



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

E-TENDER NOTICE

TENDER FOR VISITOR AUTHENTICATION INCLUDING MANPOWER, HARDWARE & SOFTWARE AT HEAD OFFICE

Tender No: 19/Estate & Estb./HO/2024-25

Date: 17th October 2024

The New India Assurance Company Ltd. Head Office, Mumbai (hereinafter referred to as the Company) invites applications through e-tendering mode from authorized and reputed service providers for providing Manpower, Hardware & Software services as per the particulars given below:

Sl. No.	Service Particulars	Rate to be quoted	Visitors per month
1.	One data entry operator, One desktop system, one web camera and printer (including Paper & ink cartridges) on rental basis	Manpower, hardware ,software and service charges. Rate to be quoted exclusive of taxes	3500 approx.

The agencies must note that submission and opening of bids shall be done through e-tendering process. The tender document can be downloaded from either our company's website: <http://newindia.co.in/portal/tendernotice> or our e-procurement website: <https://www.tenderwizard.com/NIAEPROC>

Bidders must also note that it is mandatory to have a User ID and password to participate in e-bidding. For this, the bidder has to register itself with NIACL e-procurement site and also obtain a digital signature token for participating in the e-tender. Bidders can seek any clarification in the e-bidding process by contacting any of their helpdesk numbers as mentioned on the website <https://www.tenderwizard.com/NIAEPROC>

Bidders are advised to obtain digital signature and register themselves on our e-procurement website well in advance. The company will not be responsible if the bidder fails to apply due to non-possession of digital signature and/or non-registration.

The last date of submission of bids is 08 November 2024 upto 04:00 pm.

A tender fee of Rs. 500 + 90 (GST@18%) = Rs. 590/- is to be paid by NEFT on the below stated ac.

A/c. Holder : The New India Assurance Company Ltd.
Bank Name : HDFC Bank
Branch : Fort
A/c. No. : 00600350000323
IFS Code : HDFC0000060



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

All bidders should upload a copy of the receipt of the NEFT transfer above. Bidders who claim exemption from the tender fee must upload a copy of the relevant certificate supporting the exemption.

All corrigendum/addendum/notice for extension of date of submission regarding this tender, if any, shall be uploaded on <https://www.tenderwizard.com/NIAEPROC> only. No separate notice shall be published in any newspaper. Bidders in their own interest are advised to visit the e-procurement website regularly till last date and time of submission of e-bids.

The bidders are required to upload relevant documents pertaining to the above technical requirements on our e-procurement site. Financial bids of only those bidders will be opened who are found qualified in the technical stage.

N.B: Submission of Hard copies of required documents is not accepted. Required documents must be submitted on the tender portal.

Tender submission is subject to the following terms and conditions:

1. The operator should be competent to handle desktop software or any other activity related to his job. No separate training will be provided to the operator by the company.
2. If the services of the operator are not found satisfactory, the company can ask for replacement and the service provider has to make the replacement available within 7 working days of such request. The company shall not bear any additional cost for such replacement.
3. The data entry operator of the service provider shall not claim employment with the company by virtue of being a contract worker of service provider under the agreement.
4. The break-up of the wages to the operator has to be submitted to along with the bill for every month. Service Provider is required to pay Salaries / wages of contracted staff deployed at buyer location first (NO LESS THAN the wages in accordance with the 'Skilled category' of workers under 'Shops & Establishment' applicable to the state of Maharashtra) i.e. on their own and then claim payment from Buyer along with all statutory documents like, PF, ESIC etc. as well as the bank statement of payment done to staff.
5. If during the period of contract there is escalation in the wages or increase in dearness allowance declared by the state government, then the service provider shall arrange the same, which will be reimbursed by the company.
6. Format of the Financial Bid is attached.
7. The working days of the worker engaged will be FIVE days in a week (Mon-Fri) from 10:00 am to 6:00 pm.



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

8. Contract to be applicable for 1 year initially, which may be extended for further two years (1 year each time) if services are found satisfactory.
9. Any bid not complying partly or wholly with the terms and conditions will be liable for rejection.
10. The company reserves the right to reject any and/or all bids without assigning any reason thereof.

Vinay
(CHIEF MANAGER)
ESTABLISHMENT
17th October 2024