



दि न्यू इन्डिया एश्योरन्स कंपनी लिमिटेड

(भारत सरकार का उपक्रम)

**THE NEW INDIA ASSURANCE COMPANY LTD.**

(Govt. of India Undertaking)

पंजीकृत एवं प्रधान कार्यालय : न्यू इन्डिया एश्योरन्स बिल्डिंग, 87, महात्मा गांधी मार्ग, फोर्ट, मुंबई - 400 001.

Regd. & Head Office : New India Assurance Bldg., 87, M.G. Road, Fort, Mumbai - 400 001.

CIN No. L66000MH1919GOI000526



Phone : 022 2270 8100

022 2270 8400

Website : www.newindia.co.in

Tender no.: 07 / Estate & Estab/24-25.

9<sup>th</sup> July 2024

**NOTICE FOR INVITING TENDER.**

**Supply and Installation of one 1.5 ton Cassette Air Conditioners in a  
cabin situated at 5<sup>th</sup> floor Head Office Premises**

Sealed Quotations are invited from Manufacturers/ dealers/ franchises for Supply and Installation of one 1.5 tonnage capacity Cassette Air Conditioner and other related works at 5<sup>th</sup> floor cabins, The New India Assurance Building, 87, M.G.Road, Fort, Mumbai – 400 001.

The prices shall be inclusive of delivery, installation with drain charges at the above mentioned premises with the attached Terms and conditions. (Price Bid format attached). Requirement is of urgent nature, quote for the cassette air conditioner that you currently have in stock.

Sealed Quotations with Pay Order / DD towards EMD of Rs.590/- as Tender cost in favour of The New India Assurance Co. Ltd drawn on any Nationalized/scheduled Bank, shall reach to on or before 12<sup>th</sup> July 2024 before 2.00 pm.

Vinay

(Chief Manager)

Estate & Establishment Department

050/Air Cond/24-25



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THE NEW INDIA ASSURANCE CO. LTD. MUMBAI (H.O.)



## TERMS & CONDITIONS

### 1. Instructions to Tenderers :-

1.1 Tender shall be submitted in sealed envelopes with DD/PO of Rs.590/- ( Five Hundred Ninety only ,in the name of The New India Assurance Co. Ltd.)

1.2 Tender shall be submitted on or before 12<sup>th</sup> July 2024 before 2.00 p.m.to The Chief Manager , Estate & Establishment Dept.,6<sup>th</sup> floor, The New India Assurance Company Limited , Fort , Mumbai - 400 001.

1.3 The Company will not be responsible for delay on any account in respect of Tender Documents. If any Tender is received after the specified date and time, even if the delay is due to postal or other transit delays or any other reason(s) whatsoever the same is liable to be rejected.

1.4 Telegraphic Tender will not be accepted under any circumstances.

1.5 The sealed envelopes must show on outside the name and address of the Tenderer. In additions, the top left hand corner of sealed envelop should be super-scribed Supply & installation of cassette Air conditioner and should be dropped in the tender box having the same name kept on 6<sup>th</sup> floor at above address .

1.6 The Company shall open the tender and the Company will communicate bidders about outcome.

1.7 The Company reserves the right to accept or reject any or all Bids or portion thereof.

1.8 Tenderes are requested to quote for those make air conditioners which has service centre in Mumbai. Please submit Manufacturers Service Centre address & numbers.

1.9 Requirement is of urgent nature, quote for the cassette air conditioner that you currently have in stock.

### 2. Price :

2.1 The Tender Price shall be valid upto September 2024.

2.2 The prices shall be inclusive of delivery and installation including drain line, copper tubings and gas charging with gas at our address.

### 3. Locations of Installation

3.1 All the Air Conditioners are to be installed at our Head Office at the above address.



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3.2 It is Expected that the Tenderers should inspect the site conditions before submitting the Tenders.

3.3 Any loss or damage to the Company property during installations shall be borne by the Tenderers.

**4. Earnest money Deposit**

4.1 Tenderer Shall pay Earnest Money Deposit of Rs.2,000/- ( Two Thousand only ) in the form of crossed Demand Draft/ Pay Order drawn in favor of THE NEW INDIA ASSURANCE COMPANY LIMITED payable at Mumbai or submit a Bid Security declaration.

4.2 Earnest Money deposit will be returned to the tenderer in case his tender is not accepted. The deposit amount shall be adjusted towards security deposit in case of successful tenderer. No interest will be paid on Earnest Money deposit in any case.

4.3 The bid will be rejected if earnest money deposit/ Bid Security Declaration not submitted with tender document.

4.4 A Bid Security Declaration is to be submitted on bidder's letter head if EMD DD is not paid.

4.5 A Draft Copy of Bid Security Declaration is attached with this tender document.

**5. Terms of payments**

5.1 Payment will be made after successful installation of Air Conditioners.

5.2 The Company shall deduct T.D.S. from the payment of installation part as per the prevailing Income Tax Law.

**6. Catalog**

6.1 The Tenders should be submitted along with catalog of Air Conditioners. Criteria like power consumptions and technical specifications (like eco friendly, cfc free) will be taken into account.

**7. Service Centre**

7.1 Submit Manufacturer's Service Centre Address and Telephone numbers.

Signature of the Supplier/Dealer

With Company's Seal



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**Annexure-A**

FORMAT TO BE FILLED UP AND SIGNED BY THE AUTHORIZED SIGNATORY

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1. Name of the organization :
2. Address of the Office with Tel/Email /Fax  
Address of the work shop with Tel / Email / Fax:
3. Status of firm ( whether company /  
firm/ proprietary) :
4. **Permanent Account No ( PAN) :**
7. GST IN No.
8. Name & address of Bankers :
9. Account No.
10. IFCS Code
10. Please furnish the details of any litigation / Arbitration proceedings  
earlier or at present with PSU. The manufacturers/suppliers having  
unsatisfactory service record with the Company would not be considered.

**Note :**

- 1) Please ensure that information / papers submitted are correct and in order.
- 2) Incomplete format will be liable for rejection.

**Signature of the bidder with Company/firm's seal**

**Date:**



**Bill of Quantities/ Price Bid**

Sr. No	Description	Qty	Rate	Amount
1	Charges for supply of 1.5 TR Cassette Inverter Air Conditioner not less than 3 star rated. (Make: Blue Star, Toshiba, Diakin & LG)  Specify make and model no.	One		
2.	Charges for installation, testing commissioning of cassette air conditioner units with all its accessories, arrangement including gas charging.	One		
3.	Supply and installation of Heavy duty MS Grill (box type) stand at 5 <sup>th</sup> floor level for keeping two condensing units one for above cassette AC and another for 1.5 tonnage capacity split air condition. It should take load of atleast 300 KG.	One		
4.	Charges for supply, lying and fixing of copper tubing with insulation for above cassette AC unit as per manufacturer standard specifications and arrangement the cost should be including 38 mm insulated drain line and electrical wire from indoor unit to outdoor unit. Drain output should be the Cabin of CM Mr R S Gupta where MS Stand Installed	25 mtrs		
5.	Charges for Installation of 1.5 tonnage capacity Blue Star make Air conditioners at 5 <sup>th</sup> floor cabins with its copper tubing, electrical wiring and drain lines. (Air Conditioners are available with us)	Two		
6.	Supply and installation and modification of Heavy duty MS Grill (box type) stand at 5 <sup>th</sup> floor level for keeping two condensing units. One condensing unit is already there on this MS Stand and another for 1.5 tonnage capacity split air condition. It should take load of atleast 300 KG.	One		
7.	Buy-back value of existing 0.75 tonnage Voltas Make window Air Conditioner.	One		
	Total			Rs.

**Note:** The rate should be without GST.

**Signature of the Supplier/Dealer**

**With Company's Seal**



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Form of Bid Security Declaration

Date:-

To,  
Chief Manager  
Estate and Establishment Dept.  
Head Office,  
The New India Assurance Company Ltd.  
87, M.G. Road, Mumbai:- 400001

**Name Of Work:- Supply and installation of 1.5 Tonnage  
Cassette Air Conditioner at Head Office premises.**

I/We understand this Bid Security Declaration is in lieu of Bid Security ( EMD) and I/We accept that if the bids are withdrawn or modified during the period of the validity, I will be suspended for one year from the date of issue of the suspension order.

Signature

Name:

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

Seal of the contractor