

TENDER NOTICE

Ref: 28/Est & Estab/HO/2024-25

Date: 31st Dec 2024

Subject: Inviting Quotations for Shifting of Godown articles from 1st Floor, Shreepal Complex, Andheri to 2nd Floor, Building B, Om Complex, Anjur Phata, Dapode Road, Bhiwandi.

The New India Assurance Co. Ltd. (NIACL) invites sealed quotations from reputed vendors for shifting of articles like record files and racks from the godowns on 1st Floor, Shreepal Complex, Suren Road, Andheri to the 2nd Floor, Building B, Om Complex, Anjur Phata, Dapode Road, Bhiwandi. The scope of work includes dismantling, transporting, reassembling, and arranging approximately 7000 to 8000 files, 10 cupboards and 300 racks department-wise at the new location. Vendors may visit the mentioned locations during specified timings for site inspection.

Sealed quotations are invited from the interested parties for the above mentioned shifting of Godown articles. Interested parties can drop their bids in the drop box titled 'Tender for Shifting of Godown Articles' at NIA H.O. The box shall be kept at 6th floor, Estate & Establishment Department, New India Assurance Building, 87, M. G. 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	Shifting of Godown articles from Shreepal Complex, Andheri to Om Complex, Bhiwandi
(ii)	Last Date of Submission of Quotation	Friday, 10 th Jan 2025 up-to 3.00 P.M.
(iii)	Opening of Quotations	Friday 10 th Jan 2025 @ 3.30 P.M. At 6 th floor, Estate & Establishment, New India Assurance Building 87 MG Road fort Mumbai 400001
(iv)	Address for Submission of Quotations	Chief Manager (Estate & Establishment) New India Assurance Building 87 MG Road, Fort Mumbai – 400 001 Tel.: 022-22708504
(v)	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>

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

- 1) Shri Nitin Thakur (Assistant Manager), 6th floor, Estate & Establishment, Head Office
Mobile : 9820892606
- 2) Shri .Pravin Bañdekar Mobile no-8097405840 & 9004938795


(CHIEF MANAGER)
ESTATE, ESTABLISHMENT & PROPERTY CELL

(II) TERMS & CONDITIONS

1. Scope of Work

1.1 The vendor is required to dismantle approximately 300 racks, pack and transport them safely along with approximately 7000 to 8000 files, 10 cupboards from the current location to the new location in Bhiwandi. Post-delivery, the racks must be reassembled, and the files should be arranged department-wise as instructed.

2. Procedure for Submission of Bid

2.1 Quotations shall be submitted in a sealed cover duly stamped and super-scribed on top of the envelope as 'Quotation for Shifting of Godown articles from Shreepal Complex to Om Complex'. The EMD amount will be 10% of the total bid value to be deposited via Demand Draft favouring The New India Assurance Co. Ltd. Bids can be dropped in the Tender Box kept at Ground Floor or 6th Floor, Estate & Establishment, New India Assurance Building, 87, M. G. Road, Fort, Mumbai - 400001. Submissions may also be sent through 'Speed Post/Registered Post/Courier', but NIACL will not be responsible for any postal delay. Bids sent via email or fax will not be entertained.

2.2 Late submissions will not be considered. In the event of the office remaining closed on the date of opening, the quotations will be opened on the next working day.

2.3 Bidder must sign all pages of the tender document.

3. Site Visits

3.1 Vendors are required to inspect the premises on specified dates given below from 11 A.M. to 4:30 P.M. before submitting their quotations.

Dates for visit: 6th January, 2025
 7th January, 2025
 8th January, 2025

3.2 NIACL reserves the right to accept or reject any quotation without assigning any reason.

3.3 The successful bidder will be intimated via email or phone.

4. Payment Terms

4.1 Payment terms will be as per mutual agreement between NIACL and the successful vendor.

5. Completion Timeline

5.1 All work must be completed within 10 days from the date of awarding the contract. Delay beyond this period will attract penalties as deemed appropriate by NIACL.

6. General Terms & Conditions

6.1 All statutory and safety regulations must be followed during the work.

6.2 Any third party interference / intervention during the process must be handled by the vendor.

6.2 NIACL shall not be responsible for any loss, injury, or damage caused during the execution of work.

6.3 In case of dispute, the decision of NIACL's Chief Manager, Estate & Establishment, will be final.

7. Arbitration

7.1 Any disputes arising out of this tender will be subject to arbitration by the Chief Manager, Estate & Establishment, NIACL, or their nominee.

Vendors are encouraged to ensure their quotations are comprehensive and submitted on time. For clarifications, please contact the persons listed above.

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: 28/Est & Estab/HO/2024-25 dated 31.12.2024), 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.