrutiny of tenders, preparation of comparative charts, recommendations, rate analysis, supervision, certification of work & bills etc.
- The scope of work for the Architectural Consultants include designing interior layout plans for the offices of UIIC, measurement of carpet area, providing the specifications of the materials, assisting UIIC in finalizing the contractor and supervision of the interior works, if sought by UIIC. The panel services will also be availed for planning, designing and execution of extension/modification/repair of own buildings involving the approval for the same from the local Authorities.
- The services of Civil Engineering/Structural consultants will be used for planning, estimation and execution, maintenance of Civil works of own buildings, measurement of carpet area of the office premises, Structural Audit of building as per Municipal Rules etc.
- The services of the consultants will be availed as and when it is required depending on the magnitude and specialization required for the project.
- UIIC has right to avail the services of any consultant from outside the panel depending on the circumstances.
- The professionals experienced in planning, designing, preparation of tender documents, supervision of works wherever required, assisting the Bank in techno-commercial aspect with exposure to Government & Central Vigilance Guidelines will be preferred.

B. Cost Wise Sub-Classification

It is proposed to classify each category of consultant depending on their past performance, technical and financial capabilities of the contractor. The consultant empaneled under lower class/category will not be eligible to participate for the works of higher class/category. However, the contractors classified under higher class can participate for works under lower class.

Category	Sub Classification Limit in Lakhs (Rs)		
	Class A	Class B	Class C
Architect Consultant	2.00	10.00	Above 10.00
Civil / Structural Consultant	2.00	10.00	Above 10.00

C. Eligibility Criteria

Architect Consultant

- Graduate/Post Graduate diploma in Architecture with minimum 7 years of experience in the respective field as on **30.09.2025**. The Architects with specialization in Interior designing will be preferred.
- The Architect must have registered with the Council of Architecture and have experience in designing and supervising interior works for the Banks/ Financial Institutions/software companies with lighting details, electrical, data-cabling and Air- conditioning layouts.

Civil Engineer / Structural Consultant

- Graduate in Civil/structural Engineering with minimum 7 years of experience in the respective field as on **30.09.2025**.
- The Civil Engineer Consultant with post-graduation in Structural Engineering with experience in repairs and rehabilitation of the structures will be preferred. They should have experience in planning, designing and supervision of major repair works including water proofing works of buildings.

Work Experience

- i. The applicant should have provided consultancy services for similar works

For one project costing 80% of the class limit or
For two projects costing 50% of the class limit or
For three projects costing 40% of the class limit

during the last seven years as on **30-09-2025**.

- ii. The applicant should be an assessee of GST, Income Tax, Service tax, etc.
- iii. 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 ending with 31.03.2025. Applicant should submit copies of Audited/ Provisional Balance Sheets and tax return receipts. Solvency Certificate (not older than 6 months from the date of release of this empanelment notification) of value of category applied for is to be mandatorily enclosed.
- iv. The applicant should have undertaken works in Government departments/ public sector undertaking/ central autonomous bodies/ state autonomous bodies/ financial institutions and other reputed private firms during last 2 years as on **30.09.2025**.
- v. The applicant who intends to apply for Class-A should have minimum 3 years' experience prior to 30.09.2025, in furnishing works including repairs/renovation/remodeling of partitions, paneling, false ceiling, Furniture, counters for branches / offices of an Insurance Company/Bank, reputed private organizations or financial Institution.

D. Technical Criteria for Evaluation:

SL No	Criterion	Evaluation Criteria
A	Past Experience with PSU / Govt Entities (As per Annexure V)	Max 70 Marks
i	Experience in similar works to the category applied during last seven years: Projects/works successfully completed and certificate produced	i) 42 Marks (60% marks) for minimum eligibility criteria ii) 56 Marks (80% marks) for 1.5 times the minimum eligibility criteria iii) 70 Marks (100% marks) for twice the minimum eligibility criteria or more.
B	Past Experience of the Private Entities (As per Annexure V)	Max 15 Marks
i	Experience in similar works to the category applied during last seven years: Projects/works successfully completed and certificate produced	i) 9 Marks (60% marks) for minimum eligibility criteria ii) 12 Marks (80% marks) for 1.5 times the minimum eligibility criteria iii) 15 Marks (100% marks) for twice the minimum eligibility criteria or more.
C	List of PSUs/Govt. Entities the bidding firm is empaneled with	Max 15 Marks
i	No of PSUs/Govt. Entities currently empaneled with	i) 0 marks, if empaneled with 0 PSUs/Govt. Entities ii) 4.5 marks (30% marks), if empaneled with 1 PSUs/Govt. Entities iii) 9 marks (60%), if empaneled with 2 PSUs/Govt. Entities iv) 15 marks (100% Marks), if empaneled with 3 or more PSUs/Govt. Entities
Total		Max 100 Marks

Note: Except for applicants under sub class A, Others (Class B & C) scoring less than 50 marks will be rejected at the technical stage and will not be considered for the further process.

E. Professional Fee for Consultant

Scheme	Work Value	Fees Payable
A	Up To Rs.10 Lacs	5 % of Work Value
B	10 Lacs to 50 Lacs	4 % of Work Value
C	Above 50 Lacs	3 % of Work Value

Annexure – I (Application Format)

Application form for empanelment for:
(Choice Architect or Civil Consultant)

Category – One Type in One Form
(Class A or B or C) :

SL NO.	PARTICULARS	DETAILS
1	Name of the Applicant / Firm	
2	Full Postal Address of the Registered and Local office (Proof of address must be enclosed)	
3	Contact Details of Main Proprietor (i) Name (ii) Mobile No. (iii) E-mail Id (iv) Category (UR/OBC/SC/ST/PWD)	
4	Constitution of the Firm (Proprietor/Partnership/Pvt/Ltd./Public Ltd. and its registration number if any) (Enclose Self-attested copy of Partnership Deed/Articles Association/Memorandum of Association)	
5	Year of Establishment Certified copy to be enclosed as an evidence	
6	Name of all Owners/ Partners / Associates	
7	Registration Number with Council of Architecture/ The Indian Institute of Architects Copy of valid registration to be enclosed	
8	PAN Number (Please Enclose Self Attested Copy of PAN Card)	
9	GST Registration Number (Please Enclose Self Attested Copy of GST Certificate)	



10	Name, address and telephone number of your principal banker (Please enclose relevant document)	
11	Details of Work Force (Annexure III)	
12	Turnover for the last 3 years as per Annexure IV Attached (Please attach copies of last 3 years' Certified IT Returns, Balance Sheet and Revenue A/C certified by a registered CA)	
13	List of Jobs Executed by firm in the category applied for during last 7 years (Please attach work completion certificates) Annexure V	
14	Details of Jobs at Hand (Please attach work orders) Annexure VI	
15	Whether blacklisted by any Central / State government organization or PSU before? If yes, please provide details for the same	
16	Details of any litigation in similar type of works	

Note: In case the space provided in the above table is insufficient, you may attach separate sheets mentioning the serial number of the particular item.

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 UIIC in selection of consultants/contractors/Suppliers/service providers will be final and binding to me/ us and no further communication will be done by me for selection basis.
4. I / We have read the instructions appended to the pro-forma 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 bank.

Place:

SIGNATURE OF THE APPLICANT

Date:

NAME & DESIGNATION

SEAL OF ORGANISATION



ANNEXURE II (to be filled by all applicants on the firm's letter head)

DECLARATION

I/We agree to notify the officer accepting this application and registering my/our names on list of architect/structural engineers of The United India Insurance Company Limited., 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 at the United India Insurance Company Limited 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 Company Limited list of vendors in the event of my/our furnishing false particulars in the enrolment form or submitting non-bona fide tenders or for technical or other delinquency in regard to which the decision of appropriate United India Insurance Company Limited 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, United India Insurance Company Limited may remove my/our name from the list of vendors and any contract that I/We may be holding at the time may be rescinded.

PLACE:

DATE:

AUTHORISED SIGNATORY (With Seal)



ANNEXURE III (for serial number 11)

Details of Work Force

Key personnel permanently employed in your organization:

SL No	Name	Qualification	Experience	Particulars of Work	Employed in your firm since	Any Other

Annexure IV (for Serial number 12)**Turnover for the last three financial years**

SL No	Financial Year	Total Turnover (Rs)	Copy of I.T. Return enclosed (Yes/No)	Remarks
1	2024-2025			
2	2023-2024			
3	2022-2023			

Annexure V (for Serial number 13)**A) Government Organizations**

SL. No.	Name of the Organization and Contact Person	Landline and Mobile Number	Brief Description of Job Executed	Value of Contract (Rs.)	Year of Job Execution

B) Private Organizations

SL. No.	Name of the Organization and Contact Person	Landline and Mobile Number	Brief Description of Job Executed	Value of Contract (Rs.)	Year of Job Execution

I hereby declare that I have read and understood all the terms and conditions and I accept the same as well.

Seal & Official Stamp of the Firm

Annexure VI (for Serial number 14)**A) Government Organizations**

SL. No.	Name of the Organization and Contact Person	Landline and Mobile Number	Brief Description of Job Executed	Value of Contract (Rs.)	Year of Job Execution

B) Private Organizations

SL. No.	Name of the Organization and Contact Person	Landline and Mobile Number	Brief Description of Job Executed	Value of Contract (Rs.)	Year of Job Execution

I hereby declare that I have read and understood all the terms and conditions and I accept the same as well.

Seal & Official Stamp of the Firm



**FORMAT OF UNDERTAKING, TO BE FURNISHED IN COMPANY LETTER HEAD WITH
REGARD TO BLACKLISTING/NON-DEBARMENT, BY ORGANIZATION UNDERTAKING
REGARDING BLACKLISTING/ NON-DEBRMENT**

To,

The Chief Manager,
Estate Department,
Head Office,
Chennai-14.

We here by confirm and declare that we, M/s----- is not
blacklisted/Deregistered/debarred by any Government department/ Public Sector Undertaking/
Private Sector/ or any other agency for which we have executed/undertaken the works/services
during the last 05 years. For ----- Authorized Signatory Date:

For -----

Authorized Signatory

Date:

Non-Disclosure Agreement shall be signed by shortlisted consultants/architects on empanelment as per below format and kept on record.

NON DISCLOSURE AGREEMENT

It is hereby agreed that all the parties in this agreement hereby agree as follows.

- i. Bidder shall hold all information about this tender and / or information gathered about UIIC through this process in strict confidence with the same degree of care with which Bidder protects its own confidential and proprietary information. Bidder shall restrict disclosure of the information solely to its employees, agents and Sub-contractors on a need to know basis advise those persons of their obligations hereunder with respect to such Information.
- ii. To use the information only as needed for the purpose solely related to this project.
- iii. Except for the purpose of execution of this Project, not disclose or otherwise provide such information or knowingly allow anyone else to disclose or otherwise provide such information.
- iv. Bidder shall disclose any information to parties not involved in supply of the products and services forming part of this order and discloser of information to parties not involved in supply of the products and services forming part of this order will be treated as breach of trust and invite legal action. This will also mean termination of the contract and disqualification of the Contractor in any future tendering process of UIIC.
- v. Any information considered sensitive must be protected by the Bidder from unauthorized discloser or access.
- vi. Any information, Photographs, Floor plan relating to the Interior/details of the premises must be protected by the Bidder from unauthorized disclosure or access.

1. IN WITNESS WHERE OF UIIC and the contractor have set their respective hands to theses presents and duplicates hereof the day and year first hereinabove written

2. SIGNATURE CLAUSE Signed and delivered by the _____ by the
hand of Shri _____
(Name & Designation) (UIIC)
In presence of:

(1) _____

Address:

(2) _____

Address: (Witnesses)

Signed and delivered by the _____ by the hand of
Shri _____ (Applicant)

In presence of:

1. _____

Address:

2. _____

Address: (Witnesses)

Checklist (To be filled by Applicants)

- 1) Have you mentioned the category for which you have applied in the application form? Yes/No
- 2) Have you signed in all the sheets? Yes/No
- 3) Whether copy of PAN/VAT/Service tax Registration copy is enclosed? Yes/No
- 4) Whether enclosed valid certificate from Council of Architecture in case of Architects? Yes/No
- 5) Whether enclosed proof for year of establishment? Yes/No
- 7) Whether proof for average annual financial turnover enclosed? Yes/No
- 8) Whether documentary proof for having undertaken the works is enclosed? Yes/No
- 9) Whether solvency certificate from the bankers is enclosed? Yes/No