



General Insurance Corporation of India
(Wholly owned by the Government of India)
Global Reinsurance Solutions

EMPANELMENT OF FIRMS/VENDORS/CONTRACTORS/CONSULTANTS

Applications are invited from reputed firms/vendors/contractors/consultants having their offices in **Mumbai**, for empanelment by **General Insurance Corporation of India (GIC)** as **Architects, Structural Engineers, Interior Designers, Electrical Contractors, Civil Contractors, Printers, Stationers and Consultants** as per specimen **Annexure I**.

The interested firms/persons are required to fill up separate forms for each category which may be downloaded from our website or obtained from our office.

The application should be accompanied with a DD/pay order for an amount of Rs. 1,000/- (Rupees One Thousand only) towards empanelment processing fee (non refundable) in favour of "**General Insurance Corporation of India**" payable at Mumbai .

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

1. Architects
2. Structural Engineers
3. Interior Designers
4. Electrical Contractors
5. Civil Contractors
6. Printers
7. Stationers
8. Consultants

If a firm/vendor etc., is applying for more than one category, they have to submit separate application with separate DD/pay order of Rs. 1,000/- each.

Existing vendors who were empanelled with GIC are also required to apply for fresh empanelment. Application forms for empanelment can also be obtained from this office during 11 am to 4 pm by paying non-refundable amount of Rs. 1,000/- (Rupees One Thousand Only) by DD/Pay Order.

The envelope should be superscribed as "**Application for empanelment as Architect/Structural Engineer/Interior Designer/Electrical Contractor/Civil Contractor/Printers/Stationers/Consultants**" as the case may be and the application should be submitted to:

**Assistant General Manager (OSD),
"Suraksha", 170, Jamshedji Tata Road,
Churchgate, Mumbai – 400020**

The vendors will be shortlisted based on their suitability, expertise, experience etc. and valid documents submitted by them. Please note that in case a vendor is selected to be on the panel of GIC, they will have to deposit an amount of Rs. 10,000/- (Rupees Ten Thousand Only) with GIC as Security Deposit, which will remain interest-free with GIC for a period of three years from the date of empanelment. Under any circumstances, the security deposit will not be refunded before the expiry of this period. It will be binding on the vendor, once

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empanelled, to submit their bid for every tender floated/ and quotation called in by GIC, which lies within the type of work applied for by them.

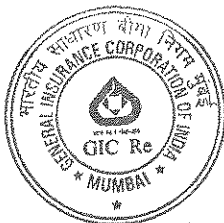
All applicants are required to fill the declaration as per specimen **Annexure III**.

Kindly note that applicants are required to submit duly filled Application form / Annexures/Declaration/ Affidavit in all respect and attach the supporting documents wherever mentioned, failing which the application is liable to be rejected.

Kindly note that evaluation is going to be strictly based on the information supplied and documents attached.

The corporation reserves the right to accept or reject any/all applications without assigning any reason thereof. ***Last Date of submission of application – on or before 04.08.2017 by 15.30 hours (applications received after the deadline will not be accepted).***

Assistant General Manager (OSD)



Seal/Official Stamp of the Firm

Signature of Authorised Signatory

Date: 4/07/2017



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ANNEXURE I

Application form for empanelment for: _____

S. No.	Common Details for all the Vendors (Please fill in block letters)	
1.	Name of the Firm	
2.	Type of firm (Sole Proprietor/Partnership/Pvt. Ltd./Public Ltd. and its registration number if any) (Enclose copy of Partnership Deed/Articles of Association/Memorandum of Association and affidavit in case of Sole Proprietor as per Annexure IV)	
3.	Address of Registered Office	
4.	Address of Operating/Local Office	
5.	Name of the Owner/Partner/Proprietor	
6.	Telephone Numbers (Registered Office Landline) (Local Operating Office Landline)	
7.	Name & Mobile Number of person who would be in touch with us and attending to our job	
8.	Fax No. (Registered Office Landline) (Local Operating Office Landline)	
9.	Email Address (Of Firm) (Of Authorised Signatory)	
10.	Web Address of Firm	
11.	Date of Establishment/Incorporation	
12.	Month and Year of Commencement of Business	
13.	Turnover for the last 4 years (Please attach copies of last 4 years' Certified IT Returns, Balance Sheet and Revenue A/C)	As per Annexure V Attached
14.	Income Tax Clearances (Please attach copy of last Assessment Order)	
15.	List of Jobs Executed by you in the category applied for during last 3 years (List only those jobs where you were empanelled with the institution)	As per Annexure VI attached
16.	Details of Jobs at Hand	As per Annexure VII attached

Seal/Official Stamp of the Firm

Signature of Authorised Signatory

Date:



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17.	Whether your firm was blacklisted by any institution in the past 3 years (give details with contact numbers of the firm)	
18.	Submission of copies of certificates in respect of your field of operation issued by the appropriate authority/organization (such as Electrical Contractors – valid BEST License copy Architects – Registration with Council of Architecture etc.)	
19.	PAN Number (Please enclose copy of PAN card)	
20.	GSTIN Registration No. (Please enclose copy)	
21.	Name, address and telephone number of your principal banker	
22.	Details of registration with any other Government Authority (ies), if any	
23.	Attach Company Profile	
24.	<u>Type of Work and Category Opted for (choose from Annexure II) (ONLY ONE TYPE in one form)</u>	<u>Category (You can choose more than 1 category of 1 Type of Work)</u>
	<u>Type of Work</u>	
	1)	1)
		2)
		3)
		4)
		5)

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.

I/We _____
 request General Insurance Corporation of India to consider inclusion of my/our name in the list of their empanelled vendors and agree to work to the best of their satisfaction in the event of their including my/our name in the panel.

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Seal/Official Stamp of the Firm

Signature of Authorised Signatory

Date:

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ANNEXURE II

TYPE OF WORK AND CATEGORIES

S.No.	Type of Work	Category (Contract Value)
1.	Architectural Work	Upto Rs. 75,000/-
		Rs. 75,000/- to Rs. 2,00,000/-
		Rs. 2,00,000/- to Rs. 5,00,000/-
		Rs. 5,00,000/- to Rs. 25,00,000/-
		Above Rs. 25,00,000/-
2.	Structural Engineer Work	Upto Rs. 75,000/-
		Rs. 75,000/- to Rs. 2,00,000/-
		Rs. 2,00,000/- to Rs. 5,00,000/-
		Rs. 5,00,000/- to Rs. 25,00,000/-
		Above Rs. 25,00,000/-
3.	Interior Design Work	Upto Rs. 75,000/-
		Rs. 75,000/- to Rs. 2,00,000/-
		Rs. 2,00,000/- to Rs. 5,00,000/-
		Rs. 5,00,000/- to Rs. 25,00,000/-
		Above Rs. 25,00,000/-
4.	Electrical Work	Upto Rs. 75,000/-
		Rs. 75,000/- to Rs. 2,00,000/-
		Rs. 2,00,000/- to Rs. 5,00,000/-
		Rs. 5,00,000/- to Rs. 25,00,000/-
		Above Rs. 25,00,000/-
5.	Civil Work (Including Plumbing & Carpentry)	Upto Rs. 75,000/-
		Rs. 75,000/- to Rs. 2,00,000/-
		Rs. 2,00,000/- to Rs. 5,00,000/-
		Rs. 5,00,000/- to Rs. 25,00,000/-
		Above Rs. 25,00,000/-
6.	Printers	Upto Rs. 25,000/- Rs. 25,000/- to Rs. 50,000/- Rs. 50,000/- to Rs. 1,00,000/- Above Rs. 1,00,000/-
7.	Stationers	Upto Rs. 25,000/- Rs. 25,000/- to Rs. 50,000/- Rs. 50,000/- to Rs. 1,00,000/- Above Rs. 1,00,000/-
8	Consultants (in all above categories)	--

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ANNEXURE III (to be filled by all applicants)

DECLARATION

I/We agree to notify the officer accepting this application and registering my/our names on list of contractors of General Insurance Corporation of India, 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 General Insurance Corporation of India Authority 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 General Insurance Corporation of India list of vendors in the event of my/our furnishing false particulars in the enrolment form or submitting non-bonafide tenders or for technical or other delinquency in regard to which the decision of appropriate General Insurance Corporation of India Authority 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 General Insurance Corporation of India 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 STAMP)



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ANNEXURE IV

AFFIDAVIT

(On Non Judicial Stamp paper of appropriate value in case the individual 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 its office at

_____ District _____ dealing in business of

_____, works attached therefore.

Hence this affidavit.

Deponent _____

Date: _____

Note: This Affidavit should be notarized.

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ANNEXURE V (for serial number 13)

S. No.	Financial Year	Total Turnover (Rs.)	Copy of I.T. Return enclosed Yes/No	Remarks
1.	2016-17			
2.	2015-16			
3.	2014-15			
4.	2013-14			

Seal/Official Stamp of the Firm

Signature of Authorised Signatory

Date:

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ANNEXURE VI (for serial number 15)

A) Government Organisations

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

B) Private Organisations

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

Seal/Official Stamp of the Firm

Signature of Authorised Signatory

Date:

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ANNEXURE VII (for serial number 16)

A) Government Organisations

Sr. No.	Name of the Organisation and Contact Person	Landline and Mobile Number	Brief Description of Job Under Execution	Value of Contract (Rs.)	Year Undertaken - Year of Completion

B) Private Organisations

S. No.	Name of the Organisation and Contact Person	Landline and Mobile Number	Brief Description of Job Under Execution	Value of Contract (Rs.)	Year Undertaken – Year of Completion

Seal/Official Stamp of the Firm

Signature of Authorised Signatory

Date: