



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.27/Estate & Estab/24-25

16th December 2024.

**Re: e-Tender for Monthly servicing & maintenance of Electrical Installation
at Head Office Premises.**

E-tenders are invited in two bid system from **Licensed (P.W.D.) Electrical Contractors** for Monthly Servicing, Maintenance and repairs of electrical installations at our Head Office building situated at The New India Assurance Building, 87, Mahatma Gandhi Road, Fort, Mumbai 400001.

Payments to the personnel stationed at Head Office should be as per Minimum Wages Act, 1948 under skilled category for Licensed Electrician and Unskilled Category for Assistant Electrician.

The e-tender is to be submitted / uploaded on our portal www.tenderwizard.com/NIAEPROC. Last date for submission for e-tender is **6th Jan 2025 before 11.00 a.m.**

For any clarification or site visit, you may Contact Engineering and Maintenance Department, The New India Assurance Building, Basement, 87, M G Road, Fort, Mumbai 400 001.

Yours faithfully,

Vinay

(Chief Manager)

Establishment Department





Terms & Service Conditions

1. All the three parts of the quotation should be filled; order will be issued to one contractor only.
2. Electrical contractor should have Electrical Contractor Licensed from P.W.D. for carrying out electrical maintenance works.
3. The contractor should fill items in the quotations in the same manner and units as specified. Any quotation wherein the rates are quoted on different basis or units is liable to be rejected.
4. The rate shall exclude GST but inclusive of transport and valid for three years.
5. The supplied material will be of ISI mark.
6. The appointed electrician of contractor shall report daily to the Engineering and Maintenance Department, of the company.
7. Contractor should submit copy of Workmen Compensation Policy of their employees deputed to our Head Office Premises.
8. Company reserve the right to reject any or all quotations without assigning any reason. The Company also reserves the right to deviate / delete any or all items.
9. The servicing/repairs will be carried out every month on the date to be fixed under advice to the department.
10. After carrying out the servicing/ electrical work, Contractor's representative/technician must report to the department and obtain work satisfactory signature on reports.
11. Payments for the works will be made after joint inspection and measurement/ satisfactory notes from users/ Officers concerned, every month.
12. The charges for the work done during a month shall be paid in the next month.
13. One electrician (PWD License holder) with helper shall have to be kept for the maintenance work from 9.00 am to 6.00 pm on working days Monday to Friday. In the calculation of minimum wages, the salary for **an electrician** should be classified under **Skilled** Labour, while the salary for a helper should be classified under **Unskilled** labour.
14. Emergency breakdown or repair work should be attended immediately. You have to attend to all calls promptly on the same day. In exceptional circumstances you may attend a call on next day.



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15. Servicing/maintenance/ replacement of false ceiling light in executive's cabins/Repair /laying of cabling and new wiring works can be done on Saturdays/holidays.
16. Last date of receiving the e-tender on our portal www.tenderwizard.com/NIAEPROC is 6th January 2025 before 11.00 am.
17. The Contractor are requested to specify the percentage of increase of the rates for the next two years also i.e. February 2026 to January 2027 and February 2027 to January 2028 respectively.
18. Please specify the rate of applicable taxes.
19. Price bids of only those bidders will be opened who qualified in technical bid process.
20. EMD in form of DD/PO of Rs. 10,000/- in the name of The New India Assurance Co. Ltd. payable at Mumbai OR Submit **Bid Security Declaration** as mentioned in Tender Document.
21. EMD amount of the unsuccessful bidder will be refunded with no interest.
22. The said EMD of the successful bidder will be converted into Security Deposit.
23. Tender fee of Rs.1180/- (including GST) in the name of The New India Assurance Co. Ltd. payable at Mumbai.

(Signature with Seal)

Date



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SPECIAL INSTRUCTIONS TO BIDDERS FOR E-TENDERING

1. Tender document with detailed terms and conditions is available on our Website www.tenderwizard.com/NIAEPROC .Interested participants may download and participate in the tender as per the instructions given therein, on or before the due date of the tender. The tender should be submitted online through the e-Procurement system on www.tenderwizard.com/NIAEPROC.
2. As a pre-requisite for participation in the tender, vendors are required to obtain a valid Digital Certificate of Class IIB (with both signing and encryption component) and above as per Indian IT Act from the licensed Certifying Authorities (For ex. N-codes, Sify, E-mudra etc.) operating under the Root Certifying Authority of India (RCIA), Controller of Certifying Authorities (CCA). The cost of obtaining the digital certificate shall be borne by vendor. In case any vendor so desires, he may contact our e-Procurement service provider M/s. Tender Wizard, for obtaining the Digital Signature Certificate.
3. Corrigendum / amendment, if any, shall be notified on the site www.tenderwizard.com/NIAEPROC. In case any corrigendum / amendment is issued after the submission of the bid, then such vendors, who have submitted their bids, shall be intimated about the corrigendum/amendment by a system-generated email (In case of open tender corrigendum / amendment will be on the public dash board and no mail will be fired for the vendor who has not participated by that time). It shall be assumed that the information contained therein has been taken into account by the vendor. They have the choice of making changes in their bid before the due date and time.
4. Vendors are required to complete the entire process online on or before the due date of the tender.
5. The Commercial/Price bid of only those vendors shall be opened whose Technical bid is found acceptable to us. The schedule for opening the price bid shall be advised separately.
6. Directions for submitting online offers electronically against e-Procurement tenders directly through internet:
 - i. Vendors are advised to log on to the website www.tenderwizard.com/NIAEPROC and arrange to register themselves at the earliest.
 - ii. The system time (IST) that will be displayed on e-Procurement web page shall be the time considered for determining the expiry of due date and time of the tender and no other time shall be taken into consideration.
 - iii. Vendors are advised in their own interest to ensure that their bids are submitted in e-Procurement system well before the closing date and time of bid. If the vendor intends to change/revise the bid already entered, he may do so any number of times



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till the due date and time of submission deadline. However, no bid can be modified after the deadline for submission of bids.

- iv. Once the entire process of submission of online bid is completed, the vendors are required to go on dashboard and take the print of the receipt as a proof of submitted bid.
- v. Bids / Offers shall not be permitted in e-Procurement system after the due date / time of tender. Hence, no bid can be submitted after the closing due date and time of the Tender.
- vi. No manual bids / offers along with electronic bids / offers shall be accepted.
7. **Once the Commercial/Price bids are opened, vendors can see the rates quoted by all the participating bidders by logging on to the portal under their user ID and password and clicking on other bid view.**
8. No responsibility will be taken by the e-Procurement service provider for any delay due to connectivity and availability of website. **They shall not have any** liability to vendors for any interruption or delay in access to the site irrespective of the cause. It is advisable that vendors who are not well conversant with e-tendering procedures, start filling up the tenders much before the due date /time so that there is sufficient time available with him/her to acquaint with all the steps and seek help if required so. Even for those who are familiar with this type of e-tendering, it is suggested to complete all the activities before due date. It should be noted that the individual bid becomes viewable only after the opening of the bid on/after the due date and time. Please be reassured that your bid will be viewable only to you and nobody else till the due date/ time of the tender opening. The non-availability of viewing before due date and time is true for e-tendering service provider as well as New India Assurance officials.
9. New India Assurance and/or the e-Procurement service provider shall not be responsible for any direct or indirect loss or damages and or consequential damages, arising out of the bidding process including but not limited to systems problems, inability to use the system, loss of electronic information etc. 10. In case of any clarification pertaining to e-Procurement process, the vendor may contact the following agencies /personnel:

S.N	Particulars	Company Name	Contact Details
1	For e-Tendering Support	M/s Antares Systems Ltd.	08040482100 Mr Lokesh H R 9731468511 Mr Sushant SP Lokesh.hr@etenderwizard.com
2	For Tender related Queries	The New India Assurance Co. Ltd	022-22708291



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Selection Criteria/ Technical bid

The bidder should submit adequate proof for the following:

- 1) Valid Electrical Contractor's Licence issued by PWD, Government of Maharashtra.
- 2) Should have experience of electrical maintenance.
- 3) Should have carried out at least one maintenance work for any commercial building.
- 4) EMD : Submit a Declaration on Letterhead of the firm signed and stamped (should be put in Technical Bid) named as "**Bid Security Declaration**" and state as

"I accepting that if, we withdraw or modify the bid during period of Validity etc NIA has the power to suspend us for submission in tender / future tenders."

- 5) Tender fee of Rs.1180/- (including GST) in the name of The New India Assurance Co. Ltd. payable at Mumbai.

Name of the Firm	
Contractor's License No. (With validity)	
Address	
Name of the Contact Person/s with Phone/ Mobile/Fax No./Email	
Year of Establishment	
Experience in last 3 years	
GST No.	
Electrical Maintenance Experience (with work order)	
EMD, DD Bank name & no.	
Whether break down Service call will be entertained in case of emergency at any time. Contact details	
(Signature with Seal)	
Date:	



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PART-I

MONTHLY SERVICING AND MAINTENANCE OF ELECTRICAL INSTALLATION

1. Electrical maintenance of tube lights fixtures, bulbs, ceiling fans, pedestal fans, wall fans, exhaust fans in basement, ground floor, stair case, 1st floor to 7th floor, Officers canteen, staff canteen, lift rooms, lift cages, toilets, officer's cabins, lifts landing, passage on all floors including repairs and setting of timers, pump controller, pumps starters, distribution panels and arrangement of MIC(speakers) System at HO (if required).

2. Repair/ replacements and tracing out short circuit, open circuit, replacements of blow off fuses, 2 and 3 pin plug (5 A, 15 A top), bulb holders, bulbs ,facade light bulbs, igniters, capacitor and ballast, fluorescent tubes, LED tubes , electronic chokes, starter , holder, 5A, 15 A sockets, 5A, 15A switches, capacitor, flexible wires, bell push, electric bells, buzzers, luminous indicators, electric door lock , tracing of cable faults in cable/ wiring. Checking the faults in electrical switch panels (other than Central A/C plant) , timers, pump controllers and tightening of lugs/ joints of terminations. (Tubes and bulbs will be provided by Company)

3. Balancing of electrical load in three phases, checking of all the distribution boards, tightening of all neutral joints, lugs and connection in every 3 phase main switches and distribution board. Load in Amps should be recorded in all the main-switches and distribution boards at basement every month. Lighting/illumination of buildings/floor required in special occasions like Foundation ay, Diwali, New year etc. materials will be supplied by us.

(Charges for replacement of defective material will be paid extra as per quoted rates of part II & III). Works of item no II & III are to be done after office hour, on Saturdays, Sundays or on Holidays.

One Electrician (PWD licensed Holder) and a helper (as per Minim Wages Act) should be present during office hour i.e. from 9.00 a.m. to 6.00 p.m. on all working days including Saturdays for the works mentioned in item no. I.

Sr no.	Period	Rate (Exclusive of GST)
1	01/02/2025 to 31/01/2026.	
2	01/02/2026 to 31/01/2027	
3	01/02/2027 to 31/01/2028	

(Signature with seal)

Date



PART II
Wiring Works

Sr.No.	Items/ Particular	Rate/unit (Excluding taxes)
1.	Removing and refixing of light fixture i.e. change of position of fitting.	
2.	Provision extra plug point on exiting point with using ISI FR copper wires of size 1.5 sq.mm.	
3.	Providing and fixing wiring for lighting point with 1.5 sq.mm. PVC FRLS copper wire in casing.	
4.	Providing and fixing wiring for electrical point with 2.5 sq.mm. PVC FRLS copper wire in casing.	
5.	Supply and fixing of M/s box or PVC with one 6/10/16 A Siemens make single pole MCB (10 K) with a socket 6A.	
6.	Supply and fixing M/s Box with one 20 A Siemens Make single pole (10K) MCB with one 20 A Crompton Iron Clad socket for A.Cs.	
7.	Charges for supply and fixing 6 X 8 pvc board with 4 X 5 Amps Anchor make switches and 4 X 5 Amps Anchor make sockets with internal wiring.	
8.	Rewinding of 16" pedestal/ wall fan winding	
9.	Rewinding of 9" exhaust fan winding	
10.	Rewinding of 12" exhaust fan winding	
11.	Rewinding of 6" exhaust fan winding	
12.	Replacement of bush bearing of exhaust fan	
13.	Regalement of bearings of pedestal/ wall fans	
14.	Supply and installation of 1 sq. mm polycab 3 core copper flexible wire in casing (quote per meter rate)	



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- | | | |
|-----|---|-----------------|
| 15. | Providing, lying and fixing copper armoured ISI Polycab make FRLS cable with saddles , spacer and glands etc and 16 swg running earthing. | Rate, Per Meter |
| | 2 X 1.5 sq.mm | |
| | 2 X 2.5 sq.mm | |
| | 3 X 1.5 sq.mm | |
| | 3 X 2.5 sq.mm | |
| | 3 X 4 sq.mm | |
| | 4 X 4 sq.mm | |
| | 3 X 6 sq.mm | |
| | 4 X 6 sq.mm | |
| | 4 X 10 sq.mm | |
| 16. | Rewinding of 16 inch table fans | each |
| 17. | Provision of a point wiring with one secondary point using only one switch. | |
| 18. | Provision of a point wiring with two secondary point using only one switch. | |
| 19. | Provision of a point wiring with three secondary point using only one switch. | |
| 20. | Servicing of Pedestal / wall fan | one |

(Signature with seal)

Date:-



Part-III
Supply of Electrical Accessories

Sr. No.	Items Make	Rate/Unit(Exclusive of taxes)
1.	5 Amps Piano switch	
2.	15 Amps piano switch	
3.	5 Amps socket "	
4.	15 Amps socket "	
5.	5 Amps switch socket combine	
6.	15 Amps switch socket combine	
7.	Tube light holder new type Anchor	
8.	Bell push switch piano type	
9.	Bell push switch Modular type	
10.	5 Amps 3 pin top	
11.	15 Amps 3 pin top	
12.	Pendent holder	
13.	Brass holder	
14.	5 Amps 2 pin top	
15.	Bell /Buzzer "	
16.	Luminous bell indicator Max	
17.	6 Amps single pole MCB 10K Siemens	
18.	10 Amps single pole MCB 10K "	
19.	20 Amps single pole MCB 10K "	
20.	Charges for supply of 4 way standard spike guard with one 5A switch & 4 sockets with indicator (heavy duty , metal)	



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21. 32 Amps single pole MCB 10K "
22. 63 Amps single pole MCB10K "
23. 20 Amps double pole MCB 10K "
24. 32 Amps double pole MCB 10K "
25. 63 Amps double pole MCB 10K "
26. 16 A/230V Timer L & T
32. PVC junction box size:250x100x10mm.
containing one 32A fuse & 4 way 30A
connector
33. 6 A Switch (modular) Roma
34. 10 A Socket (modular) Roma
35. 15/20A Socket modular
36. 10/20 A Switch (modular)
35. Pencil Cell AAA type
36. Pencil Cell AA type

Please note that all the above items mentioned in Part III are used for replacement in place of defective ones. Labour charges for replacement are to be accounted in Part I of the tender.

(Signature with seal)

Date:-

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: e-Tender for Monthly servicing & maintenance of Electrical
Installation 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