



दि न्यू इंडिया एश्योरन्स कंपनी लिमिटेड
The New India Assurance Company Ltd.

क्षेत्रीय कार्यालय भोपाल / Regional Office Bhopal
ब्लॉक-3, द्वितीय तल, पर्यावास भवन / Block – 3, 2nd Floor, Paryawas Bhawan
अरेरा हिल्स, भोपाल (म.प्र.) / Arera Hills, Bhopal (M.P.) – 462011
CIN – L66000MH 1919 GOI 000 526



Quotations invited for General Cleaning Work, Office Attendant, Security Guard and Driver at The New India Assurance Co. Ltd. Regional Office, Bhopal.

The New India Assurance Company Limited invites bids from eligible bidders for the aforesaid service. The detailed tender is enclosed and can be availed from New India Assurance website.

Important Dates:

Tender No: Bhopal RO /Establishment/2025-26/01

Tender Publishing Date: 16/01/2026

Last date of bid submission: 05/02/2026 up to 5:00 PM

Eligible Venders are invited to participate in the bidding process by the due date.

Offer Letters /Quotation has to be Submitted in sealed envelope superscripted with “**Offer Letter for General Cleaning Work, Office Attendant, Security Guard and Driver**” and to be addressed “**Chief Regional Manager, The New India Assurance Co Ltd, Regional Office, Block No 3 Floor No 2, Paryawas Bhawan, Arera Hill, Bhopal – 462011 latest by 05.02.2026, 05:00 PM**”.



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Description of Premises:

S. No	Description of Property	Address	Area in Sq. ft	Service Required	Service Required
1	Regional Office – The New India Assurance Co. Ltd Bhopal	Paryawas Bhawan , 3 rd Block , 2 nd Floor , Arera Hills , Old jail Road , Bhopal - 462011	18180 sq. ft.	Cleaning Services/ Driver / Office Attendant/Security Guard	Daily
2	Training College – The New India Assurance Co. Ltd Bhopal	New India Assurance Training Centre, MIG 130 & 132, Kotra Sulatnabad Bhopal.	18000 sq. ft.	Cleaning Services/Security Guard	Daily
3	New India 3 flats situated at Sr. MIG-123, Kotra Sultanabad Bhopal	Sr. MIG-123, kotra Sultanabad, Bhopal	9000 sqf	Cleaning Services/Security Guard	Daily

Scope of Work for Cleaning Service (Unskilled):

1. General daily tasks:

- Floors:** Sweep and mop all floors.
- Surfaces:** Dust all surfaces, including furniture, countertops, and fixtures.
- Restrooms:** Clean and disinfect toilets, sinks, mirrors, and other sanitary fittings.
- Trash:** Empty all trash cans and place new liners in them.
- Windows:** Wipe down and polish glass surfaces, including windows, frames, and doors.

- Sweeping and wet mopping of floor area has to be done every day before office opening time, i.e. 10.00 AM.
- Cleaning staff has to be deployed for office hours, i.e. from 09:00 AM to 05:00 PM on daily basis at Regional Office, Bhopal.
- Cleaning staff has to perform above mentioned cleaning activities at Training centre buildings located at Kotra Sultanabad, Bhopal.
- The personnel deployed for this job shall be at the command of the appointed caretaker and be guided by him / them; who in turn shall be reporting to the local management.



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6. All the required materials for the above jobs shall be provided by the agency itself. Vendor has to visit the office premises before quoting the rate as the rate should be inclusive of all the materials required for cleaning purpose. Vendor has to obtain the certificate from The New India Assurance confirming his visit before quoting the price. The visit has to be done latest by 30.01.2026.
7. Following people to be contacted during your visit to the premises
 - i) Mr. Chandrasekhar Arwar – Mob: 8889455594
 - ii) Mr. Rajeev Sharma – Mob: 9009214037

Scope of work for Driver Services (Skilled):

1. Driver has to drive company car from residential premises to office and vice versa and also anywhere in Bhopal as per requirement of the Regional In-charge.
2. Driver will have to go along with Regional In-charge on official tours mostly within Madhya Pradesh.
3. Normal working hours will be 09:30 AM to 06:30 PM.
4. Conduct pre-trip and post-trip inspections to ensure the vehicle is in safe and optimal working condition.
5. Perform routine maintenance, such as checking oil and tires, and arrange for repairs as needed.
6. Ensure the vehicle is clean and presentable at all times.
7. Report any incidents, accidents, or mechanical problems immediately.

Scope of work for Security Guard Services (Unskilled):

1. One Security guard has to be deployed at The New India Assurance Regional Office, Bhopal from 09:30 AM to 06:00 PM.
2. Three Security Guards have to be deployed in three shifts (total 24 hours) for three buildings located at Kotra Sultanabad, Bhopal.
3. Security Guard has to monitor and control the entry and exit of visitors.
4. Security Guard has to issue passes and maintain visitor logs.
5. Security Guard has to check and verify gate passes for all incoming and outgoing materials.
6. Prevent unauthorized persons, including vendors, from entering the premises without permission.
7. Security Guard has to ensure all doors, rooms, and buildings are locked and secure, checking them after hours.
8. Report any incidents, unusual activities, or deficiencies to the designated authority.
9. The guards deployed should be in proper uniform.
10. The guards deployed should be of young age, preferably 25 – 50 years of age and possess good health.

Scope of work for Office Attendant (Semi-skilled):



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1. One office attendant has to be deployed at The New India Assurance Regional Office, Bhopal from 09:30 AM to 06:00 PM.
2. Office attendant has to support other staff and department with administrative tasks.
3. Office attendant should ensure common areas are clean, organized, and functional and manage minor equipment issues.
4. Office attendant should be courteous, discreet, honest and able to maintain confidentiality.
5. Office attendant should perform various duties as assigned by management and adapting to different departmental needs.

Following valid documents have to be enclosed with Quotation /Offer Letter:

1. Labour license issued by MP Government.
2. Copy of PAN.
3. GST Certificate.
4. EPF /PP Registration.
5. Tender fees of Rs5000/- in the form of Demand Draft/Pay Order in favor of "The New India Assurance Co. Ltd", payable at Bhopal.
6. EMD of Rs. 50,000/- favouring the new India Assurance Co Ltd payable at Bhopal.
7. Proof of Geographic presence in Bhopal, Madhya Pradesh.
8. Minimum Years of experience in related field: 3 years
9. Total experience in providing facility management services to government departments, public sector companies, and government autonomous organisations: 3 Years.
10. Affidavit by the vendor to the effect that the firm is not blacklisted or de-panelled for whatsoever reason by any Central/State Government Department/Public Sector Banks/Financial Institutions in India during the period from Jan, 2024 till the last date of this tender.

General Conditions:

1. The rates mentioned in the bid will be as per minimum wages mentioned order vide Labour Commissioner's office, Madhya Pradesh Government, Indore order No 1-1/11/अन्वे/पाँच/2024/24862 dated 01.10.2025.
2. Service Charge charged by the agency should be as per Madhya Pradesh Government order on Minimum Service Charge applicable.
3. The vendor shall be liable for any acts of omission / commission done by their workers. It's the responsibility of the vendor that the workers should be duly verified by the statutory authorities about their credentials.
4. Vendor shall also take full responsibly for any injury / death to the persons engaged by him/them during discharge of their duties and necessary workmen compensation coverage should be taken by him for this purpose.
5. Vendor should have valid labour license issued by the labour dept. of M P Govt. please enclose the copy of the license.
6. Vendor should have valid registered for GST, GUMASTA, E.P.F. and copy of these registrations should be submitted along with the offer/quotation.



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7. Vendor has to file GST correctly so that input credit for same is received by the company, in case of wrong filling the amount will be recovered from the vendor.
8. Vendor has to provide proofs of submission of EPF quarterly.
9. Vendor to observe all laws and statutory provisions related to engagement of labourer for the given purpose.
10. Duration of this contract shall be of one years from the date of contract subject to renewal for further one year on mutually agreed terms or cancellation by giving 2 months' notice from either side.
11. The rates seeked through this tender are per person basis. Actual number of persons required will be confirmed to the agency selected through this tender process.
12. If the services of any unskilled/semi-skilled/skilled worker is required in any New India's office across whole Madhya Pradesh state, the same will be engaged through the vendor selected by this tender process.
13. Management reserves the right to reject any or all the offers without assigning any reasons thereof.
14. **TERMINATION OF CONTRACT:** The Company and the Service Provider reserve the right to terminate this agreement by giving two months' notice or as per standard conditions of contract termination on, whichever duration is lesser. However, in the event of the conduct or actions of the service not being found satisfactory, the Company shall have the right to terminate this service contract of the services without any notice.



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Commercial Bid Format

We quote the below mentioned rates per month per person for the carrying out the below mentioned work:

Quotation to be submitted in below given format:

Description of Work	Rate Offered per Month per person inclusive of GST and Service charge
Rate offered for Unskilled (Cleaning work, sweeping, wet mopping etc)	
Rate offered for Unskilled (security guard/watchman)	
Rate Offered for Semi-skilled (office attendant)	
Rate offered for Skilled (Driver-LMV)	
Total Amount	

Name of the vendor:	
Authorised Person Signature:	
Address of the vendor:	

Please note, that the total amount will be taken into consideration when evaluating the bids in the tender.


Regional Manager,

The New India Assurance Co. Ltd.

पंजीकृत एवं प्रधान कार्यालय: न्यू इंडिया एश्योरन्स बिल्डिंग, 87, महात्मा गांधी रोड, फोर्ट, मुंबई-400001

Regd. & Head Office: New India Assurance Building, 87, Mahatma Gandhi Road, Fort, Mumbai-400001