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दि न्यू इन्डिया एश्योरन्स कंपनी लिमिटेड, मुंबई (प्र.का.)  
THE NEW INDIA ASSURANCE CO. LTD. MUMBAI (H.O.)



**THE NEW INDIA ASSURANCE COMPANY LIMITED, MUMBAI**

**Expression of Interest (EOI)**

**FOR**

**Empanelment of IDV Make Model Master Provider**

**To Provide IDV For Vehicle Make Model Master**

**ISSUED BY**

**THE NEW INDIA ASSURANCE COMPANY LIMITED  
MOTOR TECHNICAL DEPARTMENT  
HEAD OFFICE**

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**EOI REFERENCE NO. : NIACL/HO/MTD/OD/2023/01**  
**Date of issuance of EOI : 19<sup>th</sup> September 2023**  
**Number of Pages : 09**  
**Contact Person : Mr. J. Manisegaran (Chief Manager),**  
**022-22708430**  
**Email id : motorod.ho@newindia.co.in**

**Registered Office : New India Assurance Bldg., 87, M.G.Road, Fort, Mumbai – 400 001**



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## THE NEW INDIA ASSURANCE COMPANY LIMITED, MUMBAI

### INVITATION FOR EXPRESSION OF INTEREST

The New India Assurance Company Limited (hereinafter as NIACL), a Public Sector Undertaking invites Expression of Interest (hereinafter called EOI) from the interested parties for empanelment as IDV Make Model Master Provider (hereinafter called Agency) to provide the latest ex-showroom price of the old and new vehicles and updation of the same as and when there is change.

The EOI Document (including Annexures I, II & III) containing the details of scope of work, eligibility criteria, submission requirement etc. can be downloaded from the official website of the Company: [www.newindia.co.in](http://www.newindia.co.in)

This EOI document is neither an offer letter nor a legal contract, but an invitation for expression of interest. No contractual obligation on behalf of the Insurer what so ever shall arise from this EOI process unless and until a formal contract is signed and executed by duly authorized officers of NIACL and the Agency.

Expression of Interest (EOI) is invited from IDV Make Model Master Providers, who wish to offer the services of providing vehicle master to NIACL, Mumbai. The EOI shall contain two parts, Technical Bid and Financial Bid and shall be in two separate sealed covers, marked on left hand top "Technical Bid" or "Financial Bid" as the case be. Both these sealed covers shall be together enclosed in another single sealed cover.

#### 1. BROAD SCOPE OF THE WORK

The following services are expected :

1. Collection of particulars of all types of Motor vehicles (including obsolete models) available in automobile market or sold at dealership across India. Determining the market value of each type of vehicle up to 15 years.
2. Uploading of updated particulars of Motor vehicles in the vehicle master available in the IT system of NIACL and/or supplying the same in soft form as per the requirement of NIACL.
3. The following particulars should be collected and updated:
  - a) Name of Manufacturer (Make)
  - b) Model
  - c) Variant
  - d) Body Type
  - e) Transmission Type



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- f) Cubic Capacity/Motor Capacity (in case of Electric Vehicle)
- g) Seating Capacity
- h) Carrying Capacity
- i) GVW (in case of Commercial vehicles)
- j) Type of fuel
- k) Type of Vehicle (Private Car/Two Wheeler/Commercial)
- l) Ex showroom price (as per Cities)
- m) IDV up to 6 months, up to 1 year and so on.

#### **Other details**

1. The solution should include collection and uploading support of above indicated motor vehicle particulars for a period upto which NIACL desires. NIACL desires to have the data in CD or email after receipt of which from the Agency, the same will be uploaded in NIACL's IT system by its IT department itself. The decision of NIACL in this regard shall be final.
2. The Agency is responsible for ensuring that the proposed solution should not cause any damage to the data available in NIACL's IT system and information belonging to NIACL will not be exchanged with any other service provider / agency / organization / vendor.

#### **2. EOI PROCESS EVALUATION SCHEDULE :**

The Proposed evaluation schedule is tabulated below. However, NIACL, at its discretion can change the schedule without assigning any specific reasons for the same.

Table of Evaluation Schedule

Date of Publication	The EOI will be available free of cost in New India Assurance Company Limited's website: <a href="http://www.newindia.co.in">www.newindia.co.in</a>
Bid submission start date	19 <sup>th</sup> September 2023
Bid submission end date	16 <sup>th</sup> October 2023
Opening of tender bids (Technical and Financial)	18 <sup>th</sup> October 2023
Contact Phone	022-22708 430 / 414
Contact e-mail ID	motorod.ho@newindia.co.in

NIACL issues an invitation for EOI to all prospective Agencies through advertisement in newspapers and a notice on the official website of the Company : [www.newindia.co.in](http://www.newindia.co.in)



The EOI response will be submitted in sealed envelope and will include the duly filled and signed EOI document along with relevant supporting document.

### 3. VENDOR ELIGIBILITY :

To be considered for empanelment by NIACL, the Agency should meet the following criteria:

**A. The Agency should be any of the legal entities as under :**

- a) A Proprietary concern
- b) A Partnership Firm
- c) A Company formed under the Companies Act
- d) A Limited Liability Partnership formed under Limited Liability Partnership Act.

**B. Experience:**

The Agency should have minimum 1 year experience in this field.

**C. TAT**

TAT for providing the data by Agency will be maximum one hour after the requirement is sent by NIACL.

NIACL have the right to periodically check & verify the authenticity of the data being supplied by the Agency.

If any discrepancies found in the data, the agency shall be responsible or liable for any losses, damages, costs, claims and demands etc., in any event due to any reason whatsoever caused due to reliance on such data.

**D. Disclosure**

The Agency shall submit declaration stating that it will immediately inform NIACL of any changes in the information submitted to NIACL within 15 days of such change and shall obtain written confirmation of the acceptance of change by NIACL for further work assignment.

If application is not complete in all respects and not conforming to the instructions specified in the application, shall be rejected.

The Agency should furnish any further information / clarifications if so required by NIACL in writing.

### 4. BIDDING PROCESS :

Bidding process will be through submission of Technical and Financial Bid from reputed Agencies.

Bidders are advised to study the Bid Document carefully. Submission of the Bid shall be deemed to have been done after careful study and examination of all instructions, eligibility



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norms, terms and requirement specification in the bidding document with full understanding of its implications. Bids not complying with all given clauses in this bidding document or failure to furnish all information required by the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect will be at bidder's risk and may result in the rejection of Bid.

a. **Language of Bid**

The Bid prepared by the Bidder, as well as all correspondence and documents relating to the Bid by the Bidder shall be written in English or Hindi.

b. **Clarification on Tender Documents**

If any prospective Bidder wishes to take clarification on the Tender Document, they can mail them to [motorod.ho@newindia.co.in](mailto:motorod.ho@newindia.co.in), till 11.00 AM of 16<sup>th</sup> October 2023.

c. **Submission of Tender**

Bids should be sent in sealed envelope by Registered / Speed Post / Hand delivery to the following address:

Mr. J. Manisegaran  
Chief Manager  
Motor Technical Department  
New India Assurance Co. Ltd.  
4<sup>th</sup> floor, Head Office  
87, M.G.Road, Fort  
Mumbai – 400 001

Bids should reach the above address on or before 5 p.m. of 16<sup>th</sup> October 2023. No bids will be accepted after this time and date.

Bids should be submitted in sealed envelope as described below:

i. **Envelope A**

The Technical Bid as per Annexure II - Technical Bid duly filled in and signed on all the pages and stamped by the Bidder, accompanied by documents supporting the eligibility criteria as per Annexure I - Eligibility Criteria, should be kept in a separate sealed envelope marked "A" superscribing details in the format of "TECHNICAL BID, NIACL/HO/MTD/OD/2023/01, Title, Name & Address of the Bidder".

ii. **Envelope B**

Financial Bid as per Annexure III - Financial Bid, duly filled and signed, should be placed in a separate sealed envelope marked "B" superscribing as "FINANCIAL BID, NIACL/HO/MTD/OD/2023/01, Title, Name & Address of the Bidder". The Envelope "B" should contain the financial bid only.



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**iii. Envelope C**

Should contain Envelope "A" and Envelope "B" sealed and superscribed "TECHNICAL BID AND FINANCIAL BID, NIACL/HO/MTD/OD/2023/01, Title, Name & Address of the Bidder" should be mentioned in the upper left corner of the envelope.

**Notable Points**

- I. The Agency should meet the eligibility criteria as given in the "Annexure I:Eligibility Criteria" and it must be filled up.
- II. All self attested documentary evidence that complements fulfillment of each eligibility criteria, must be submitted.
- III. Relevant portions of supporting documents that shows compliance with each eligibility criteria must be highlighted.
- IV. If bids are not accompanied by all requisite documents, the same would be rejected.
- V. Undertaking for subsequent submission of required documents will not be entertained under any circumstances. NIACL reserves the right to seek clarification on the documents already submitted.
- VI. NIACL will not entertain submission of bid beyond the specified time limit.
- VII. Bids submitted by any digital mode, shall not be considered.
- VIII. Conditional tenders shall not be accepted on any ground and shall be rejected straightway.
- IX. Tenders without proper supporting documents will be rejected.
- X. In case, the day of bid submission is declared Holiday by Govt. of India, the next working day will be treated as day for submission of bids. There will be no change in timings.
- XI. All pages of the bid being submitted must be signed by the authorized signatory, stamped and sequentially numbered by the Agency irrespective of the nature of content of the documents. Un-signed & un-stamped bid may be summarily rejected.
- XII. Ambiguous/incomplete/illegible bids will be rejected.

**d. Bid Validity**

All the bids must be valid for a period of 120 days from the date of tender opening for placing the initial order. However, the rates should be valid for the initial / extended period of empanelment from the date of empanelment. No request will be considered for price revision during the empanelment (contract) period. If necessary, NIACL shall seek extension in the bid validity period beyond 120 days. The bidders, not agreeing for such extensions will be allowed to withdraw their bids.

**e. Bid Opening and Evaluation**

- i. NIACL shall convene a bid opening session as mentioned in Section 2 (above) - EOI Process Evaluation Schedule, at Head Office NIACL, Mumbai, where one representative from the Agency (who have submitted the bid) can participate.
- ii. The Technical and Financial Bids will be evaluated by a duly constituted Tender Committee.



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- iii. The Tender Committee will examine the eligibility documents of the bidders as per the tender specifications. Bids of the bidders, not satisfying the eligibility criteria shall be rejected.
- iv. Financial bids will be evaluated for only those Agencies who are deemed qualified on the basis of Technical Bid by the Tender Committee.
- v. Any effort by a bidder to influence NIACL's bid evaluation, comparison or contract award decision shall result in the rejection of the bidder's bid.
- vi. NIACL reserves the right to accept or to cancel any bid / abort the Tender process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected bidder or bidders, of any obligation to inform the affected bidder of the grounds for NIACL's action and without assigning any reasons.

#### **5. SIGNING OF CONTRACT**

- i. Empanelment will be for a period up to which NIACL desires.
- ii. On written communication from NIACL for having qualified for empanelment the bidder shall sign the contract (letter of empanelment) within 7 days of such communication, failing which the offer shall be treated as withdrawn.
- iii. Incidental expenses of execution of agreement / contract shall be borne by the successful bidder.

#### **6. CONFIDENTIALITY**

The empanelled bidder and their personnel shall not, either during the term or after expiration of this contract, disclose any proprietary confidential information relating to the services, contract or business or operations of NIACL or its clients without the prior written consent of NIACL.

#### **7. CANCELLATION**

NIACL may, at its sole discretion, cancel the contract with the empanelled Bidder during the period of empanelment, in case of deviation from agreed terms and conditions on the part of the empanelled Bidder or in extraordinary circumstances.



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**ANNEXURE I: Eligibility Criteria**

Sl. No.	Criteria	Required criteria	Documents Submission Checklist	Page No. of Bid
1.	The bidder should produce a certificate of registration from concerned authority as applicable for a company or firm.	ROC Certificate		
2.	A self declaration / certificate issued by other Insurer, is to be provided by the Bidder showing the years of experience of the Bidder in providing IDV Make Model Master	1 year		
3.	The bidder should have a valid PAN from Income Tax department. Copy of PAN to be submitted along with bid.	PAN Card copy		
4.	Income-Tax Returns for last three financial year	Copy of Returns filed		
5.	Paid Up Capital (wherever applicable)	Proof of Paid up capital		
6.	The bidder must have valid registration with GST Department. The bidder should have cleared his GST dues upto 31 <sup>st</sup> March 2023 to the GST Authorities.	GST Certificate		

Seal & Signature of the Bidder





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**ANNEXURE II: Technical Bid**

**APPLICATION FORMAT FOR PROVIDING IDV FOR VEHICLE MAKE MODEL MASTER**

Sr.No.	Particulars	Details
1.	Name of Agency	
2.	Office address (attach a proof of address)	
3.	Year of Establishment	
4.	Status of Agency (Company/Firm/Proprietary)	
5.	Details of ISO certifications, if any	
6.	Name of the Chairperson / Director Qualification and Telephone & Mobile No. (wherever applicable)	
7.	GST Number	
8.	Office Phone Numbers / Mobile Numbers	
9.	E-mail	
10.	Website	
11.	Registration Number (Attach proof)	
12.	Paid Up Capital (wherever applicable)	
13.	Details of IT Infrastructure / Technologies	
14.	Details of Information / Internet security protocol followed	
15.	No. of year(s) experience	
16.	Any other relevant information	

We hereby declare that the information submitted above is true to the best of our knowledge. We understand that in case any discrepancy is found in the information submitted by us, our application for EOI is liable to be rejected.

We agree to sign a Non-disclosure Agreement with NIACL as per the terms and conditions of NIACL.

Seal & Signature of the Bidder with date



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**ANNEXURE III : Financial Bid**

**MONTHLY FEES FOR PROVIDING IDV FOR VEHICLE MAKE MODEL MASTER**

For Private Car & Two Wheelers only	
For Commercial Vehicle Only	
For Private Car, Two Wheeler & Commercial Vehicle	