



## **NATIONAL INSURANCE COMPANY LTD.**

**Registered & Head Office: 3, Middleton Street,  
Kolkata-700 071**

### **TENDER FOR**

**Supply and installation of Split/Window ACs at National Insurance Company Limited,  
Kolkata and its Training Centre National Centre for Insurance Learning, Kolkata**

**Website: [www.nationalinsuranceindia.com](http://www.nationalinsuranceindia.com)**

**Tender Notice No: NICL/HO/ESTB./CAPITAL/ACs/2017-18/001**

**Name of the Tenderer.....**

.....

**Address: .....**

.....

**Contact No:**

**Email:**

**Date:**

**Place:**

**Company's Seal:**

**Cost of Tender Document - ₹500/-**

## NOTICE INVITING TENDER

National Insurance Company Ltd. invites sealed tenders under two bid systems for supply and installation of various types of Air conditioners at National Insurance Company Ltd, Head office 3 Middleton Street, Kolkata-700 071 and its Training centre i.e, National Centre for Insurance Learning, 79, N. S. Road, Narenderpur near Ramakrishna Mishan, Kolkata – 700103.

S.No.	Description of Activity	Schedule
1	Tender Notice No	NICL/HO/ESTB./CAPITAL/ACs /2017-18/001
2	Sale of Tender Document	From <b>19-01-2018 to 08-02-2018</b> During office hours  Tender Document can be collected from NICL, Head Office, Establishment Department or downloaded from our website <a href="http://www.nationalinsuranceindia.com">www.nationalinsuranceindia.com</a>
3	Last date and time of submission of tender	<b>08-02-2018</b> upto 2:00 pm
4	Date & Time of opening of Technical Bid	<b>08-02-2018</b> at 3:00 pm
5	Date and Time of opening of Financial Bid	The Financial Bid will be opened after evaluation of Technical Bid, which will be announced later.
6	Minimum Validity of Tender offer	Twelve months from the date of opening of tender
7	Cost of Tender document	₹500/- by DD in favour of National Insurance Company Ltd. Payable at Kolkata drawn on Nationalised/Scheduled Bank.
8	EMD	₹20,000/- by DD in favour of National Insurance Company Ltd. Payable at Kolkata drawn on Nationalised/Scheduled Bank.
9	Submission of Tender	The Bid documents are to be submitted in two separate envelopes, <b>Envelope No-(1)-Technical Bid</b> and <b>Envelope No-(2)- Financial Bid</b> . The Technical Bid and the Financial Bid are to be placed in two separate envelope sealed and superscribed as “Technical Bid” and “Financial Bid” respectively. These two envelopes are then to be placed in <b>Envelope No-3</b> which is to be sealed and superscribed on the outside with the narration <b>“Tender for Supply and Installation of Air Conditioners”</b> .

1. The applicants who have downloaded the application from website have to submit, along with the application form, a non-refundable DD for **₹500/= (Rupees Five Hundred only)** in favour of National Insurance Company Limited payable at Kolkata, towards cost of the tender document.
2. Any Addendum/Corrigendum date extension in respect of the above tender shall be issued on our website [www. nationalinsuranceindia.com](http://www.nationalinsuranceindia.com) only and no separate notification shall be issued in the press. Tenderers are therefore requested to regularly visit our website to keep themselves updated.
3. The Company reserves the right to accept or reject, wholly or partly, any or all the applications without assigning any reason whatsoever. Company’s decision in this regard will be final and binding on all applicants.

Sd/-

Chief Manager, Establishment Department, HO  
National Insurance Company Limited



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### **MINIMUM PRE-QUALIFICATION CRITERIA**

(Attested Documentary proof for each item is to be furnished with Technical Bid)

#### **THE TENDERER SHOULD FULFIL ALL THE FOLLOWING CONDITIONS TO BE ELIGIBLE FOR PARTICIPATION IN THE TENDER**

1. The Tenderer shall be Authorized Dealer or Bonafied Manufacturer of reputed brand of ACs and should have a fully functional service centre in Kolkata as on date with spares stock for attending breakdown calls. Details of the service centre must be provided.
2. In case of manufacturer, it must possess an experience of **three** years of manufacturing reputed brand of ACs. In case of authorized dealer, it must be dealer of the said reputed Brand for at least **three** years and should be valid as on date.
3. Tenderer should have completed at least three similar type of work or order satisfactorily with State/Central Government Organization or PSUs as on March 31st, 2017. (Necessary document to be enclosed with the Technical Bid).
4. The Tenderer should be free from all encumbrance and there shall no Vigilance case/ CBI Case/ Court Case pending against him and also should not be black listed by any Govt./Semi-Govt./Private institution/PSU. (Annexure – “B” to be enclosed with Technical Bid).
5. The Tenderer must have valid PAN, GST Number and Bank Account in any of the Nationalized Banks/ Scheduled Banks.
6. The Tenderer must have Annual Turnover of ₹20 Lakhs in at least one of the last three Financial Years ending on **31-03-2017**. (Annexure “C” along with necessary document to be enclosed with Technical Bid)



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### **INSTRUCTIONS TO THE TENDERERS**

1. **Scope of Work:**

- a) Supply of 5 Star Inverter Type Split AC, 3 Star Non- Inverter type Window and Split AC as per the specification given in the **Technical Bid (Annexure “A”; Part –I and II).**
- b) Installation of ACs at the designated / earmarked place.
- c) The work shall include supply of all the auxiliary items related to installation of ACs such as MS Stand for outdoor unit, Copper pipe, wire and other fitting materials but will not be restricted to the same and may include any additional items that are necessary for such installation.
- d) The work shall include carriage, loading, unloading, transportation, all labour works related with supply and installation of the ACs.

2. **Submission of Tender:** The Tender shall be submitted in two separate sealed envelopes i.e Envelope No.1 ‘Technical Bid’ and Envelope No.2 ‘Financial Bid.’ The sealed envelope containing Technical bid should be super scribed as “**Technical Bid**” and the sealed envelope containing financial bid should be super scribed as “**Financial Bid**” respectively. The two sealed envelopes, one containing Technical Bid and second containing Financial Bid should be placed in a single envelope No.3, duly sealed and superscribed on the outside with the narration “**Tender for Supply and Installation of Air Conditioners**”. The tender as above should be submitted on or before the prescribed date and time as detailed below. The third sealed envelope should be dropped, on or before **08-02-2018 till 2:00 pm**, in the “Tender Box” kept at **Establishment Department, II Floor Head Office situated at 3, Middleton Street, Kolkata – 700 071**. The responsibility of submitting proposals to the above address on or before the above mentioned due date and time is that of applicant and any proposals received after due date and time as above shall not be accepted. The Company will not be responsible for any delay or late submission of the tender or any loss arising therefrom in any manner whatsoever.
3. The Company is at liberty to make additions/deletions/modifications/amendments in the tender document and the applicants are bound by the same. Reasonable extension of time will, however be given to them to revise their Technical/Financial Bids in case such additions/deletions/modifications/amendments are material in nature.
4. The Technical Bids will be opened on **08-02-2018 at 3.00 PM**. Any one authorized representative of the tenderer will be allowed to be present during the opening of the Technical bids, if it chooses to do so, the date of opening the financial bids will be intimated subsequently only to such applicants who have qualified and shortlisted for their financial bid to be opened based on the above pre-qualification criteria. The applicants are requested to be present during the opening of the proposals in their own interest. In case of any change in the date of submission and opening of the tenders, the same will be intimated.



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5. The two envelopes are classified as:

- (1) Technical Bid and
- (2) Financial Bid.

The sealed envelope **No.1** super scribed as “**Technical Bid**” submitted should contain all the following details/documents:

a) The tender proposal, completed in all respects, should be signed by the authorized signatory of the applicant on all the pages of the application document at bottom right side corner in token of acceptance of the terms and conditions of the tender and for the purpose of identification. This is to ascertain that the applicant has quoted against all relevant items. No reference to the financial bid should be made in the Technical Bid failing which; the entire proposal will be disqualified and rejected summarily.

b) All the documents in support of the prequalification criteria mentioned in the Tender Document have to be self-attested by the authorized signatory with official seal.

c) The technical features/brochures and such other details / data required for the Technical evaluation. All technical information considered relevant and useful should be furnished at the first instance itself along with the Technical Bid in envelope No;1. No additional/supplementary information/document shall be entertained by the Company subsequently unless it is found necessary and sought by the Company in writing.

d) The EMD DD of **₹20,000/- (Rupees Twenty Thousand only)** in favour of National Insurance Company Limited payable at Kolkata and application cost DD **₹500/-** (non-refundable) towards the cost of the tender document (if downloaded) should be kept separately in the envelope No.1 containing the Technical Bid . Tenders received without EMD or payment of tender fees will be rejected without assigning any reasons thereof.

The envelope **No.2** superscribed as “**Financial Bid**” should be sealed in the manner described in sub-paragraph 2 above and submitted on the same date and time specified above.

6. By submitting the application and agreeing to the terms and conditions specified in the tender, the applicant shall be deemed to have full knowledge of the proposed scope of work/project and no extra charges consequent to and arising out of any misunderstanding/misinterpretation or otherwise shall be allowed by the Company. Submission of an application by an applicant implies that he has read this notice and all other documents relating to this tender and has made himself fully aware of the scope and specifications of the work/project to be undertaken and also the terms and conditions and other factors having a bearing on the execution of the work/project.
7. The applicants will not be entitled to any claim for compensation, financial or otherwise, for difficulties, if any, faced or losses incurred by them on account of submission of the application or on successful shortlisting/final selection.
8. Applications which do not satisfy any of the conditions prescribed in the tender or if any condition, including the offer of conditional rebate/discount put forth by the applicant, shall be summarily rejected.
9. The acceptance of an application will rest with the National insurance company Ltd and the company reserves to itself the discretion/authority to reject any or all the applications received without assigning any reason whatsoever. An application, in which any of the prescribed



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condition is not fulfilled or is incomplete in any respect, is liable to be summarily rejected. The Company reserves the right to accept or reject the applications in full or in part and applicants shall have no claim on the matter.

10. The tender offers shall remain valid for acceptance for a period of **Twelve** months from the date of opening of Tender.
11. **The amount to be quoted in Financial Bid should be inclusive of all charges but exclusive of GST.**



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### **GENERAL TERMS AND CONDITIONS**

1. The details, location and address where the Air Conditioners are proposed to be installed is as follows:

S.No	Head Office, Training Centre and its Wings	Complete address	Approximate Nos of Air Conditioners
1	Head Office	3, Middleton Street, Kolkata – 700 071	21
2	Training Centre (NCIL)	79, N.S. Road, Narenderpur (Near Ramakrishna Mishan), Kolkata - 700 103	
3	Wings	Everest House, JLN Road, Kolkata 8, National Insurance Building, India Exchange Place, Dalhousie, Kolkata – 700 001	

2. While submitting the tender for this work, the tenderers will be deemed to have read, understood and accepted all the terms and conditions stated in the tender document and shall be complied with by the tendering firm.
3. Tenderer shall comply with all the statutory requirements/ norms issued by the Govt. from time to time.
4. If the successful Tenderer fails to fulfil his obligations under this Tender i.e., non-adherence to terms and conditions contained in this Tender, National Insurance Company Limited after due notice to the Tenderer may blacklist the firm. In such events, the Contract will stand terminated and the EMD of such Firm shall be forfeited to the National Insurance Company Limited.
5. For any dispute regarding quality/service and rates the decision of the National Insurance Company Limited shall be final and binding to the Tenderer.
6. All disputes relating to this tender can be legally resolved through courts in Kolkata only.
7. National Insurance Company Limited shall have the right to reject/Cancel all or any tender without assigning any reason thereof.
8. Tender must be dropped in the Tender box not later than the time and date notified in the Tender notice stated in the schedule of tender. In the event of tender received after scheduled date and time, the tender will not be allowed in bidding and it will be rejected summarily.
9. Each page of the Tender and all its annexures shall be signed and stamped by authorized representative of Tenderer in token of acceptance of the terms and conditions laid under the Tender Document. No page should be removed /detached from the tender document.
10. All entries in the Tender Document (Technical Bid and Financial Bid) shall be legible and filled clearly. Any overwriting or cutting which is unavoidable shall be signed by the authorized signatory.



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11. Tender incomplete in any form will be rejected out rightly.
12. Conditional Tenders will be rejected out rightly.
13. The Annexures enclosed received without the signature of authorized person will not be entertained and will be rejected summarily.
14. Tenders not received in the prescribed format shall be ignored and no correspondence in this regard will be entertained.
15. Canvassing in any form by the tenderer or his representative with any of the officials of National Insurance Company Limited shall render the tender liable to be rejected.
16. Tenderers are required to quote their prices including carriage, loading, unloading, transportation, all labour works related with supply and installation of the ACs.
17. National Insurance Company Limited will provide standard electricity source for the air conditioners at the designated places.
18. The tenderer may visit/inspect the site during office hours on all working days except Saturday and Sunday from 10.00 A.M. to 3.00 P.M after seeking permission from The Chief Manager, Establishment Department, National Insurance Company Limited, Kolkata.
19. The Chief Manager, Establishment Department, National Insurance Company Limited reserves the right to withdraw/relax any of the terms and conditions of the Tender.
20. It will be the responsibility of the supplier to ensure that ACs supplied are of the requisite quality and free from all defects. The acceptance of items will be given only when the items are found up to the specifications given in the tender, Brochures provided by vender of quoted item and free from all defects. The decision of the Chief Manager, Establishment Department, National Insurance Company Limited will be final as to the quality ACs, its functions and installation work and shall be binding upon the tenderers. Any item fails conformity with specification will be rejected out rightly and it shall be replaced and/or reworked immediately (within three days from the information about rejection) at the risk and cost of the supplier.
21. The Chief Manager, Establishment Department, National Insurance Company Limited has the right to authorize/appoint/depute any person to supervise the services.
22. If the contractor fails in fulfilling the terms and conditions mentioned here in different parts of this tender document, such failure will constitute a breach of the contract and The Chief Manager, Establishment Department, National Insurance Company Limited shall be entitled to make other arrangements at the risk and expense of the contractor. Also non-performance/unsatisfactory performance or violation of terms and condition of the contract will make the contractor liable for forfeiture of EMD. The decision of The Chief Manager, Establishment Department, National Insurance Company Limited shall be final and binding on this count.
23. The term and condition of this tender document are the part of the contract document related with the execution of the contract.





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24. The Chief Manager, Establishment Department, National Insurance Company Limited may depute Officer, who will have the right to select the site for the installation of both indoor and outdoor units of the air conditioners at the place of installation.
25. The proper insurance or risk cover of the worker as well as machinery/ materials may be obtained. National Insurance Company Limited will not be responsible against any damage, loss, injury or untowards incident while executing the contract.
26. **Price:**
- a) The price quoted should be valid for the **Twelve months** from the date of opening of tender.
  - b) Any conditional offer is liable for rejection of tender.
  - c) The rates quoted in **Financial Bid** shall be in Indian currency (₹).
  - d) The Unit Price shall include carriage, loading, unloading, transportation, all labour works related with supply and installation of the ACs.
27. **Inspection/Installation of Items:** Supplies shall be accepted and work shall be certified as completed subject to satisfactory and complete installation of items supplied including supply of all accessories, and certified by the assigned officer, and subsequent inspection by The Chief Manager, National Insurance Company Limited or his assigned representative. Any defect found in the materials/items supplied/work done will render the supplies/work open to rejection and decision of The Chief Manager, National Insurance Company Limited, shall be final and legally binding. The tenderers shall have to take the same (rejected store) back at their own cost and risk, and shall replace such rejections with the items of standard specifications/quality as acceptable to the National Insurance Company Limited. Alternatively, the Company may purchase from others/work may be executed through others, at the risks and costs of the tenderer, at the discretion of the authority.
28. **Penalty Clauses for Non-Satisfactory Service:** Successful tenderer will have to complete the work within Three weeks (**21 Days**) from the date of issue of work order on the rate quoted by them and/or approved by the competent authority of National Insurance Company Limited. Delay in execution of works after issuing work order, a penalty of **₹500/-** per day after 21 days of the contract completion dead line date will be levied.
29. **Payment Terms:**
- a) 100% Payment will be made only after satisfactory supply and installation as per specification, inspection, complete acceptance of the items by **National Insurance Company Limited**. If the supplied item found to be of substandard, the same will be returned and required to be replaced by the successful bidder. Any item fails in conformity with specification will be rejected out rightly and it shall be replaced immediately at the risk and cost of the supplier.
  - b) Advance payment will not be made under any circumstances. The payment shall be made through RTGS/ ECS only.



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- c) In case of delay / failure in supply, the indented items shall be purchased from the market at the risk and cost of the Contractor. The extra expenditure involved in procuring supplies from elsewhere will be recoverable from the Contractor in full at discretion of The Chief Manager, Establishment Department, National Insurance Company Limited.
  - d) The recovery thus due shall be deducted from any sum then due to the Contractor from the National Insurance Company Limited from this or any other contract placed with said contractor by the National Insurance Company Limited.
  - e) The EMD will be forfeited if the work doesn't complete as per the scope of the work and fulfilling the terms and conditions laid down in this tender document.
- 30. Company will finalise the L-1 tenderer on the basis of 'Total Amount' as mentioned in the column 'g' Serial Number '12' of the Financial Bid (Annexure "D", Part-I) quoted by bidder.**



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### **FORM OF APPLICATION**

**(On Tenderer Letter Head)**

Date:

To,  
The Chief Manager  
National Insurance Company,  
Establishment Department,  
3, Middleton Street  
Kolkata 700 071

Sir/Madam,

#### **Tender for Supply and Installation of Air Conditioners**

1. I/we have read and understood the instructions and other terms and conditions furnished in the Company's Website in respect of the captioned tender. I/we hereby submit my/our application for the captioned "Request for proposal" of your Company. I/we do hereby declare that all the information furnished in the application and supplementary sheets are correct to the best of my/our knowledge and belief.
2. I/we have no objection if enquiries are made about the work listed by me / us in the accompanying sheets.
3. I/we clearly understand and agree that if any of the information furnished by me/us hereunder is found to be wrong or untrue or false or incorrect or incomplete, my/our application is liable to be rejected. Further, if I am/we are appointed as the 'Executing Agency' for the above Project on the basis of the information furnished in my/our application and the information furnished therein is subsequently found to be wrong, untrue, false or incorrect, my/our contract with the Company is liable to be terminated forthwith at the discretion of Company, at any stage, without notice and without any compensation whatsoever for such termination.
4. I / We understand and agree that the decision of Company in selection of the Tenderer is final and binding to me / us.

Thanking You,

Yours faithfully,

Signature of the Tenderer.

Name:

Designation

Place:



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### **TECHNICAL BID** (DETAILS TO BE FILLED BY THE BIDDER)

#### **Annexure 'A' (Part-I)**

1. Name of the Company/ Organization:

2. Year of Establishment:

3. Constitution of the Establishment:

(Proprietary/ Partnership/ Public / Private Company):

4. Place of Head Office / Registered Office:  
with address

Telephone No. :

Fax No :

Email :

Web site (if any):

5. Name of Chief Executive /

Proprietor/ Partner :

Telephone No. :

Fax No. :

Email

Name of contact person :

Telephone No. :

Land Line :

Mobile :

Fax No :

Email :

6. Commercial Information Registration  
(Enclose Attested Copy wherever Applicable)

GST Registration:

PAN :

7. Name & Address of the Banker:



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8. Whether you are authorized Dealer for Sales of any Reputed Brand of the Air Conditioner Company:

(If yes, please specify the name of Company, Valid Authorisation letter to be enclosed)

9. Whether you are Bonafied Manufacturer of reputed brand of Air Conditioner:

(If yes, please specify the name of Air Conditioning Company)

10. Details of Major works done in last three years in State/Central Government/PSU as on March 31<sup>st</sup>, 2017:

Details of work done in the descending order of the Value of Work. (Enclose copies of supporting documents)

S.No.	Name of the Customer	Name/description of work	No. of ACs	Value of work	Year of execution of work

11. Enclose duly filled Undertaking as per Annexure “B”:

12. Enclose duly filled Turnover Details as per Annexure “C”:

**Technical Specification for Supply and Installation of Air Conditioners**

**Annexure “A” (Part-II)**

S.No.	Particular	Description/Specification	Make/ Brand	Service Centre Detail	Compliance (Yes/No)
1	Equipment	<p>Inverter Type Split Air Conditioner suitable for wall mount.</p> <p><b>Capacity:</b> 2.0 TR  <b>Star Rating:</b> 5 Star  <b>Power Requirement:</b> 210-240V; 40-60 Hz.  <b>Condenser Coil:</b> 100% made of Copper.  <b>Warranty:</b></p> <ul style="list-style-type: none"> <li>a) Minimum 5 years on Compressor</li> <li>b) Minimum 5 years on Condenser</li> <li>c) 1 year Comprehensive</li> </ul>			
2	Equipment	<p>Inverter Type Split Air Conditioner suitable for wall mount.</p> <p><b>Capacity:</b> 1.5 TR  <b>Star Rating:</b> 5 Star  <b>Power Requirement:</b> 210-240V; 40-60 Hz.  <b>Condenser Coil:</b> 100% made of Copper.  <b>Warranty:</b></p> <ul style="list-style-type: none"> <li>a) Minimum 5 years on Compressor</li> <li>b) Minimum 5 years on Condenser</li> <li>c) 1 year Comprehensive</li> </ul>			
3	Equipment	<p>Inverter Type Split Air Conditioner suitable for wall mount.</p> <p><b>Capacity:</b> 1.0 TR  <b>Star Rating:</b> 5 Star  <b>Power Requirement:</b> 210-240V; 40-60 Hz.  <b>Condenser Coil:</b> 100% made of Copper.  <b>Warranty:</b></p> <ul style="list-style-type: none"> <li>a) Minimum 5 years on Compressor</li> <li>b) Minimum 5 years on Condenser</li> <li>c) 1 year Comprehensive</li> </ul>			



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S.No.	Particular	Description/Specification	Make/ Brand	Service Centre Detail	Compliance (Yes/No)
4	Equipment	<p>Non-Inverter Type Split Air Conditioner suitable for wall mount.</p> <p><b>Capacity:</b> 2.0 TR  <b>Star Rating:</b> 5 Star  <b>Power Requirement:</b> 210-240V; 40-60 Hz.  <b>Condenser Coil:</b> 100% made of Copper.  <b>Warranty:</b></p> <ul style="list-style-type: none"> <li>a) Minimum 5 years on Compressor</li> <li>b) Minimum 5 years on Condenser</li> <li>c) 1 year Comprehensive</li> </ul>			
5	Equipment	<p>Non-Inverter Type Split Air Conditioner suitable for wall mount.</p> <p><b>Capacity:</b> 1.5 TR  <b>Star Rating:</b> 5 Star  <b>Power Requirement:</b> 210-240V; 40-60 Hz.  <b>Condenser Coil:</b> 100% made of Copper.  <b>Warranty:</b></p> <ul style="list-style-type: none"> <li>a) Minimum 5 years on Compressor</li> <li>b) Minimum 5 years on Condenser</li> <li>c) 1 year Comprehensive</li> </ul>			
6	Equipment	<p>Non-Inverter Type Split Air Conditioner suitable for wall mount.</p> <p><b>Capacity:</b> 1.0 TR  <b>Star Rating:</b> 5 Star  <b>Power Requirement:</b> 210-240V; 40-60 Hz.  <b>Condenser Coil:</b> 100% made of Copper.  <b>Warranty:</b></p> <ul style="list-style-type: none"> <li>a) Minimum 5 years on Compressor</li> <li>b) Minimum 5 years on Condenser</li> <li>c) 1 year Comprehensive</li> </ul>			



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S.No.	Particular	Description/Specification	Make/ Brand	Service Centre Detail	Compliance (Yes/No)
7	Equipment	<p>Non-Inverter Type Split Air Conditioner suitable for wall mount.</p> <p><b>Capacity:</b> 2.0 TR <b>Star Rating:</b> 3 Star <b>Power Requirement:</b> 210-240V; 40-60 Hz. <b>Condenser Coil:</b> 100% made of Copper. <b>Warranty:</b></p> <ul style="list-style-type: none"> <li>a) Minimum 5 years on Compressor</li> <li>b) Minimum 5 years on Condenser</li> <li>c) 1 year Comprehensive</li> </ul>			
8	Equipment	<p>Non-Inverter Type Split Air Conditioner suitable for wall mount.</p> <p><b>Capacity:</b> 1.5 TR <b>Star Rating:</b> 3 Star <b>Power Requirement:</b> 210-240V; 40-60 Hz. <b>Condenser Coil:</b> 100% made of Copper. <b>Warranty:</b></p> <ul style="list-style-type: none"> <li>a) Minimum 5 years on Compressor</li> <li>b) Minimum 5 years on Condenser</li> <li>c) 1 year Comprehensive</li> </ul>			
9	Equipment	<p>Non-Inverter Type Split Air Conditioner suitable for wall mount.</p> <p><b>Capacity:</b> 1.0 TR <b>Star Rating:</b> 3 Star <b>Power Requirement:</b> 210-240V; 40-60 Hz. <b>Condenser Coil:</b> 100% made of Copper. <b>Warranty:</b></p> <ul style="list-style-type: none"> <li>a) Minimum 5 years on Compressor</li> <li>b) Minimum 5 years on Condenser</li> <li>c) 1 year Comprehensive</li> </ul>			





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S.No.	Particular	Description/Specification	Make/ Brand	Service Centre Detail	Compliance (Yes/No)
10	Equipment	Window Type Air Conditioner <b>Capacity:</b> 2.0 TR <b>Star Rating:</b> 5 Star <b>Power Requirement:</b> 210-240V; 40-60 Hz. <b>Condenser Coil:</b> 100% made of Copper. <b>Warranty:</b> a) Minimum 5 years on Compressor b) Minimum 5 years on Condenser c) 1 year Comprehensive			
11	Equipment	Window Type Air Conditioner <b>Capacity:</b> 1.5 TR <b>Star Rating:</b> 5 Star <b>Power Requirement:</b> 210-240V; 40-60 Hz. <b>Condenser Coil:</b> 100% made of Copper. <b>Warranty:</b> a) Minimum 5 years on Compressor b) Minimum 5 years on Condenser c) 1 year Comprehensive			
12	Equipment	Window Type Air Conditioner <b>Capacity:</b> 1.0 TR <b>Star Rating:</b> 5 Star <b>Power Requirement:</b> 210-240V; 40-60 Hz. <b>Condenser Coil:</b> 100% made of Copper. <b>Warranty:</b> a) Minimum 5 years on Compressor b) Minimum 5 years on Condenser c) 1 year Comprehensive			
13	Equipment	Window Type Air Conditioner <b>Capacity:</b> 2.0 TR <b>Star Rating:</b> 3 Star <b>Power Requirement:</b> 210-240V; 40-60 Hz. <b>Condenser Coil:</b> 100% made of Copper. <b>Warranty:</b> a) Minimum 5 years on Compressor b) Minimum 5 years on Condenser c) 1 year Comprehensive			

S.No.	Particular	Description/Specification	Make/ Brand	Service Centre Detail	Compliance (Yes/No)
14	Equipment	Window Type Air Conditioner  <b>Capacity:</b> 1.5 TR <b>Star Rating:</b> 3 Star <b>Power Requirement:</b> 210-240V; 40-60 Hz. <b>Condenser Coil:</b> 100% made of Copper. <b>Warranty:</b> a) Minimum 5 years on Compressor b) Minimum 5 years on Condenser c) 1 year Comprehensive			
15	Equipment	Window Type Air Conditioner  <b>Capacity:</b> 1.0 TR <b>Star Rating:</b> 3 Star <b>Power Requirement:</b> 210-240V; 40-60 Hz. <b>Condenser Coil:</b> 100% made of Copper. <b>Warranty:</b> a) Minimum 5 years on Compressor b) Minimum 5 years on Condenser c) 1 year Comprehensive			
16	Refrigerant Pipe	Supply and installation of suitable size (for 2.0 TR) copper refrigerant pipe (suction and return) including insulation of minimum 13mm thickness nitride rubber with aluminium foil covering as per standard practice.	NA	NA	
17	Refrigerant Pipe	Supply and installation of suitable size (for 1.5 TR) copper refrigerant pipe (suction and return) including insulation of minimum 13mm thickness nitride rubber with aluminium foil covering as per standard practice.	NA	NA	
18	Refrigerant Pipe	Supply and installation of suitable size (for 1.0 TR) copper refrigerant pipe (suction and return) including insulation of minimum 13mm thickness nitride rubber with aluminium foil covering as per standard practice.	NA	NA	



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S.No.	Particular	Description/Specification	Make/ Brand	Service Centre Detail	Compliance (Yes/No)
19	Drain Pipe	Supply and laying of 35-40mm dia. PVC drain pipe as per standard practice including U trap per AC.	NA	NA	
20	Cable	4 core 4.0 sq mm cable to connect Internal and Outdoor Unit (Havells/Finolex/Polycab)		NA	



## **NATIONAL INSURANCE COMPANY LTD.**

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### **DECLARATION BY THE TENDERER**

I/We confirm that

1) No employee or direct relation of any employee of National Insurance Company Limited is any way related as Partner / Shareholder / Director/ Advisor/ Consultant/ Employee etc. of the Company/Organisation.

2) The information furnished is correct to the best of my knowledge and belief.

.....  
(Signature of Proprietor/Partner/Chief Executive)  
Name .....  
(In Capital Letter)

Place: ..... (Seal of the signatory)  
Date: .....

### **INSTRUCTIONS TO TENDERERS:**

1. All details in forms to be furnished.
2. Use additional sheets for want of space.
3. Attach copies of latest documents in support of details provided.



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### **UNDERTAKING**

(To Be Enclosed With Technical Bid)

### **Annexure-“B”**

1. I/We, the undersigned certify that I have gone through the terms and conditions mentioned in the tender document and undertake to comply with them.
2. The rates quoted by me are valid and binding upon me for the entire period of tender validity. It is also certified that item quoted are of Standard Quality and workmanship. The earnest money of ₹ ..... To be deposited by me has been enclosed herewith vide Demand Draft/Banker Cheque no. .... dated: .....drawn on Bank .....Branch .....
3. I hereby undertake to supply and install the items as per directions given in the tender document/supply order within stipulated period.
4. I/We give the rights to the Chief Manager, Establishment Department, National Insurance Company Limited to forfeit the EMD on non-acceptance of the work order and on delay occur on my/agent's part or fail to complete the work as defined in scope of the work within the stipulated time if any.
5. There is no vigilance/CBI case or court case pending against the firm.
6. This is to declare & certify that the neither myself nor my firm has ever been blacklisted by any Govt./Semi Govt./Public/Private Institution.
7. I/We hereby certify that the firm poses all the required license/certification to perform the work.

Signature of the tenderer:-

Date: -

Place:-

Full Name:-

Designation:-

Company's Seal:



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### **TURN OVER DETAILS**

(To Be Enclosed With Technical Bid)

### **Annexure “C”**

As per the tender eligibility criteria, the Tenderer must have Annual Turnover of ₹20 Lakhs in at least one of the last three Financial Years ending on **31-03-2017**.

Name of the Company/ Firm:

S.No.	Financial Year	Turnover (₹ in Lakhs)
1	2014-15	
2	2015-16	
3	2016-17	

Proof of the above Turnover details should be furnished in the form of Audited Annual Accounts of the Tenderer.

Signature of the Tenderer:

Full Name:

Designation:

Date:

Place

Company's Seal:



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## FINANCIAL BID

(Annexure “D”; Part – I)

S.No.	Description	Qty	Unit	Unit Rate inclusive of all charges but exclusive of GST (₹)	GST @.....%	Amount Excluding GST (₹) (c x e)
(a)	(b)	(c)	(d)	(e)	(f)	(g)
1	Inverter Type Split Air Conditioner suitable for wall mount.  <b>Capacity:</b> 2.0 TR <b>Star Rating:</b> 5 Star <b>Power Requirement:</b> 210-240V; 40-60 Hz. <b>Condenser Coil:</b> 100% made of Copper.	4	Nos			
2	Non-Inverter Type Split Air Conditioner suitable for wall mount.  <b>Capacity:</b> 1.5 TR <b>Star Rating:</b> 3 Star <b>Power Requirement:</b> 210-240V; 40-60 Hz. <b>Condenser Coil:</b> 100% made of Copper.	15	Nos			
3	Window Type Air Conditioner  <b>Capacity:</b> 1.5 TR <b>Star Rating:</b> 3 Star <b>Power Requirement:</b> 210-240V; 40-60 Hz. <b>Condenser Coil:</b> 100% made of Copper.	1	Nos			
4	Window Type Air Conditioner  <b>Capacity:</b> 1.0 TR <b>Star Rating:</b> 3 Star <b>Power Requirement:</b> 210-240V; 40-60 Hz. <b>Condenser Coil:</b> 100% made of Copper.	1	Nos			
5	Supply and installation of suitable size (for 2 Ton) copper refrigerant pipe (suction and return) including insulation of minimum 13mm thickness nitrile rubber with aluminium foil covering as per standard practice, If required extra.	Actuals	Rft.			NA
6	Supply and installation of suitable size (for 1.5 TR) copper refrigerant pipe (suction and return) including insulation of minimum 13mm thickness nitrile rubber with aluminium foil covering as per standard practice, If required extra.	Actuals	Rft.			NA
7	Supply and laying of 35-40mm dia. PVC drain pipe as per standard practice including U trap per AC, If required extra.	Actuals	Rft.			NA



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S.No.	Description	Qty	Unit	Unit Rate inclusive of all charges but exclusive of GST (₹)	GST @.....%	Amount Excluding GST (₹) (c x e)
(a)	(b)	(c)	(d)	(e)	(f)	(g)
8	4 Core 4.0 sq mm wire to connect Internal and Outdoor Unit (Havells/Finolex/Polycab), If required extra.	Actuals	Rft.			NA
9	Supply and installation of MS Angle for nos. outdoor units on the terrace or Ground.	15	Nos			
10	<b>Sub Total of column 'g' (S.No. 1+2+3+4+9)</b>					
11	<b>Less Buyback Value of Old ACs: 05 Numbers (Refer Annexure "E")</b>					
12	<b>Sum Total Amount of Column 'g' (S.No. 10-11)</b>					
	<b>Total Amount in Words.....</b> .....					

Seal & Sign. Of the Agency  
Place:  
Date:



## FINANCIAL BID

### (Annexure “D”; Part – II)

S.No.	Description	Qty	Unit	Unit Rate inclusive of all charges but exclusive of GST (₹)	GST @.....%	Amount Excluding GST (₹) (c x e)
(a)	(b)	(c)	(d)	(e)	(f)	(g)
1	Non-Inverter Type Split Air Conditioner suitable for wall mount.  <b>Capacity:</b> 2.0 TR <b>Star Rating:</b> 5 Star <b>Power Requirement:</b> 210-240V; 40-60 Hz. <b>Condenser Coil:</b> 100% made of Copper.	1	Nos			
2	Non-Inverter Type Split Air Conditioner suitable for wall mount.  <b>Capacity:</b> 1.50 TR <b>Star Rating:</b> 5 Star <b>Power Requirement:</b> 210-240V; 40-60 Hz. <b>Condenser Coil:</b> 100% made of Copper.	1	Nos			
3	Non-Inverter Type Split Air Conditioner suitable for wall mount.  <b>Capacity:</b> 1.0 TR <b>Star Rating:</b> 5 Star <b>Power Requirement:</b> 210-240V; 40-60 Hz. <b>Condenser Coil:</b> 100% made of Copper.	1	Nos			
4	Non-Inverter Type Split Air Conditioner suitable for wall mount.  <b>Capacity:</b> 2.0 TR <b>Star Rating:</b> 3 Star <b>Power Requirement:</b> 210-240V; 40-60 Hz. <b>Condenser Coil:</b> 100% made of Copper.	1	Nos			
5	Non-Inverter Type Split Air Conditioner suitable for wall mount.  <b>Capacity:</b> 1.0 TR <b>Star Rating:</b> 3 Star <b>Power Requirement:</b> 210-240V; 40-60 Hz. <b>Condenser Coil:</b> 100% made of Copper.	1	Nos			
6	Window Type Air Conditioner <b>Capacity:</b> 2.0 TR <b>Star Rating:</b> 5 Star <b>Power Requirement:</b> 210-240V; 40-60 Hz. <b>Condenser Coil:</b> 100% made of Copper.	1	Nos			



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S.No.	Description	Qty	Unit	Unit Rate inclusive of all charges but exclusive of GST (₹)	GST @.....%	Amount Excluding GST (₹) (c x e)
(a)	(b)	(c)	(d)	(e)	(f)	(g)
7	Window Type Air Conditioner <b>Capacity:</b> 1.5 TR <b>Star Rating:</b> 5 Star <b>Power Requirement:</b> 210-240V; 40-60 Hz. <b>Condenser Coil:</b> 100% made of Copper.	1	Nos			
8	Window Type Air Conditioner <b>Capacity:</b> 1.0 TR <b>Star Rating:</b> 5 Star <b>Power Requirement:</b> 210-240V; 40-60 Hz. <b>Condenser Coil:</b> 100% made of Copper.	1	Nos			
9	Window Type Air Conditioner <b>Capacity:</b> 2.0 TR <b>Star Rating:</b> 3 Star <b>Power Requirement:</b> 210-240V; 40-60 Hz. <b>Condenser Coil:</b> 100% made of Copper.	1	Nos			
10	Inverter Type Split Air Conditioner suitable for wall mount.  <b>Capacity:</b> 1.5 TR <b>Star Rating:</b> 5 Star <b>Power Requirement:</b> 210-240V; 40-60 Hz. <b>Condenser Coil:</b> 100% made of Copper.	1	Nos			
11	Inverter Type Split Air Conditioner suitable for wall mount.  <b>Capacity:</b> 1.0 TR <b>Star Rating:</b> 5 Star <b>Power Requirement:</b> 210-240V; 40-60 Hz. <b>Condenser Coil:</b> 100% made of Copper.	1	Nos			

Seal & Sign. Of the Agency  
Place:  
Date:



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### **CHECK LIST OF THE DOCUMENTS TO BE SUBMITTED WITH THE TENDER**

(Confirm the enclosure of all the below listed applicable documents without which tenderer may not be eligible to participate in the tender.)

S. No	Items	(Yes/No)
1	Tender Document fee, If download from website	
2	Earnest Money Deposit	
3	Original Tender Document with complete tender application, Technical Bid ( <b>Annexure “A”, part –I and II</b> ), Undertaking ( <b>Annexure-“B”</b> ), Turnover details ( <b>Annexure “C”</b> ) with all pages serially numbered , signed and stamped on each page.	
4	Certificate Stating the Authorized dealer/ Manufacturer	
5	Details of the Bank Account No	
6	PAN card copy	
7	Acknowledgment Slip of GST Number	
8	Financial Bid ( <b>Annexure “D”, part –I and II</b> )	

Date:

Signature of Authorized Person:

Full Name:

Date:

Place:

Company's Seal:



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### DETAILS OF ACs UNDER BUYBACK

Annexure “E”

S.No.	Description	Capacity (TR)	Qty.	Make	Remark
1	Split Type AC	1.0	1	LG	10 years old
2	Split Type AC	1.5	1	LG	10 years old
3	Split Type AC	2.0	1	LG	10 years old
4	Split Type AC	2.0	1	Amtrex	15-20 years old
5	Window Type AC	1.0	1	LG	10 years old