



# NATIONAL INSURANCE ACADEMY

25, Balewadi, Baner Road, Pune – 411 045

Tel.: 020-27204000 | Website: [www.niapune.org.in](http://www.niapune.org.in)

## INVITATION TO QUOTE: LABOUR CHARGES FOR FABRICATION WORKS AT NATIONAL INSURANCE ACADEMY

**Enquiry / Ref. No.:** NIA/QUOTATION/SHED/001

**Date of Issue:** 01/10/2026

**Last Date & Time of Submission:** 06/10/2026 by 03:00 PM in sealed format in Reprography Section.

**Place of Submission / Bid Opening:** Office 019, Admin Block

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### SECTION A: VENDOR / CONTRACTOR DETAILS

*(To be filled by the Bidder)*

1. **Agency / Contractor Name:**

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2. **Proprietor / Authorized Representative:**

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3. **Office Address:**

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4. **Mobile No.:** \_\_\_\_\_ **Email:** \_\_\_\_\_

5. **GST Registration No. (if applicable):**

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6. **PAN Card No.:**

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7. **Experience in Similar Works (Years):**

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### SECTION B: SCOPE OF LABOUR WORK

The scope comprises **labour charges only** (all main materials such as MS pipes/tubes/sections, purlins, roof sheets, flashing, and gutters will be supplied by the Institute, unless specifically noted).

The contractor's labour rate shall be all-inclusive (unloading, cutting, fabrication, welding, hoisting, alignment, erection at height, primer application, fixing sheets with

self-drilling screws/fixtures, housekeeping, scaffolding, machinery, consumables like welding electrodes and cutting discs, and PPE).

### SECTION C: PRICE BID (BILL OF QUANTITIES)

(Rates are to be quoted per Square Foot of plan/covered roof area)

| Sl. No. | Description of Labour Work Item                                                                                                                                                                                                                                                                                                              | Unit                   | Quoted Labour Rate per Sq. Ft. (INR) |
|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|--------------------------------------|
| 1.      | <b>Fabrication &amp; Erection of Tubular/MS Truss Shed</b><br><br>Cutting, preparing, welding MS trusses, columns, rafters, purlins, base plates, hoisting, alignment, bolting/welding, applying 1 coat of red oxide/primer, and fixing roof sheets (GI / Color Coated Trapezoidal profile) with screws, including ridge caps and flashings. | Per Sq. Ft.            | ₹<br>_____                           |
| 2.      | <b>Cantilever / Lean-to Shed Fabrication</b><br><br>Fabrication, bracket welding to existing columns/walls, purlin fixing, primer application, and roof sheeting.                                                                                                                                                                            | Per Sq. Ft.            | ₹<br>_____                           |
| 3.      | <b>Side Cladding / Wall Sheeting Labour</b><br><br>Fabrication of side girts/runners, fixing profile sheets/louvers on sides of the shed up to specified heights.                                                                                                                                                                            | Per Sq. Ft.            | ₹<br>_____                           |
| 4.      | <b>Rainwater Gutter &amp; Downspout Fixing</b><br><br>Fabrication of gutter brackets, fixing GI/PVC/MS gutters, and connecting downspout pipes.                                                                                                                                                                                              | Per Rft.<br>(Optional) | ₹<br>_____                           |
| 5.      | <b>Finishing Coat Painting Labour (Optional)</b><br><br>Application of two coats of synthetic enamel paint over the primed MS structure.                                                                                                                                                                                                     | Per Sq. Ft.            | ₹<br>_____                           |

Applicable GST on Labour/Job Work: \_\_\_\_\_ % extra / inclusive (Please tick/specify)

## **SECTION D: TERMS AND CONDITIONS**

### **1. Measurement Basis:**

- Area measurements for item 1, 2, and 3 will be calculated based on the flat horizontal plan area (or developed sheet surface area, as mutually certified by the Site Engineer prior to execution).

### **2. Tools & Machinery:**

- All tools, welding sets, power leads, cutting machines, grinding discs, welding rods/electrodes, ladders, safety belts, safety nets, and staging/scaffolding shall be arranged and borne by the Contractor.

### **3. Power & Water:**

- Single-point electricity and water connection will be provided by the Institute free of charge at the designated location on campus. Contractor must arrange their own extension boards and cables.

### **4. Safety & Compliance:**

- The contractor is fully responsible for complying with workplace safety norms. Mandatory PPE (helmets, safety harness, boots, welding shields) must be used. The Institute accepts no liability for injury, accidents, or third-party damage during execution.

### **5. Quality & Workmanship:**

- All weld joints must be slag-free, uniform, and structurally sound. Defective welds or misaligned structures must be rectified at the contractor's own expense.

### **6. Payment Terms:**

- Running Account (RA) bills will be processed based on jointly measured completed square footage.
- A retention/security deposit of 5% will be retained and released after a defect liability period of 6 months.

### **7. Rate Validity:**

- The quoted rates shall remain firm and valid for a period of [12 months / 1 year] from the date of work order award for all recurring shed works taken up on campus.

## **SECTION E: DECLARATION BY BIDDER**

I/We hereby certify that I/we have inspected the site, understood the scope of work, and agree to execute the fabrication works as per the specifications and terms listed above at the rates quoted in Section C.

### **Signature of Contractor / Authorized Signatory**

**Name:** \_\_\_\_\_

**Seal / Stamp:**

**Date:** \_\_\_\_\_

**Place:** \_\_\_\_\_