



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 NOTICE

Ref: 03/Estb/HO/2025-25

Date: 11TH Aug 2025

Subject: Inviting Quotations for Sale of Condemned Material (Scrap Items) at Head Office.

The New India Assurance Co. Ltd. (NIACL) intends to sell the miscellaneous condemned articles (Scrap Items) on "**as is where is**" basis, lying at The New India Assurance Co. Ltd. Head Office building, 87, M.G. Road, Fort, Mumbai-400001. Sealed quotations are invited from the interested parties for the sale of scrap materials. Interested parties can drop their bids in the drop box titled 'Tender for Sale of Condemned Material/ Scrap Items at NIA H.O. The box shall be kept at 6th floor, Estate & Establishment Department, New India Assurance Building, 87 MG Road, Fort, Mumbai – 400 001 and bidders are required to drop their submissions in a sealed envelope at the said location.

(I) Schedule of Work

S. No.	Description	Timeline
(i)	Name of Work	Sale of Condemned Material (Scrap Items)
(ii)	Date of Inspection of Scrap Material at Head Office building, 87, M.G. Road, Fort, Mumbai-400001. Basement	14 th August 2025 between 11 A.M. to 3 P.M.
(iii)	Last Date of Submission of Quotation	Tuesday, 19th Aug 2025 up-to 11.30 A.M.
(iv)	Opening of Quotations	Tuesday, 19th Aug 2025 at 3.30 P.M. At 6 th floor, Estate & Establishment, New India Assurance Building 87 MG Road fort Mumbai 400001
(v)	Address for Submission of Quotations	Chief Manager (Estate & Establishment) New India Assurance Building 87 MG Road, Fort Mumbai – 400 001 Tel.: 022-22708504
(vi)	Time Period for Completion of Work	Within 10 days from the date of award of work

Note: Notice for amendment if any, shall be hosted on our website

<https://www.newindia.co.in/portal/TenderNotice>



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



Contact Person: In case of any query, you may contact any of the following officials:

- a) Shri Nitin Thakur (Administrative Officer), 6th floor, Estate & Establishment, Head Office
(022-22708504) Mobile : 9820892606



नवीन कुमार जैन
मुख्य प्रबंधक
Naveen Kumar Jain
Chief Manager
(CHIEF MANAGER)
ESTATE, ESTABLISHMENT & PROPERTY CELL

The list of items to be sold in scrap are as under:

SR.NO.	DESCRIPTION	QTY
1	04 Drawer Filling Cabinet	15 Pcs
2.	Pedestal fans	03 Pcs
3.	Air Circulator	01 Pcs
4.	Big Cupboard	04 Pcs.
5.	Medium Cupboard	02 Pcs.
6.	Xerox Machine (cannon)	02 pcs
7.	Printer (Laxmark)	02 Pcs
8.	Fax Machine (Cannon)	01 Pcs
9.	Sliding Door Cabinet	02 Pcs
10.	Telephone (approx.)	60 Pcs
11.	Tube (Approx.)	50 Pcs
12.	Exhaust Fane (Approx.)	06 Pcs
13.	Cable Wire (Approx.)	10 Kgs.
14.	Metal Scraps (Approx.)	80Kgs.
15.	Card Board Scraps (Approx.)	15 Kgs.



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(II) TERMS & CONDITIONS

1. Procedure For Submission of Bid

- 1.1 The quotations shall be submitted in a sealed cover duly stamped and super-scribed on top of the envelope '**Sale of Scrap/Condemned Material**'. The bids can be dropped in the Tender Box kept at Ground Floor or 6th floor, estate & establishment, New India assurance building 87 MG Road fort Mumbai 01 or the same may be sent through 'Speed Post/Registered Post/By Courier'; however New India takes no responsibility for any postal delay. Bids sent through email/Fax/Telex will not be entertained. Once the tender is submitted no withdrawal will be allowed.
- 1.2 Bid should be submitted in the prescribed form given at the end of this document. Incomplete bids shall be rejected summarily.
- 1.3 No Bid (s) submitted or received by post after the specified date and time shall be accepted or be eligible for consideration.
- 1.4 In the event of office remaining closed on the date of opening of the bids for any unforeseen reason, the quotations shall be received and opened on the next working date.
- 1.5 Bidder should sign on all the pages of this document.

2. **Reserve Price:** There shall be a reserve Price of the lot of Scrap materials which shall be decided by NIACL. The reserve price shall be disclosed to the bidders present prior to the scheduled opening of the bids. A bidder, who quotes lower than the reserve price, will not be considered for award of sale contract.

3. Inspection, Quality & Quantity of Material

- 3.1 The goods are offered purely on '**AS IS WHERE IS**' basis. Pick and choose method of collection is strictly prohibited.
- 3.2 The tenderer should thoroughly satisfy themselves about the nature, conditions and quality of material at the time of inspection.
- 3.3 **The Scrap material is sold on LOT basis. The entire material lying in the lot will have to be lifted by the purchaser so as to clear the entire lot at a time.**
- 3.4 The condemned/scrap items shall be kept open for inspection. The interested tenderers may inspect the tendered goods on 14th Aug 2025 between 11.00 am to 3.00 pm at basement, 87, M.G. Road, Fort, Mumbai 400001. The person inspecting the items should record their firm's name, his name, and his position in the Inspection Register. The person should produce proof of documentary evidence like authorization letter in their letter pad/visiting card/ identification card, driving license, passport, PAN card etc. before inspection.

4. Acceptance of Offer

- 4.1 NIACL reserves the right to accept or reject highest bid without assigning any reason and may sell the material to one or more than one tenderer as it may deem fit and no claim / complaint in this regard from the highest bidder will be entertained.
- 4.2 The successful bidder will be intimated about acceptance of their offer under Registered Post /Telephonically/Email.
- 4.3 The tenderer should return the duplicate copy of the Sale Order duly signed and stamped as token of acceptance.



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5. Payment Terms

- 5.1 The successful bidder should remit the sale proceeds (quoted value) plus applicable taxes in the form of Demand Draft in favour of The New India Assurance Company Limited Ltd., payable at Mumbai within 5 days from the date of Sale Order or earlier as will be specified in the Sale Order.
- 5.2 In case of default in payment within the time limits as specified above, the contract automatically stands cancelled.
- 5.3 NIACL reserves the right to accept or not to accept payment beyond the specified time limit.

6. Lifting Period & Default in Delivery

- 6.1 Entire Quantity has to be lifted **within 10 days** strictly as per Delivery Advice, which will be issued by NIACL upon realisation of the Demand Draft submitted by the successful bidder (buyer). Any delay in taking Delivery of materials beyond the specified period may attract **ground rent @ 1%** of the reserved price of NIACL per day basis or may lead to termination of the Sale Order/Work Order.
- 6.2 NIACL reserves the right to allow or not to allow the buyer to lift the materials with or without the Ground Rent after the expiry of stipulated delivery period.
- 6.3 In the event of the material not lifted by the buyer in entirety the contract stands automatically cancelled thereby forfeiting the sale proceeds deposited by the bidder.

7. Collection & Disposal/Recycling of Material

- 7.1 Lifting of all scrap from "as is where is" basis will be the total and complete risk and responsibility of scrap purchaser only.
- 7.2 The buyer should follow the procedure of NIACL with regard to entry of vehicle, issue of material in force at the time of taking delivery. Cost of segregation / cutting / bundling / loading / unloading /transportation etc. of scrap materials are to be borne by the buyer (s).
- 7.3 All statutory requirements including environment, health, safety and labour enactments should be strictly followed in respect of persons employed by the buyer(s).
- 7.4 The buyer shall be solely responsible for proper disposal/recycling of the items by fulfilling the prevalent Environment Laws/compliances.
- 7.5 The buyer's representatives, workers, lorry drivers and others will have to strictly observe the working hours and regulations regarding the discipline and security while they are inside the premises of NIACL. Any violation of the regulation regarding discipline and security may lead to forfeiture of Security Money and termination of the contract by NIACL at her discretion.
- 7.6 The selected bidder must not indulge in any corrupt or unlawful practice while executing the work. If any such case is reported and established, NIACL will have full rights to forfeit the Security Money and cancel the contract.
- 7.7 The selected bidder will be allowed to take delivery of items during office hour of NIACL Ltd., Mumbai with prior intimation.



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8. **Arbitration:** All dispute and difference whatsoever arising between the parties out of or relating to the construction meaning and operation or effect of the contract or on the breach thereof shall be referred to the Chief Manager, Estate & Establishment NIACL or his/her nominees who will act as the sole arbitrator.

9. General Terms & Conditions

- 9.1 During evaluation of the bids, NIACL may, at its discretion, ask the Bidder for clarification of his/her bid.
- 9.2 Incomplete and conditional offers are liable for rejection.
- 9.3 No bidder shall contact any official of NIACL on any matter relating to his/her bid from the time of the bid opening to the time the issue of work order. All bidders are strongly advised to furnish all material information in the bid itself.
- 9.4 NIACL reserves the right to withdraw from Sale the material offered for sale in full or part thereof without assigning any reason whatsoever. NIACL also retains the option to cancel a deal even after issue of Sale Contract / Delivery Advice.
- 9.5 In the event of any dispute with regard to applicable taxes or any other statutory levies the matter has to be taken up directly with the concerned Authorities by the purchaser.
- 9.6 Intending bidder may seek for any clarification before tendering, submission of offer implies the tenderer has obtained all clarification required.
- 9.7 The bidder must sign each and every page of the General Terms & Condition and schedules to the tender which form an integral part of the Tender.
- 9.8 Unless otherwise specified the rates will be considered as basic rate without taxes & duties which will be extra as would be applicable on the date of delivery.
- 9.9 In all the cases, the rates should be quoted both in words and figures. Any alteration and / or overwriting should be duly authenticated by the tenderer's signature.
- 9.10 NIACL shall have the right to withdraw / cancel / issue amend to the Tender Document to clarify amend, modify supplement or delete any of the condition clause stated in the tender, for which bidder shall not be entitled to claim any cost, expenses in connection with submission of offer.
- 9.11 All kinds of legal proceedings in any matter arising out of the Contract shall be subject to the jurisdiction of the appropriate legal court at Mumbai.

10. **Goods & Services Tax** (or Any Other Prevailing Tax): Taxes including excise duties if any, as applicable shall be extra as mentioned above. Any change in the structure shall be construed based on the date of disposal and the same will have to be paid extra as applicable by the buyer.

DECLARATION

I/ we have fully understood the above Terms & Conditions of the Tender which are returned herewith duly signed by me / us as token of having accepted the same and I / We have made our offer keeping in view these Terms & Conditions.

Signature of the Tenderer

Full Name and Seal with Place & Date:

(III) SEALED TENDER

COMMERICAL BID FOR THE SALE OF SCRAP MATERIALS

(In Firm's/Company's/Buyer's Letter Head)

From (Company/Firm/Buyer Address):

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To

The Chief Manager (Estate & Establishment)
NIACL Ltd.,

87 MG Road, Fort, Mumbai- - 400 001

With reference to above Tender Notice (Ref: 03/Estb/HO/2025-26 dated 14.08.2025), I/ We
(Name and Address of the Firm/ Tenderer) offer our rate/price as mentioned below:

Price Bid Table

Price Offered (in Rupees)	
Taxes (in Rupees)	
Total Price Offered including taxes	(in Figures) Rs.
	(in Words) Rupees

Place :

Dated:

Signature of the Tenderer with Seal of the Firm/Company

Note: Contract will be awarded to the bidder quoting the highest offer price, subject to the condition that the offer price is higher than the reserve price as mentioned in II (2) of Terms and conditions.