



दि न्यू इंडिया एश्योरन्स कंपनी लिमिटेड  
THE NEW INDIA ASSURANCE COMPANY LIMITED

"भारत सरकार का उपक्रम" / "Government of India Undertaking"

क्षेत्रीय कार्यालय : शारदा सेंटर, दूसरी मंजिल, नळ स्टॉप के पिछे, कर्वे रोड, पुणे - ४११ ००४.

Regional Office : Sharada Centre, 2nd Floor, Behind Nal Stop, Off Karve Road, Pune - 411 004.

फोन / Tel. : (020) 67675700. फॅक्स / Fax : 67675700

CIN No. L66000MH1919GOI000526 \* GSTIN No. : 27AAACN4165C3ZP \* IRDA Regn. No. 190



Tender No. 12/PUNE/EST&ESTAB/25-26

20 November 2025

**Re: Tender for Supply and installation of heavy duty Compactor Storage Unit for keeping files at Basement, Pune Regional Office, Sharda Centre**

The New India Assurance Co. Limited wishes to install heavy duty Compactor Storage Unit for keeping/storing office files as per the technical specifications enclosed herewith at our Regional Office premises, (Basement) situated at Sharda Centre, Off Karve Road, Behind Nal Stop, Pune-411004

E-tenders are invited from the Manufacturers/Supplier/Dealers of Compactor storage systems who undertake such types of jobs.

The Bidders are requested to inspect the site and get acquainted with works mentioned in tender documents before quoting the rates.

Technical and Price bid documents including Pre-qualification criteria with instructions are attached herewith.

e-Tender shall be reached on our Portal <https://tenderwizard.com/NIAEPROC> on or before extended date 8th December 2025 before 2.00 p.m.

(Regional Manager)

Estate & Establishment Department

Pune Regional Office



**SPECIAL INSUTRICTION TO BIDDER FOR E-TENDERING:**

1. Tender document with detailed terms and conditions is available on our Website [www.tenderwizard.com/NIAEPROC](http://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](http://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. Tender Wizard, for obtaining the Digital Signature Certificate.
3. Corrigendum amendment is any shall be notified on the site [www.tenderwizard.com/NIAEPROC](http://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](http://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 the 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 the 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 completed, the vendors are required to go on the dashboard and take the print of the receipt as a proof of submitted bid.
- V. **Bids / Offers shall not be permitted in the 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 views.**
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	Tender wizards	08040482100 Mr Lokesh H R 9731468511 Mr Sushant SP Lokesh.hr@etenderwizard.com
2	For Tender related Queries	The New India Assurance Co. Ltd	020-67675754

#### GENERAL TERMS & CONDITIONS:

**Tenders are invited subject to following terms and conditions:**

1. The tender forms will be available and can be downloaded from our Website [www.newindia.co.in](http://www.newindia.co.in).
2. The Tenderers are requested to inspect the site and get acquainted with the working conditions before quoting their rates.
3. The Tenderers should also understand the job thoroughly and then quote their rates as per site/locations conditions.
4. **The tenderers should fill items in the tender in the same manner and units as specified. Any tender wherein the rates are quoted on different basis or units is liable to be rejected.**
5. The Company reserves the right to reject any or all tenders without assigning any reason. The Company also reserves the right to deviate/delete any or all items.
6. The rates shall include cost of materials, labors, packing, forwarding and transport charges as the tender is for supply and installation.
7. The work has to be carried out to the entire satisfaction of the Company's Engineer.
8. All the material to be used is approved by the company Engineer before fixing on site.
9. The work should be made available for checking at any stage for inspection by the Company's Engineer.



10. **5% retention money** will be kept from every bill for a period of 2 years as a performance guarantee.
11. E-tenders should be uploaded on our e-procurement portal <https://tenderwizard.com/NIAEPROC> on or before 15th November 2025 by 2.00 p.m.
12. Payment: - No advance payment will be paid. But 50% can be claimed against 100% delivery of materials if installation is delayed due to site conditions.
13. **95% Payment will be released after successful commissioning of the Compactors as per technical specifications.**
14. Delivery: - Delivery within 2 to 3 Weeks from the date of receipt of PO.
15. Freight: - No extra charge for transportation.
16. Installation: - No extra charge for installation of the unit.
17. Unloading Material: - No extra charge for material unloading.
18. Packing: - No extra charges for packing of material.
19. **Validity of tender: - 90 days from date of submission.**
20. Site Location: Basement, Sharda Centre, Pune RO, New India Assurance Co. Ltd.
21. Installation Time: - 25 Working days excluding the day of delivery.
22. Warranty: - Warranty for any manufacturing/workmanship defects will be 24 months from the date of Completion of installation work at site. Any defects arising out of the above will be rectified and Replaced free of cost.
23. **5% of the balance payment will be released after 24 months of the date installation of the compactor.**

Note : A site visit is essential to assess the proposed work and ensure smooth operation, as the area is quite compact.





Vendor's Details

1	Name of the Firm	
2	Nos. of Similar Works carried out	
3	Address	
4	Name of the Contact Person/s with Phone/ Mobile/Fax No./Email	
5	Year of Establishment	
6	Nos. of units sold and installed in all over India in last 3 years	Submit in separate sheet year wise
7	Total Nos. of units sold in Pune/Mumbai region for last 3 years	Submit in separate sheet year wise
8	Service Organization Chart to be provided).	
9	Locations of service centres in Pune and around Pune City.	
10	PAN NO:	
11	GST IN No:	
12	a. DO/PO Bank name & no. of Tender Cost. b. DD/PO Bank name & no. of EMD or submitted Declaration	
13	Bank details	Account Number Name of Bank Branch
14	Signed copy of scope of work on letterhead acknowledging of the works mentioned in tender document	

Date:

Note: Upload filled document

Signature of the Bidder With Company's Seal



### ELIGIBILITY CRITERIA

1. Bidder should have successfully completed at least one similar work of costing not less than the amount equal to 80% of estimated cost value i.e. INR 5 lacs or two jobs of 50% of estimated cost value or 3 jobs of 40% of estimated cost value in the last 7 years. Give the copy of the work-order/certificates from the clients.
2. Annual financial turnover during the last 3 years ending 31st March of the previous financial year should be at least 30% of the estimated cost i.e. INR 5 lacs.
3. Bidders must have an established service base in Pune. Please give details of the service center with contact details.
4. Bidders should not be black listed by any PSU/Banks/Govt. organizations. **Self-declaration** should be submitted by the authorized official of the company.
5. A declaration named "Bid **Security Declaration**" state as " I accepting that if we withdraw or modify the bid during the period of Validity etc, NIA has the power to suspend us for submission in tender /future tenders." **Or Submit a DD/PO of Rs.5,000/-** in the name of The New India Assurance Company Ltd., payable at Pune.
6. Tender fee of **Rs.500/-** + GST in form of DD/PO in the name of The New India Assurance Company Ltd., payable at Pune.

**Note: - Please upload the proof of above documents for technical evaluation.**





**Form of Bid Security Declaration**

Date:-

To,

Regional Manager,  
Estate and Establishment Dept. Pune  
Regional Office, The New India Assurance  
Company Ltd., Sharda Centre, Off Karve  
Road, Pune-411004

Name Of Work:- e-Tender for Supply and installation of heavy duty Compactor Storage Unit  
for office files at Basement , Head Office.

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





## Technical Specification

### **Double Face Movable Unit/ Single Face Fixed Unit**

Each of the units will be having modular box type construction with pre-fabricated bodies, with shelving, indexing arrangement, necessary rail pair etc. with central locking systems.

### **MOBILE RACKS:**

Manually operated & mechanically assisted Mobile racks sliding smoothly & effortlessly on a pair of rails & providing maximum storage capacity by compaction.

### **THE UNDERCARRIAGE:**

**BASE FRAME** Base Frame shall be fabricated in channel type from minimum 3.25mm thick MS Sheet Size of Channel 25mm x 100mm x 45mm.

### **GUIDE RAILS :**

The guide rails shall be made out of 30 mm bright bars placed on 3mm thick M.S. Plate which will be above the floor and dre as per the international standard of safety.

### **SUPERSTRUCTURE:**

The Super structure of the Mobile storage system will consist of knock down type panels. All the components such as shelves, front panel, back panel central partition etc. will act as an integral member of the unit.

### **SHELVES:**

Shelves made of 20 SWG, thick Prime Quality C.R.C.A. having 8 folds each will be provided, each designed to carry a U. D. L. of 70 Kgs. With Stiffener

### **VERTICAL PANEL:**

Vertical panel consists of the Front Centre & Rear panel shall be made out of 20 SWG thick C.R.C.A. Prime qualities Mild Steel & designed to take the load of shelves.

### **Drive Cover Panel:**

Made out of 20 SWG thick C.R.C.A. prime qualities Steel to cover the entire drive mechanism.

### **CENTRE PARTITION:**



The center partition will comprise a full C.R.C.A. Prime quality Mild Steel 22 SWG.

#### **CENTRAL LOCKING:**

The system will be provided with a centralized locking arrangement on the last unit when all units are brought together; central lock when operated gets locked with the floor & does not allow access to the units.

#### **DRIVE MECHANISM:**

Driving Mechanism will be provided externally supported on special grade anti-friction bearing to have smooth & effortless movement. Entire mechanism or gear & sprockets shall be incorporated within the front panel provided in the front of the unit within an area of 1000mm x 200mm x 50mm.

#### **MATERIAL USED FOR COMPACTOR:**

Is treated with 7 tank treatment

#### **DRIVING WHEEL:**

Fully powder-coated three pronged wheel for better torque & free movement of the rack over the guide rails.

#### **PAINTING:**

Powder Coating with preventive rust treatment. (7 tanks Powder Coated Finish)

#### **MOVEMENT MECHANISM:**

The system is manually operated with a chain-sprocket drive. It should be so designed as to ensure smooth & safe movement and functioning of movable trolleys. This chain- sprocket drive is covered with cover. Movement of units shall be achieved by a rounded M S wheel mounted on each double & single unit, fixed at suitable height on the front body side. Fixed unit (without cover & wheel). Each movable under structure has driver & driven wheels (qty depend on depth of the unit) which is turn placed with anti-friction ball bearing on the drive shafts for guiding between rails and j section.

#### **Indexing Arrangement**

The indexing arrangement is an acrylic sheet designed aesthetically with a card insert for numbering/naming. This indexing arrangement is fixed on the front panel of the compactor unit for easy identification and retrieval.





**AISLE SPACE:**

Sufficient aisle space provides for smooth movement of goods and personnel.  
(site visit necessary).

**FINAL FINISH:**

The entire component shall be given a smooth uniform finish with 7 Tank Powder Coated Finish. All components of the body including under structure and rails are deep spray-painted & powder coated with epoxy polyester powder after doing the surface treatment with thickness of 40 to 60 microns. The testing of coating is done for various physical and chemical properties as per IS: 101. It is available in any two colors as per requirement.

**FASTENERS:**

The nuts and bolts, clips are galvanized / black anodized / zinc plated.

**LOCKING:**

Individual unit Locking System for each movable Units with central Locking.



### PRICE BID

Providing, Fixing & Installation of compactor modules of knock down mechanical compactors made out of Prime quality C.R.C.A. Sheets (thickness not less than 0.9 mm confirming to 15 513 Grade "D" in accordance with particular specifications.

All steel components of superstructure including upright shall be treated with seven stage, anti-rust treatment vide particular specifications and shall be finished within controlled temperature of 180 to 200 scratch resistant, uniform and lasting of approved shade finished and colored as per direction of Engineer in charge, including powder coated base trolley as per particular specification drive mechanism with chain, hand wheel, sprockets, shafts, shelf lubricating bearings, rails traveling wheels, guide channels, anti-lilt mechanism (wherever necessary) with duly powder coated after antirust treatment.

Cover Panel of not less than 18 Gauge thick C R C A Sheet total height and having width covering the drive chain of the compactor of the module, this attachment/ system also include the cost of arrangement for providing 5 shelves with stiffener through of the total height including index plate of acrylic sheet as per particular specification, all fasteners, fittings, centralized and manual safety, provision etc. as per specifications attached.





**PRICE BID**

Sr No	Description	Amount (lumsun) without GST
1.	a. Double Faced Mechanical Driven Units (DFMU) with Stiffener. H — 2120 x L 1100 x D 900. -- 5 Nos.  b. Single Faced Mechanical Driven Unit (SFFU) with Stiffener. H — 2120 x L 1100 x D 900. ---1 Nos.  c. Single Faced Fixed Unit (SFFU) with Stiffener H — 2120 x L 1100 x D 900-- 1 Nos.	
	Total In Figure:	Rs

**Specify rate of GST:**                      %

Date:

Place:-

(Signature of the bidder with seal)

**Note:**

1. The final rates shall include cost of materials, labour and transport.
2. Free maintenance service for a maximum two years from date of Installation is essential.
3. 5% will be retained from the final payment for 2 years.
4. Warrantee of the supplied items should be for 2 years.

