



## National Insurance Company Limited

Head Office, Information Technology Department  
3, Middleton Street, Post Box No. 9229, Kolkata 700071  
Tel: 2283 1739 Fax: 2283 1740

**OFFLINE TENDER INVITATION for empanelment and entering into Rate Contract for technical evaluation & PDI for NICL IT Procurements for the period from 01/07/2023 to 30/06/2025.**

**Last date of Submission: 1 PM on 03-07-2023**

**Tender Opening: 3 PM on 03-07-2023**

**Tender Reference: NIC/IT/2023-25/Empanelment and RC for PDI dated 23/06/2023**

**Requirement: Procurement for empanelment and entering into Rate Contract for technical evaluation & PDI for NICL IT Procurements for the period from 01/07/2023 to 30/06/2025.**

**Technical Bid: Annexure-A**

**Commercial Bid: Annexure-B**

**Address for communication and dropping Hard Copy:**

**DGM-IT,**

**National Insurance Co. Ltd.,**

**Head Office, 3, Middleton Street,**

**Kolkata – 700071.**

***Tender Document can be downloaded from <https://nationalinsurance.nic.co.in>, and CPP portal from [23<sup>rd</sup> June, 2023](#)***



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National Insurance Co. Ltd., Head Office invites tender offers from eligible government/PSU organizations for empanelment as our independent external inspection agencies for technical evaluation & Pre-dispatch inspection for NICL IT Procurement and entering into Rate Contract for the period from 01/07/2023 to 30/06/2025.

Details are as follows:

- The offer shall be given in a sealed Covers, by marking “**Quotation for empanelment and entering into Rate Contract for technical evaluation & PDI for NICL IT Procurements for the period from 01/07/2023 to 30/06/2025**”.
- Submission of bid should be in offline mode.
- The documents should be signed by the authorized official of the bidder.
- Commercial Bid will be considered only when the Eligibility criteria (Refer Point no.1 of Terms and Conditions) is met/ complied with, or else commercial bid shall not be considered and bid will be rejected.
- Any bid incomplete in any respect will not be considered and shall be rejected.

### TERMS AND CONDITIONS OF THE TENDER

#### 1. Eligibility Criteria:

- a) The bidder must be government/PSU organization. Documents needs to be submitted for the same.
- b) The bidder must have an office in Kolkata.
- c) Bidder should have experience in doing technical evaluations/ Pre Dispatch Inspections for IT procurements for any PSU/Central/State Govt. organizations in any of the last three financial years i.e. 2020-21, 2021-22 and 2022-23. Documentary evidence needs to be submitted.
- d) Bidder has to submit declaration for Conflict of Interest in their letter head at time of submitting bid as per format given below in Annexure-B

**Please note that Bidder has to submit bids in offline mode.**

**NATIONAL INSURANCE COMPANY LIMITED DOES NOT BIND ITSELF TO ACCEPT ANY BID AND RESERVES THE RIGHT TO ACCEPT/REJECT ANY BID WITHOUT ASSIGNING ANY REASONS THEREOF.**

**2. Payment Terms:** National Insurance Co. Ltd., will release Payment through NEFT/RTGS upon submission of hard copy of invoices and inspection reports. No advance payment will be made by NIC.

#### 3. Others:

- a) The offer must be made in Indian Rupees only, all costs should be given in figures and words. No upward revision of price will be acceptable even if any changes or fluctuation in rupee dollar rates.
- b) Empanellement will be for the period of **two years** starting from **01.07.2023 to 30.06.2025** with 3 months of termination notice. However, rate contract will be valid for one year i.e. **01.07.2023 to**



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**30.06.2024.** After the expiry of first year rate contract, the empanelled bidders will be requested to submit the fresh rate for 2<sup>nd</sup> year i.e. for the period **01.07.2024 to 30.06.2025**

- c) The bids will be opened through offline mode at 15:00 Hrs on 03-07-2023
- d) Price for the items shall be quoted as per the Annexure-A.
- e) Documentary proofs regarding eligibility criteria (Refer Point 1) must be enclosed or else bid shall be rejected.



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### Commercial Bid (Annexure-A)

Item Description	Inspection Charges (Exclusive of taxes)
Technical Evaluation of the demo items / Pre-dispatch inspection charges where the procuring items work order value is upto Rs. 5Cr	₹ _____
Technical Evaluation of the demo items / Pre-dispatch inspection charges where the procuring items work order value is more than Rs. 5Cr	₹ _____

#### NOTE:

1. Commercial Bid will be valid only when the eligibility criteria (Refer Point no.1 of Terms and Conditions) is met and ANNEXURE-A is complied with, or else the commercial bid will not be considered.
2. National Insurance Co. Ltd., reserves the right to accept/reject any or all the offers without assigning any reason whatsoever.
3. Rates will be remain valid for the duration from 01/07/2023 to 30/06/2024.

Authorized Signatory

Name:

Designation:

Stamp:



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### Annexure-B

#### Self-Declaration (To be signed on Bidder's Company Letter-Head)

##### Re: Declaration regarding Conflict of Interest (COI) in Public Procurement

We, hereby declare that the participation by our bidding firm (Bidder's Name) or any of our affiliates are neither involved in the consultancy contract to which this procurement is linked; nor we are part of more than one bid in the procurement; nor our bidding firm or our organization personnel have relationships or financial or business transactions with any official of Procuring Entity i.e. M/s National Insurance Company Limited who are directly or indirectly related to tender or execution process of contract; nor have access to information of (procuring entity name) to gain unfair advantage in the procurement process. We, also confirm that:

1. We, (Bidder's Name) or our constituent do not have common controlling shareholding or other ownership interest
2. Any constituent of us (Bidder's Name) is not a constituent of another bidder.
3. We, (Bidder's Name) do not have the same legal representation with any other bidder for the purpose of the bid.
4. We, (Bidder's Name) do not have any relationship with any other bidder that puts us in a position to allow access to each other's information or to influence the bid of any other bidder.
5. We, (Bidder's Name) have not participated in preparation of any document, design or technical specification for the project.

(Signed & Stamped from Bidder)