



दि न्यू इन्डिया एश्योरंस कंपनी लिमिटेड

The New India Assurance Co. Ltd.

(भारत सरकार का उपक्रम/Govt. of India Undertaking)

जयपुर क्षेत्रीय कार्यालय/ Jaipur RO-330000

द्वितीय तल, नेहरू प्लेस, टोंक रोड, जयपुर - 302015

2nd Floor, Nehru Place, Tonk Road, Jaipur -302015



दूरभाष/Telephone No: 2745701 से 2745775

फैक्स/Fax No. : 0141-2743405, 2740616

वेबसाइट/Website: <http://www.newindia.co.in>

सीआईएन/CIN No: L66000MH1919GOI000526

JRO/ESTB/Xerox/2025-26

Date: 14th November, 2025

Subject: Tender for photocopy/Xerox Services

Tender Submission Start Date & Time	: 14th November 2025, 1700 hrs
Tender Submission Closing Date & Time	: 24th November 2025, 1500 hrs
Tender Opening Date & Time	: 24th November 2025, 1530 hrs

Inviting Quotations for photocopy/Xerox Services

The New India Assurance Co. Ltd., Jaipur RO invite sealed tenders from reputed and experienced PHOTO COPY SERVICES for NIACL, 2nd floor, Tonk Road, Nehru Place, Jaipur-302015.

The interested agencies are required to submit the tender. The quotation in a sealed cover envelope must accompany supporting documents as required as per tender. The duly sealed tender document may be submitted in the Tender box kept at the NIACL, Regional office, at the following address:

**The New India Assurance Co. Ltd.
Regional Office: 2nd floor, Tonk Road,
Nehru Place, Jaipur -302015 (Rajasthan)**

Tender shall be opened in the presence of such tenderer or their duly authorized representatives, who may like to attend.

The Competent Authority reserves the rights to cancel any or all the tenders without assigning any reason thereof. Any further clarification and/or corrigendum(s), if any, shall be communicated through letter.

Terms and Conditions of Photocopy/Xerox Tender

Introduction

The New India Assurance Company Limited, hereinafter referred to as "The Company," invites sealed bids from eligible and qualified vendors for the provision of photocopy services as described in this document.

Period of Contract

It will be a two years contract but can be terminated by either side, by giving one-month prior notice. The duration may be extended for more than one year on satisfactory services.

Scope of Work

पंजीकृत एवं प्रधान कार्यालय : 87, महात्मा गांधी रोड, फोर्ट, मुंबई - 400 001

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The successful bidder (the "Contractor") shall provide photocopy services as specified in the tender document.

The Contractor is responsible for providing all necessary equipment, materials, and personnel required to fulfil the photocopy services.

Submission of Bids

Bids shall be submitted in accordance with the instructions provided in the tender document (Bids invited only offline mode). (Prescribed format: Annexure-I). The Company reserves the right to reject any bid that does not comply with the submission requirements or is submitted after the specified deadline.

Evaluation of Bids

The Company will evaluate bids based on criteria outlined in the tender document, which may include price, quality, experience, and compliance with specifications.

Award of Contract

The Company will award the contract to the successful bidder based on the evaluation criteria. The successful bidder shall be required to enter into a formal contract with the Company.

Contract Terms

1. The contract terms, including duration, payment terms, and other relevant conditions, will be specified in the formal contract between The Company and the Contractor.
2. Tenders/quotations received through online /mail/website would not be entertained.
3. TDS will be deducted as per the prevailing rule/s.
4. Tenderer will be responsible solely and entirely for the fulfilment of all statutory obligations for the staff provided. The Company shall not be liable for any responsibility whatsoever in the respect.
5. Tenderer will raise the proper bill on the 1st week of month on monthly basis. No advance and no part payment shall be payable on any account.
6. The worker deputed by the contractor will not have any claim/right for absorption in Company's employment whatsoever and the duty of tenderer to collect documents with office and provide their required copies on the same day, while claiming monthly bill counter slip of official signature should be attached.

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7. Tenderer should drop in the tender box personally or through POST at The New India Assurance Co. Ltd. Regional Office, 2nd Floor, Nehru Place, Tonk Road, Jaipur-302015 and should be written "Tenders for Photocopy Services" overleaf of envelope.
8. The bidder should be present at the office for photocopying within half an hour of the call.

Confidentiality

The Contractor shall maintain the confidentiality of all information and documents obtained during the execution of the contract.

Compliance with Laws and Regulations

The Contractor shall comply with all applicable laws, regulations, and standards during the execution of the contract.

Termination of Contract

The Company reserves the right to terminate the contract in accordance with the terms and conditions specified therein.

Dispute Resolution

In case of any dispute, the jurisdiction shall be the Court at Jaipur.

Amendments

The Company reserves the right to amend or modify the terms and conditions of the contract with the agreement of the Contractor.

Acceptance of Terms

By submitting a tender, the Contractor acknowledges and accepts all the terms and conditions outlined in this document.

Earnest Money Deposit

The L-1 tenderer shall submit EMD of Rs. 10,000/- (Rupees ten thousand only) through NEFT (electronic transfer) only. The EMD will not carry any interest. The E.M.D. shall be credited to our Bank Account as given below:

Beneficiary Name	The New India Assurance Company Limited
IFSC	BARB0NEHJAI (fifth digit is Zero)
Name of Bank	Bank of Baroda
Branch Name & Address	Tonk Road, Nehru Place, Jaipur-302015
Account Number	21600200000049

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The NEFT credit should be affected positively within 3 days of award of tender. The EMD made by the contractor will be forfeited if the L-1 Contractor withdraws the tender after acceptance.

For more information, feel free to visit our Regional Office at aforesaid address, in office hour's i.e. 10.00 a.m. to 5.45 p.m. from Monday to Friday.

Regards,

(B R Singh)

Regional Manager

Enclosure: Prescribed format: Annexure-I

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Annexure-I

Prescribed format for Photocopy Services

Name of the firm/owner			
Address of owner			
Contact detail/E-mail			
PAN Card			
GST No.			
Any registration number (Shop Act/Origination)			
List of any other Customers			
Any details, if			
Rate/Quotation (per page)	A-4 Size	Legal Size	GST (if applicable)

Please enclosed certificate wherever applicable.

I hereby confirm/declare that I have read all the terms and conditions mentioned in the tender documents: JRO/ESTB/Xerox/2025-26 dated 14.11.2025 and fully accept all the same.

Place: _____

Date: _____

Tenderer signature with Stamp

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