



दि न्यू इण्डिया एश्यूरेंस कंपनी लिमिटेड
THE NEW INDIA ASSURANCE CO. LTD.
(Govt. of India Undertaking)

CIN No: L 66000 MII 1919 GOI 000 526

GUWAHATI REGIONAL OFFICE, 5TH FLOOR, STAR CITY COMPLEX,
NEAR HANUMAN MANDIR, LACHIT NAGAR. GUWAHATI-781007

Phone:

(0361)-2529016,
2529426,2454344,
2458390

Date: 14/11/2024

Tender No: GUWAHATI RO/2024-25/AMC AC SPLIT

Notice inviting tender/quotation from air conditioning firms for annual maintenance contract of Split ACs under Guwahati Regional Office

Tender is invited, on behalf of the New India Assurance Co. Ltd, North Eastern Regional Office, Lachit Nagar, Guwahati-781007, for Annual maintenance contract of Split ACs Single Bid system i.e. Price Bid/ Financial Bid.

Bidders can download the requisite tender documents from the tender section of our website-
www.newindia.co.in

For any further clarification/query, please contact Mr.G.F Sharma, Manager, Ph.No.-9540840072 or Ms Promita Sen, Ph no-8585091230 during office hours from 10:00 a.m. to 5:45 p.m. (Monday to Friday) over the phone or in person at The new India Assurance Co.Ltd, Guwahati Regional Office, GS Road, Star City Complex, Lachit Nagar, Guwahati-781007.

Name of the work : Annual maintenance contract of Split ACs

Address/ Locations : Guwahati Regional office, 5th floor, Star City Complex, Lachit Nagar, Guwahati-781007.

Duration : 1 year

Earnest Money : NIL

Last Date of bid submission : 27/11/2024 (3 pm)

Tender Opening Date : 28/11/2024 (11 a.m.)(If changed the vendors will be notified)


Regional Manager




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Availability of tender documents : www.newindia.co.in or visit Regional Office Guwahati, Establishment Department (details of contact are given)

The bidder should have experience of working with nature of works as mentioned in the tender.
Mode of Submission: Bidders can download the requisite tender documents from our website: www.newindia.co.in or collect the necessary documents from Establishment Department of the New India Regional Office, Guwahati (Details of contact are given).


Bidders must submit the bids through hard copies only. No other mode of submission of tender shall be accepted. Last date of submission of bid is 27/11/2024 (3 p.m.)

Tender has to be submitted at the Office of The New India Assurance Co. Ltd. Regional Office, Guwahati, Star City Complex, 5th Floor, GS Road, Lachit Nagar, Guwahati-781007, Assam on or before the last date & time of bid submission as mentioned above.

Note:

1. The contractor/tenderer/bidder/vendor means the person/the firm/the agency who is participating in the contract bid which shall also their legal representatives, successors, hirers and assignee of the firm.
 - a) As far as possible, corrections in the tender documents are to be avoided. However in case of any corrections, the same should be authenticated by the person who is signing the tender. Over writing on the tender document is not permitted.
 - b) The tender should be forwarded duly signed and stamped by the vendor.
2. The tenders will not be received after the due date and the fixed time. However, if The New India Assurance Co. Ltd, North East Regional Office desires to extend the time limit, it can be done so by informing all the bidders either before or after the due date and time.
3. In case the due date for submission/opening of the tender is declared as a public holiday in the State, (where the tender document is to be submitted), the time limit will be automatically changed to the next working day at the same time.

Regional Manager

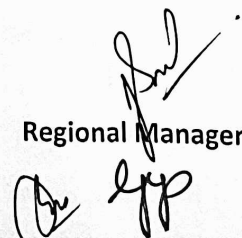
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4. The New India Assurance Co. Ltd will take no responsibility for delay or loss or non-receipt of document after dispatch, by the tenderer.
5. The tenderers are requested to inspect the site of work and acquaint about the site conditions and rules and regulations before quoting the rates. For this, the officials of Company may be contacted to make arrangements if required.
6. The rate quoted should be inclusive of the cost of materials, labour, transportation, loading, unloading, installation or any other expenditure that may be incurred during the course of work.
7. The tender should be submitted strictly as per the terms & conditions spelt out in the tender notice. The tenderer should not make any alteration in the terms & conditions, drawings, specifications etc. In case of any alteration the tender may be considered as invalid/void.
8. Incomplete financial bids are liable to be rejected.
9. For any work, prior approval shall be taken from the office.

Acceptance of the tender

1. The rates quoted by the contractors should be valid as specified in the Financial/Price Bid.
2. The New India Assurance Co. Ltd reserves the right to accept/reject any/all tenders in whole or in part thereof without assigning any reason whatsoever and also does not bind itself to accept the lowest or any tender.
3. It will be open to The New India Assurance Co. Ltd to negotiate the terms including the rates quoted with the lowest tenderer. The negotiated price by The New India Assurance Co. Ltd will be the contract value and work order will be placed for the said amount.

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4. The tenderers for the work shall remain for the acceptance for a period as specified on the cover page or the period that may be extended by mutual agreement and the tenderer's shall not cancel/withdraw the tenders during that period.

Execution of work

1. The work should commence within the period of 3 days from the date of the receipt of work order or the date that may be indicated in the work order.
2. The work should be completed within 10 days from the date of issue of Work Order or within the time limit that may be indicated in the work order.
3. Time allowed for execution of work, as specified in tender, shall be the essence of the contract, the tenderer shall plan the execution of the said work and it needs to be carried out without disturbing the surrounding area or as per the client's instruction strictly within the strictly within the scheduled time as specified in the tender

Bill Submission

1. The bill of the contractor/vendor will be cleared after completion of the work subject to verification of the same by the Purchase/Establishment/Tender committee members or the competent authority.

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FINANCIAL BID

The details of OEM specification are as follows:

Office	No. Of Acs
Guwahati RO	20
Regional Training Center	4
Bancassurance Branch	3
Beltola Branch	4
Guest House	4
GDO-I	5
Total	40

The prospective bidder shall quote keeping in view the following terms and conditions:

1. Rate per HP : _____ (in Rupees)
2. Total rate excluding GST _____ (in Rupees) and including GST _____ (in Rupees)
3. Contract will be on annual basis.
4. Contract shall cover the maintenance of the outdoor units, Indoor units, Cleaning of drain pan, pipe connection, refueling gas, etc. in the units.
5. For purchase of any fresh parts, cabinets, heat exchanger, condenser fan, etc. due to malfunctioning, the same will be the responsibility of New India Assurance.
6. Four servicing annually.
7. Payment terms: Quarter yearly on completion of one servicing.


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