

**NEW INDIA ASSURANCE**दि न्यू इंडिया एश्योरन्स कंपनी लिमिटेड  
The New India Assurance Co. Ltd.

(Government of India Undertaking)



अहमदाबाद क्षेत्रीय कार्यालय (210000)

5 वीं मंजिल, पौप्युलर हाउस, आश्रम रोड,  
अहमदाबाद - 380 009

Ahmedabad Regional Office (210000)

5<sup>th</sup> Floor, Popular House, Ashram Road,  
Ahmedabad - 380 009

दूरभाष नं. / Ph. No. : (079) 2655 3200 (Extn. 201 to 260)

संदर्भ: अ क्षे का/मुद्रण/ ई निविदा/2025-2026/01

08 अप्रैल 2026

**ई निविदा सूचना**

दि न्यू इंडिया एश्योरन्स कंपनी लिमिटेड, अहमदाबाद क्षेत्रीय कार्यालय, अपने क्षेत्रीय कार्यालय और गुजरात में उनके अधिकार क्षेत्र में आने वाले सभी व्यवसाय कार्यालयों के उपयोग हेतु, अहमदाबाद में स्थित योग्य मुद्रकों से, विभिन्न मुद्रित और अमुद्रित स्टेशनरी सामग्री जैसे पत्रशीर्ष, प्रस्ताव प्रपत्र, प्रॉस्पेक्टस, क्लॉज़, लिफाफे, विजिटिंग कार्ड, ब्रौचर्स, इत्यादि की आपूर्ति हेतु एक वर्ष के दर संविदा कोटेशन आमंत्रित करता है। यह निविदा 02 (दो) बोली वाली है।

निविदा दस्तावेज (दो बोली वाली) न्यू इंडिया एश्योरन्स की वेबसाइट <https://www.newindia.co.in/portal/TenderNotice> के साथ साथ हमारे ई-निविदा पोर्टल <https://www.tenderwizard.com/NIAEPROC> पर 09 अप्रैल 2026 से 28 अप्रैल 2026 दोपहर 3:00 बजे तक उपलब्ध रहेंगे। बोलीदाता निर्धारित तिथि और समय के भीतर हमारे ई-निविदा पोर्टल <https://www.tenderwizard.com/niaeproc> के माध्यम से अपनी बोलियां जमा कर सकते हैं। किसी भी एक या सभी वस्तुओं के लिए दरें प्रस्तुत / प्रस्तावित किया जा सकता है, लेकिन प्रतिभागी द्वारा चयनित किसी भी अनुभाग की सभी वस्तुओं के लिए दरें प्रस्तुत करना अनिवार्य है।

किसी भी या सभी निविदाओं को बिना कोई कारण बताए स्वीकार या अस्वीकार करने का अधिकार कंपनी (दि न्यू इंडिया एश्योरन्स कंपनी लिमिटेड) प्रबंधन के पास सुरक्षित है। सशर्त निविदाएं और प्रस्ताव निर्धारित समय के बाद प्राप्त स्वीकार नहीं किए जाएंगे। निविदा सूचना, निविदा दस्तावेज का हिस्सा है।

सभी अद्यतन, शुद्धिपत्र, परिशिष्ट आदि <https://www.tenderwizard.com/NIAEPROC> पर प्रकाशित किए जाएंगे।

**अजीत वाघेला**

अजीत वाघेला

क्षेत्रीय प्रबंधक

अहमदाबाद क्षेत्रीय कार्यालय (210000)



अ क्षे का/मुद्रण/ ई निविदा - 2025-2026/01

पृष्ठ 1/23

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

Regd. &amp; Head Office : New India Assurance Building, 87, Mahatma Gandhi Road, Fort, Mumbai - 400 001

वेबसाइट / Website : [www.newindia.co.in](http://www.newindia.co.in)

टोल फ्री नं. / Toll Free No. : 1800-209-1415

सीआईएन / CIN : L66000MH1919G0I000526

Our ref: ARO/Printing/E-Tender - 2025-2026/01.

Date: 08/04/2026

### E-Tender Notice

The New India Assurance Co. Ltd., Ahmedabad Regional Office invites quotations from **eligible Printers having its office in Ahmedabad** for supplying various printed and non-printed stationery like Letterhead, Proposal Form, Prospectus, Clause, Envelopes, Files, Visiting Cards, Brochures, customized item etc. to **Ahmedabad Regional Office** and all the **Business offices under jurisdiction of Ahmedabad Regional Office** by entering in to Rate contract for 01 (One) Year. The tender is 02 (Two) bid type.

The tender (2 bid type) documents will be available on web-site of NIA <https://www.newindia.co.in/portal/TenderNotice> as well as our E-Tender portal <https://www.tenderwizard.com/NIAEPROC> from 09-04-2026 to 28-04-2026; 03.00 p.m. Bidders can submit their bids within stipulated date & time as mentioned, through our E-tender portal <https://www.tenderwizard.com/NIAEPROC>. It is allowed to submit / offer rate/s for any or all the items but it is mandatory to submit rates for all the items of any section selected by participant.

The management of this company (The New India Assurance Co. Ltd.) reserves the right to accept or reject any or all the tenders without assigning any reasons thereof. Conditional tender/s & offer/s received after stipulated time will not be accepted. Tender notice is part of the tender document.

All updates, corrigendum, addendum etc. will be published on <https://www.tenderwizard.com/NIAEPROC>.

  
Ajit Vaghela - Regional Manager  
Ahmedabad Regional Office - 210000



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4-4-2026

**E-Tender Notice for Tender (2 bid type) Reference No: ARO/Printing/E-Tender - 2025-2026/01**

**Tender Title:**

**E-Tender (2 bid type) ref: ARO/Printing/E-Tender - 2025-2026/01 for supplying various printed and non-printed stationery goods like Letterhead, Proposal Form, Prospectus, Clause, Envelopes, Files, Visiting Cards, Brochures, customized item etc. to Ahmedabad Regional Office and all the Business offices under jurisdiction of Ahmedabad Regional Office by entering in to Rate contract for 01 (One) Year.**

Tender Type	02 (Two) Bid type
Tender publishing date	09-04-2026
Last Date of Bid submission	28-04-2026 : 03:00 P.M.
Date and Time of Technical Bid Opening	28-04-2026 : 04:00 P.M.
Tender Fees (Non-Refundable)	Rs.2,000/- (Rupees Two thousand only) + GST. Tender fee is applicable even if participant party is giving rates for partial items.
EMD (Refundable)	(1) Rs.15,000/- (Fifteen thousand only). Applicable to each bidder whether submit rate/s for any or all items or for the items of any section/s (refer Annexure – 3 / Commercial Bid).
Contact detail	Estate, Establishment & Printing Department. 4 <sup>th</sup> floor, Popular House, Opposite Dinesh Hall's lane, Ashram Road, Ahmedabad – 380 009. Telephone: 079-26553245, 079-26553248
Last Date of Clarification	27-04-2026

*Ajit Vaghela*

**Ajit Vaghela - Regional Manager  
Ahmedabad Regional Office - 210000**



*2*  
*8-4-2026*

## **SECTION - I**

### **1.0 THE TENDER OFFER:**

- 1.1 The tender documents will be available in the Tender Section of official web-site of NIA (<https://www.newindia.co.in/portal/TenderNotice>) as well as our E-Tender portal (<https://www.tenderwizard.com/NIAEPROC>)
- 1.2 The bidder has to use the E-Tender portal for participating in the tender (Refer Annexure-4 for e-tendering instruction).
- 1.3 Downloading of tender document from E-Tender portal is mandatory for tender participation.
- 1.4 The online bids under two envelopes / cover system comprising of (1) The Technical Bid and (2) Commercial Bid should be submitted online on E-Tender portal on or before **28.04.2026: 03:00 p.m.** The various documents to be submitted Online and Offline along with the Technical and the Commercial Bid are mentioned in the Section II of this documents. Offline documents must be submitted on or before **28.04.2026: 03:00 p.m.**
- 1.5 If the last date for submission of offline documents happens to be a holiday due to some unforeseen circumstances, then the Offline documents can be submitted by 11.00 A.M. on the next working day.
- 1.6 At any time prior to the last date of receipt of bids, the Company may, for any reason, whether at its own initiative or in response to clarifications requested by the prospective bidders, modify the tender documents by clarifications.
- 1.7 The clarifications, if any, issued by the Company at any time before the due date of submission of the bid will become part of the tender document and would be notified on the official web-site of NIA (<https://www.newindia.co.in/portal/TenderNotice>) as well as our E-Tender portal (<https://www.tenderwizard.com/NIAEPROC>) only.
- 1.8 **No bid will be accepted after the due date & time.**

### **2.0 ELIGIBILITY CRITERIA:**

**As per Annexure 2 (Technical bid)**

### **3.0 EARNEST MONEY DEPOSIT (E.M.D) & TENDER FEE**

- 3.1 The intending bidders should pay . . .
  - (A) **Tender fee of Rs.2,000 (Two Thousand only) + GST which is not refundable.**
  - (B) **An Earnest Money Deposit (EMD) of Rs.15,000/- (Rupees Fifteen thousand only) which shall be refundable** to unsuccessful bidder after intimating them about rejection of their tenders and to successful bidder/s on completion of the job / rate contract.
- 3.2 The EMD & Tender Fee shall be payable by Demand Draft / Pay Order drawn in favor Of **"The New India Assurance Company Limited"** payable at Ahmedabad.
- 3.3 The EMD will not carry any interest & Tender fee is non-refundable.

### **4.0 FORFEITURE OF E.M.D.**

The EMD made by the bidder will be forfeited if -  
ARO/Printing/E-Tender - 2025-2026/01



- a. He withdraws his tender after acceptance.
- b. He withdraws his tender before the expiry of the validity period of the tender.
- c. He violates any of the provisions of the terms and conditions of this tender specification.

#### **5.0 REFUND OF E.M.D.**

- 5.1 EMD of L-1 Bidder / successful bidder will be adjusted as security deposit and will be retained till the Validity of Rate Contract or till completion of job (as the case may be).
- 5.2 In case of unsuccessful bidders, the EMD will be refunded to them after intimation is sent to them about rejection of their tenders.

#### **6.0 THE COMPANY RESERVES THE RIGHT TO**

- 6.1 Accept / Reject any of the Tenders.
- 6.2 Revise the quantities at the time of placing the order.
- 6.3 Add, Modify, Relax or Waive any of the conditions stipulated in the tender specification wherever deemed necessary.
- 6.4 Reject any or all the tenders without assigning any reason thereof.
- 6.5 Award contracts to one or more bidders for the item(s) covered by this tender.

#### **7.0 REJECTION OF TENDERS**

The tender is liable to be rejected *inter alia*:

- 7.1 If it is not in conformity with the instructions mentioned herein
- 7.2 If it is not accompanied by the requisite Tender Fees and EMD
- 7.3 If it is not properly signed by the bidder
- 7.4 If it is received in Physical Form
- 7.5 If it is received by Telex, Telegram or Email
- 7.6 If requisite tender fees, EMD and Sample paper as per requirement of this tender are not received before the last date of submission in original
- 7.7 If, it is evasive or incomplete including non-furnishing of the required Documents
- 7.8 **If, participant vendor / party is not having his office in Ahmedabad (Gujarat).**

#### **8.0 VALIDITY OF TENDERS**

- 8.1 The bidders' offers shall have the validity period of 120 (One Hundred twenty days) from the tender closing date. A bid valid for a shorter Period will be rejected.



## SECTION – II

### PART A-TECHNICAL BID (ON LINE)

The technical bid, apart from the online template filling up, should contain the scanned copies of following documents. The documents shall be arranged in the same orders as mentioned in online bidding format.

- A) Demand Draft/Banker's Cheque **for Tender Fees** worth Rs. 2,000/- (Rupees Two Thousand Only) + GST drawn in favor of "The New India Assurance Co. Ltd.," payable at Ahmedabad.
- B) Demand Draft/Banker's Cheque **for EMD** worth Rs.15,000/- (Rupees Fifteen Thousand Only) drawn in favor of "The New India Assurance Co. Ltd.," payable at Ahmedabad.
- G) Technical Bid as per **Annexure-2 (A & B)** and supporting documents.

### PART A-TECHNICAL BID (OFF LINE)

The following documents are required to be submitted offline in physical / hard copies to The Regional Manager, The New India Assurance Co., Ltd., Estate, Establishment & Printing Department, Ahmedabad Regional Office – 210000. 5<sup>th</sup> Floor, Popular House, Ashram Road, Ahmedabad – 380 009 by on or before **28/04/2026; 03:00 P.M.** in a sealed envelope super scribed as "**Offline documents - ARO/Printing/E-Tender - 2025-2026/01**" failing which the bidder may be disqualified and their tender may not be opened.

- a) Original DD/Banker Cheque **for Tender Fees** worth Rs. 2,000/- (Rupees Two Thousand Only) + GST drawn in favor of "The New India Assurance Co. Ltd.," payable at Ahmedabad.
- b) Original DD/Banker Cheque **for for EMD** worth Rs.15,000/- (Rupees Fifteen Thousand Only) drawn in favor of "The New India Assurance Co. Ltd.," payable at Ahmedabad.
- c) Self certified (stamped & signed mentioning weight / GSM & Company's / Brand's name) *sample paper / board for each items.*

### PART B-COMMERCIAL BID (ON LINE)

- a) Commercial Bid as per **Annexure-3**

**Note:** No offline documents are required to be submitted for commercial bid.



## SECTION - III

### GENERAL TERMS & CONDITIONS

#### **1.0 PROCEDURE FOR PROCESSING THE TENDER DOCUMENTS:**

- 1.1 The Committee constituted by the Company will open the "Technical Bid" electronically and off-line documents cover physically. In case, offline document's sealed cover does not contain duly certified **sample paper / board with Brand name and GSM on it**, the bid offer may be rejected.
- 1.2 The Commercial Bids of Technically qualified bidders will be opened electronically in the presence of the bidders who wish to be present for opening, **L1 will be identified for each item or items mentioned under each section separately and more than one party for the single item may also be considered/selected as L1 by company.**
- 1.3 Any Commercial Bid incomplete in any respect will be disqualified.
- 1.4 This procedure is subject to changes if any, and the procedure adopted by the company for opening the tender shall be final and binding on all the parties.

#### **Encl.:**

**Annexure-1 - Technical Specifications**

**Annexure-2 - Technical bid**

**Annexure-3 - Commercial Bid**

**Annexure-4 - Special Instructions to Bidders for E-Tendering**

**Annexure-5 - List of Offices with Address (List 1 & 2)**





**Annexure No.1 (Technical Specifications) for various items**

Section	Serial	Form Number, Particulars	Time limit to supply goods	Size in inch Length X Width	Printing (One or Two sides)	Ink Color (Single or multiple)	Paper		Rate to be quoted for quantity of	
							Quality & color	weight (GSM)		
1	1	G-28 - Letterhead	Within 15 days of approval of the draft	8.3 X 11.7 (A4)	One	Single	"A" Grade White Paper	80	500 to 1000	
	2				One	Multi		80	2000 to 4000	
	3				One	Multi		80	4001 or above	
2	1	Any customized item	Within 15 days of approval of the draft	8.3 X 11.7 (A4)	One	Single	"A" Grade White Paper	70	500 to 1000	
	2				Two	Single		70	500 to 1000	
	3				8.5 X 14 (Legal)	One		Single	70	500 to 1000
						Two		Single	70	500 to 1000
	5				8.5 X 13	One		Single	70	500 to 1000
						Two		Single	70	500 to 1000
3	1	Proposal Form, Clause, Prospectus or any other item	Within 15 days of approval of the draft	8.5 X 11 (1/4)	One	Single	"A" Grade White Maplitho	70	500 to 1000	
					One	Single		70	1001 to 3000	
					One	Single		70	3001 to 5000	
					One	Single		70	5001 or above	
					Two	Single		70	500 to 1000	
					Two	Single		70	1001 to 3000	
					Two	Single		70	3001 to 5000	
					Two	Single		70	5001 or above	
					Two	Single		70	500 to 1000	
	3			8.25 X 13.25 (F/S)	One	Single		70	1001 to 3000	
					One	Single		70	3001 to 5000	
					One	Single		70	5001 or above	
					Two	Single		70	500 to 1000	
					Two	Single		70	1001 to 3000	
					Two	Single		70	3001 to 5000	
					Two	Single		70	5001 or above	
					Two	Single		70	500 to 1000	
					Two	Single		70	1001 to 3000	
4	1	Policy Printing papers (G 30)	Within 05 days of order	8.3 X 11.7 (A4)	One	Single	"A" Grade White Paper	75	3000 to 5000	
					One	Single		75	5001 or above	
5	1	Envelope without window (E6)	Within 15 days of approval of the draft	9.5 X 4.5	Two	Single	"A" Grade White Maplitho	80	500	
	2	Envelope without window (E10)		12 X 10	Two	Single	Plastic coated "A" Grade Ledger Paper (Inside laminated)	100	500	
	3	Envelope		11 X	Two	Single	"A" Grade	100	500 to 1000	



		without window (E11)		5	Two	Single	White Maplitho	100	1001 or above
	4	Envelope with window (E11)		11 X 5	Two	Single		100	500 to 1000
					Two	Single		100	1001 or above
	5	Envelope without window (E14)		16 X 12	Two	Single	Plastic coated "A" Grade Ledger Paper (Inside laminated )	100	500
6	1	Non printed Copier paper	Within 05 days of order	8.3 X 11.7 (A4)	A Grade White copier paper of standard mill / industry (Without Printing)			75	06 to 09 packets (containing 500 papers in each packet)
	2				A Grade White copier paper of standard mill / industry (Without Printing)			75	10 or more packets (containing 500 papers in each packet)
7	1	Visiting Cards	Within 05 days of approval of the draft	3.543 X 2.126	Two	Single	Kent" Ivory Card (290 GSM)	290	100 Cards in 01 Plastic box
					Two	Single		290	200 Cards in 02 Plastic box
8	1	Spring file	Within 15 days of approval of the draft	10 X 14 (Finished size)	One	Single	with four eyelets, color board as per our instruction	30.9 KG	500 to 1000 files
					One	Single		30.9 KG	1001 or above files
	2	File with lace	Within 15 days of approval of the draft	10.75 X 14	One	Single	with Centre 16"x2" inch cloth patty, four eyelets, thick thread/lace of 23", color board of as per our instruction	18.3 KG	500 to 1000 files
					One	Single		18.3 KG	1001 or above files
	3	File with lace	Within 15 days of approval of the	10.75 X 14	Four	Single	with Centre 16"x2" inch cloth patty, four	23.5 KG	500 to 1000 files
					Four	Single		23.5 KG	1001 or above files



			draft				eyelets, thick thread/lace of 23", color board as per our instruction		
4	File with lace	Within 15 days of approval of the draft	10.75 X 14	Two	Single	with Centre 16"x2" inch cloth patty, four eyelets, thick thread/lace of 23", color board as per our instruction	23.5 KG	500 to 1000 files	
				Two	Single		23.5 KG	1001 or above files	
5	File with lace (Non printed)	Within 10 days of order	10.75 X 14	Not applicable as non printed		Non printed files with thick thread/lace of 23", color board as per our instruction	18.3 KG	500 to 1000 files	
			10.75 X 14	Not applicable as non printed			18.3 KG	1001 or above files	
9	1	Prospectus / Brochure (Folding required)	Within 07 days of approval of the draft	11.81 X	Two	Multicolor	100 GSM glossy paper, folding required	100 GSM	100 brochures
				8.07	Two	Multicolor		100 GSM	101 to 300 brochures
					Two	Multicolor		100 GSM	301 or above brochures



**Annexure 2A (Technical Bid)**

**Mandatory information required for qualification of the bid**

**General and Technical Information:**

Name of the Bidder	
Address	
Email id	
Contact Details	
Year of Establishment :	
Status of the Firm: Proprietary / Partnership/ Pvt. Ltd. / Pub. Ltd.	
Registration number and date with Registrar of Companies / Firm	
PAN Card Number :	
GST Registration Number if applicable	
If registered as MSME, Registration Number	
Name Of the banker	
Account Number	
IFSC Code	
Type of account	



## Annexure 2B (Technical Bid)

### Mandatory criteria for qualification of the bid

Sr. No.	Eligibility Criteria for the Bidder	Complied (Yes/No)	Mandatory Documents Required to be uploaded
1	I/We confirm that I/We have my/our own Printing Press		Self-declaration on Firm's letterhead
2	The bidder must have valid Trade License issued by appropriate authority to carry out the business of printing		Copy of Valid Trade License
3	Last 3 Financial Year Income tax return		Copy of Income tax return
4	Average turnover in last 3 financial year must be Rs.40 lacs or more		Supporting Document.
5	Have you been ever disqualified or blacklisted or levied penalty by the Organization/Bank/PSUs in past for non-fulfillment of the contractual obligations. If yes, please provide details in brief.		Self-declaration on Firm's letterhead
6	GST Registration Certificate & MSME certificate if applicable		Supporting Document
7	I / We confirm that to the best of our knowledge this information is authentic and accept that any deliberate concealment will amount to disqualification at any stage.		Self-declaration on Firm's letterhead

**Bidders having office / Printing Unit at Ahmedabad, meeting the above criteria are eligible to submit their bids along with supporting documents.** If the Bid is not accompanied by all the required documents supporting eligibility criteria, the same would be rejected. **Please upload all the supporting and required documents.**





		(E11)							
	5	Envelope without window (E14)	16 X 12	Two	Single	Plastic coated "A" Grade Ledger Paper (Inside laminated)	100	500	
6	1	Non printed Copier paper	8.3 X 11.7 (A4)	A Grade White copier paper of standard mill / industry (Without Printing)		75	75	06 to 09 packets (containing 500 papers in each packet)	
	2			A Grade White copier paper of standard mill / industry (Without Printing)				75	10 or more packets (containing 500 papers in each packet)
7	1	Visiting Cards	3.543 X 2.126	Two	Single	100 Cards in 01 Plastic box	290	100 Cards in 01 Plastic box	
				Two	Single		290	200 Cards in 02 Plastic box	
8	1	Spring file	10 X 14 (Finished size)	One	Single	with four eyelets, color board as per our instruction	30.9 KG	500 to 1000 files	
				One	Single		30.9 KG	1001 or above files	
	2	File with lace	10.75 X 14	One	Single	with Centre 16"x2" inch cloth patty, four eyelets, thick thread/lace of 23", color board of as per our instruction	18.3 KG	500 to 1000 files	
				One	Single		18.3 KG	1001 or above files	
	3	File with lace	10.75 X 14	Four	Single	with Centre 16"x2" inch cloth patty, four eyelets, thick thread/lace of 23", color board of as per our instruction	23.5 KG	500 to 1000 files	
				Four	Single		23.5 KG	1001 or above files	



						eyelets, thick thread/lace of 23", color board as per our instruction			
4	File with lace	10.75 X 14	Two	Single	with Centre 16"x2" inch cloth patty, four eyelets, thick thread/lace of 23", color board as per our instruction	23.5 KG	500 to 1000 files		
			Two	Single		23.5 KG	1001 or above files		
5	File with lace (Non printed)	10.75 X 14	Not applicable as non printed		Non printed files with thick thread/lace of 23", color board as per our instruction	18.3 KG	500 to 1000 files		
		10.75 X 14	Not applicable as non printed			18.3 KG	1001 or above files		
9	1	Prospectus / Brochure (Folding required)	11.81 X 8.07	Two	Multicolor	100 GSM glossy paper, folding required	100 GSM	100 brochures	
				Two	Multicolor		100 GSM	101 to 300 brochures	
				Two	Multicolor		100 GSM	301 or above brochures	

**Note:**

(1) Quotation rates are to be submitted inclusive of free door delivery, Transportation, Octroi charges, charges for binding, folding, perforation, packing, design / compose etc. and without GST which will be paid extra as applicable.

(2) Items are separated by total 9 (Nine) sections, participant may offer rate for any or all the items but to submit / quote rates for all the items of any section selected is mandatory.

(3) To know time limit allowed to supply the goods, please refer "Annexure No.1 (Technical Specifications) for various items" (From page no. 08 to 10), it is mandatory to supply specified and quality goods within the stipulated time frame.



## Annexure-4 - (Special Instructions to Bidders for E-Tendering)

1. Tender document with detailed terms and conditions is available on our Website <https://www.newindia.co.in/portal/TenderNotice>. Interested parties may download the same and participate in the tender as per the instructions given therein, on or before the due date of the tender. The tender shall have to be submitted online through the e-Procurement system on <https://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 the vendor. In case any vendor so desires, he may contact our e-Procurement service provider M/s. Antares Systems Limited, for obtaining the Digital Signature Certificate.
3. Corrigendum/ amendment, if any, shall be notified on the site <https://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 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 closing of the tender.
5. The Commercial/Price bid of only those vendors shall be opened who are technically qualified by the Tender Committee.
6. Directions for submitting online offers, electronically, against e-Procurement tenders directly through internet:
7.
  - i. Vendors are advised to log on to the website (<https://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 cognizance.
  - 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 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 complete, the vendors are required to go to option own bid view through dashboard and take the print of the envelope 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 due date and time of submission has elapsed.
- vi. No manual bids / offers along with electronic bids / offers shall be permitted.
8. 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.
9. No responsibility will be taken by and/or 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 they so require. Even for those who are conversant with this type of e-tendering, it is suggested to complete all the activities ahead of time. 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.
10. The New India Assurance Co. Ltd. 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.
11. In case of any clarification pertaining to e-Procurement process, the vendor may contact the following agencies /personnel:

Sr. No	Particulars	Company Name	Contact Details
1	For e-tendering Support	M/s. Antares Systems Limited	080 - 40 48 2100 Mr Sushant (Mobile: +919731468511) <a href="mailto:lokesh.hr@etenderwizard.com">lokesh.hr@etenderwizard.com</a>
2	For Tender related Queries	The New India Assurance Co. Ltd.	079 - 26553245 & 26553247



**Annexure 5 - LIST NO.1****List of Offices in AHMEDABAD under Ahmedabad Regional Office [210000]**

Sr. No.	Office Code	Name of Office	Address of Office
1	210000	Ahmedabad RO	501 & 502, 5th Floor, Popular House, Ashram Road, Ahmedabad-380 009.
2	210000	Training Centre	3/2, 2nd Floor, Mill Officers Colony, Ashram Road, Ahmedabad -380 009.
3	210100	CDU-I	1st Floor, 'Nobles', Opp. Nehru Bridge, Ashram Road, Ahmedabad-380 009.
4	210105	Sabarmati MO	17, Kaveri Complex, Nr. Subhash Bridge, RTO Circle, Keshavnagar, Sabarmati, Ahmedabad-380 027.
5	210106	Chandkheda MO	20, Gr. Floor, Nakshtra Arcade, IOC Road, Chandkheda, Ahmedabad-382 424.
6	210107	Ramol MO	FF-11, Rajshri Complex, Nr. LIC of India, Ramol, Ahmedabad-380 026.
7	210109	Sarkhej MO	Block B/212, Radhe Kishan Vila Comm. Complex, 132 Feet Ring Road, Nr. Jaymala Bus Stop, Isanpur, Ahmedabad - 382 443.
8	210200	CDU-II	1st Floor, Nanalal Chambers, Near La -Gajjar Chambers, Ashram Road, Ahmedabad-380 009.
9	210202	Odhav BO	Shop No.101, Mangalam Arcade, Opp. Odhav Talav & BRTS Stop, Odhav, Ahmedabad-382 415.
10	210205	Gota BO	6,7, & 8, First Floor, Nirman Complex, RC Technical Road, Chankyapuri, Ahmedabad-380 061.
11	210206	Naroda MO	C-18, 2nd Floor, Galaxy Avenue, Opp. Galaxy Cinema, Naroda, Ahmedabad-382 330.
12	210207	Sardarnagar MO	Shop No.2, 2nd Floor, Krishna Complex, Opp. Sardarnagar Police Station, Sardarnagar, Ahmedabad-382 475.
13	210208	Motera MO	11, FF, Swastik Residency, Nr.Mahashakti Dairy, Motera, Ahmedabad- 380 005.
14	210209	Satellite MO	203, 2nd Floor, Twinkle Complex, Near Dhananjay Tower, 100 Ft, Ring Road, Satellite, Ahmedabad-380 015.
15	210210	Thaltej MO	5-FF, Siesta Business Zone, Near Bagban Party Plot, Thaltej-Hebatpur Road, Thaltej, Ahmedabad-380 059.
16	210211	Narol MO	123, 1st Floor, Swaminarayan Plaza-I, Narol Circle, Near Gokulesh Petrol Pump, Narol, Ahmedabad-382 405.
17	210212	Saijpur Bogha MO	Shop No.2, Gr. Floor, Maruti Arcade, Nr. Mahatma Gandhi Physiotherapy College, Memco Patiya Road, Saijpur, Ahmedabad-382 345.
18	210400	CUD-IV	321, 3rd Floor, Binali Complex, Opp. Torrent Power Zonal Office, Sola Road, Naranpura, Ahmedabad-380 013.



19	210403	Maninagar BO	201, 202 & 203, 2nd Floor, Trade Square, Nr. Pariskar Flats, Khokhra Circle, Maninagar (E), Ahmedabad-380 008.
20	210404	Sola/Science City MO	Shop No.8, Mamta Complex, Nr. Mrudul Park, Satadhar Char Rasta, Sola Road, Ahmedabad-380 061.
21	210405	Drive-in-Road MO	112, First Floor, Sahajand Arcade, Nr. Helmet Cross Road, Drive-in-Road, Ahmedabad-380 052.
22	210406	Vastrapur MO	Shop No.3, Mily Flats, Nr. Mother Milk Palace, Near Judges Bunglow X Roads, Vastrapur, Ahmedabad-380 015.
23	210407	Nikol MO	117, First Floor, Silver Square, Opposite Deepak School, Nikol, Ahmedabad-382 350.
24	210409	Lal Darwaja MO	3rd Floor, "Jeevan Prabha" Building, Relief Road, Ahmedabad-380 001.
25	210600	CDU-VI	1st Floor, Neptune House-1, 41, Shrimali Society, Mithakhali, Navrangpura, Ahmedabad-380 009.
26	210605	Vasna MO	305, 3rd Floor, Nilkanth Plazza, Above Honest Bhaji Pav, Bhattha, Vasna, Ahmedabad-380 007.
27	210606	Memnagar MO	402, Harvy Complex, Beside A - One School, Swami Vivekanand Marg, Tarun Nagar Part II, Gurukul, Memnagar, Ahmedabad - 380 052.
28	212300	Broker DO	2nd Floor, Neptune House-1, 41, Shrimali Society, Navrangpura, Ahmedabad - 380 009.
29	212400	Bancassurance DO	2nd Floor, Neptune House-1, 41, Shrimali Society, Navrangpura, Ahmedabad - 380 009.
30	212600	Auto Tie-up DO	302, Iscon Emporio, Nr. Star Bazar, Jodhpur Cross Road, Satellite, Ahmedabad.
31	213000	Ahmedabad City DO	3/1, 1st Floor, Mill Officers Colony, Ashram Road, Ahmedabad -380 009.
32	213001	Bapunagar MO	111, FF, Shilp Residency & Arcade, Opp. Reliance Petrol Pump, L. B. Shastri Road, Hirawadi Cross Road, Bapunagar, Ahmedabad-380 024.

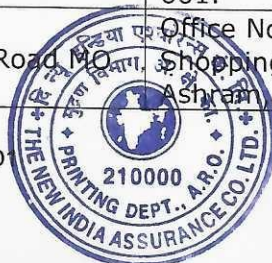
#### Annexure 5 - LIST NO.2

#### List of Offices OUT OF AHMEDABAD under Ahmedabad Regional Office [210000]

Sr. No.	Office Code	Name of Office	Address of Office
1	210104	Dhandhuka BO	205,206 - Haridarshan Complex, 2Nd Floor, Opp. Adc Bank, Bus stand Road, Dhandhuka- 382 460.
2	210108	Dholka MO	F/3, Balaji Square, Opp Parshwanath Hospital, Kali Kund Road, Dholka-387 810.
3	210401	Sanand BO	2nd Floor, Hare Krishna Complex, Opp. S.T. Stand, Sanand-382 110.
4	211200	Rajkot DO-I	2nd Floor, 'B' Wing, Jeevan Prakash Building, Opp: Mahila Colledge, Tagore Road, Rajkot-360 001.
5	211206	Morbi BO	1st Floor, Krupanidhi Building, Opp. Sardar Baug, Sanala Road, Morbi-363 641.
6	211207	Wankaner MO	B-13, Golden Point, Near Jakat Naka, Wankaner-363 621.



7	211208	Gondal MO	Nayanjyot Chambers-C, Opp. Vachhera Vada, Bus Stand Road, Gondal-360 311.
8	211300	Junagadh DO	1st Floor, Gokul Chambers, Jayshree Talkies Road, Kalwa Chowk, Junagadh-362 001.
9	211303	Porbandar BO	Opp. Dilip Cricket Ground, Nr. LIC Office, M. G. Road, Porbandar-360 575
10	211304	Veraval BO	2nd Floor, Amrutdeep, Rajmahal Road, Opp. Public Garden, Veraval-362 265.
11	211305	Keshod MO	Gr. Floor, Yash Complex, Raj Cinema Road, Nr. Central Bank of India, Keshod-362 220.
12	211310	Talala MO	Shop No.107 & 108, 1st Floor, Opp. Govt. Quarters, Sasan Road, Nr. ICIC Bank, Talala (Gir), Dist. Gir Somnath.
13	211500	Mehsana DO	Shah Estate, O/s. Gopi Nala, Dairy Road, Mehsana-384 002.
14	211502	Visnagar BO	Shop No.13, 14 & 36 to 40 Keshav Complex, Opp. Swagat Hotel, Near Mehsana Char Rasta, Visnagar-384 315.
15	211506	Unjha BO	A/201 & 202, Second Floor, Lisa Sara House, Station Road, Unjha-384 170.
16	211507	Patan BO	7, 8 & 9, First Floor, Yash Complex Part-I, Siddhapur Char Rasta, Opp. Nirma Circle, Patan-384 265.
17	211600	Gandhidham DO	Plot No.334, Ashirwad Complex, Ward No. 12-B, Gandhidham-370 201.
18	211605	Anjar BO	3 & 4, 'A' Wing, Maddhuban Mall, Near Chitrakut Circle, Anjar-370 110.
19	212000	Bhavnagar DO	1st floor, Nyaldas Residency, Plot No: 1135A, Opp: Chandreshwar Mahadev Mandir, Nr: Meghani Circle, Sir Pattani Road, Bhavnagar - 364 001.
20	212003	Amreli BO	2nd Floor, Jeevendhara Hospital Bldg., Opp. S.T.Stand, Station Rd., Amreli-365 601.
21	212100	Gandhinagar DO	106 & 107, First Floor, Radhe Square, Reliance Circle, Kudasana, Gandhinagar-382 401.
22	212104	Kalol BO	1st Floor, Relief Complex, Nr. Vepari Gin, Station Road, Kalol-382 721.
23	212105	Kadi MO	F/22, Neptune Arcade, Kadi-Chhatral Road, Opp. Panjarapol, Kadi-382 415.
24	212106	Mansa MO	Ground Floor, R J Chambers, Opp. New market Yard, Below LIC Office, Mansa - 382 845.
25	212200	Jamnagar DO	3rd Floor, "Manek Centre" Opp. Income Tax Office, Pandit Nehru Marg, Jamnagar-361 008.
26	212201	Khambhalia MO	31, Rajda Tejal Shopping Centre, Jodhpur Gate, Jam-Khambhalia - 361 305.
27	212205	Dwarka MO	Ground Floor, Bhadrakali Road, Nr.ICICI Bank, Rabari Gate, Dwarka- 361 335.
28	212500	Rajkot DO-II	2nd Floor, Ravin Chambers, Plot No.9, Bhaktinagar Station Plot, Opp. Patel, Dharamshala, Rajkot-360 002.
29	212501	Surendranagar BO	141, 142, & 143, 1st Floor, Mega Mall, Near Milan Cinema, Bus Station Road, Surendranagar-363 001.
30	212505	Kuvadva Road MO	Office No.204, 2nd Floor, Shree Sadguru Darshan Shopping Centre, Opp. Sadguru Ranchhodas Babu Ashram, Kuvadava Road, Rajkot-360 003.



31	212700	Palanpur DO	104, 105, 106, 1st Floor, H.K. Tower, anuman Tekri, Abu Highway Road, Palanpur - 385 001.
32	212701	Deesa BO	1st floor, Above Bank Of Baroda Highway Branch, Opp. Hawaii Pillar, Nr. Iscon Crystal Complex, Highway Road, Deesa, Dist. Banaskantha - 385 535.
33	212702	Ambaji MO	17, 1st Floor, Shakti Dhara Complex, S.T. Circle, Hadad Road, Ambaji-385 110.
34	212800	Himmatnagar DO	Ground Floor, Sankalp Complex, Polytechnic Cross Road, National Highway No. 8, Himmatnagar, Dist. Sabarkantha - 383 001.
35	212801	Dehgam BO	Shop No.137, 138,147, & 148, First Floor, Balmukund Square, Ahmedabad Road, Dehgam-382 305.
36	212802	Modasa MO	Shop No.7, Gopi Vallabh Complex, Opp. ITI, Malpur Road, Modasa-383 315.
37	212803	Talod MO	Office No. 7, First Floor, Dhananjyay Complex, Near LIC Office, Opp. Mamlatdar Office, Talod-383 215.
38	212804	Bayad MO	G-38, Pavan Plaza Complex, Near Canara Bank, Bayad-383 325.
39	212900	Bhuj DO	1st Floor, "Pooja-C" Complex, Near ICICI Bank, Station Road, Bhuj-370 001.
40	213100	Baroda B.O I	7 <sup>th</sup> floor, Suraj Plaza III, Sayajigunj, Vadodara - 390 020.
41	213200	Baroda B.O II	9 <sup>th</sup> floor, Suraj Plaza II, Sayajigunj, Vadodara - 390 020.
42	213201	Gotri B.O.	FF-04, Block A, Signet Plaza, Krunal Cross Road, Gotri, Vadodara - 390 021
43	213202	Waghodia B.O.	FF-103, 1 <sup>st</sup> floor, Vrundavan Residence Plaza, Near Vrundavan Char Rasta, Waghodia Road, Vadodara - 390 019
44	213300	Baroda B.O III	202, 2nd Floor, Florence Classic, 10, Ashapuri Society, Opp: Akota Sub-Registrar Office, Akota, Vadodara - 390 020.
45	213400	Anand B.O	P K Chambers, S V Patel Road, Opp: Amul Dairy, Anand - 388 001
46	213401	Anand B.O	2 <sup>nd</sup> floor, Hotel Suvidha Building, Opp: Municipal Office, Anand - 388 001
47	213500	Baroda B.O IV	431, 4 <sup>th</sup> floor, Trivia Complex, Natubhai Circle, Vadodara - 390 007
48	213501	Vasna Road B.O.	A-207, 2 <sup>nd</sup> floor, Siddharth Excellence, Opp: D Mart, Vasna Road, Vadodara - 390 007
49	213700	Baroda B.O V	9 <sup>th</sup> floor, Suraj Plaza II, Sayajigunj, Vadodara - 390 020.
50	213800	Baroda B.O VI	2 <sup>nd</sup> floor, Girdhar Chambers, Rajmahal Road, Vadodara - 390 001
51	216005	Baroda Child Suit Hub	7 <sup>th</sup> floor, Suraj Plaza III, Sayajigunj, Vadodara - 390 020.
52	219004	Baroda Child Non Suit Hub	9 <sup>th</sup> floor, Suraj Plaza II, Sayajigunj, Vadodara - 390 020.

**N.B.:** The office list is based on available information, some offices may be listed even though they are closed / merged, and some offices may be left out.

