



NATIONAL
INSURANCE
ACADEMY

Balewadi, Baner Road, NIA P.O.,
Pune 411 045 (India).
Tel.: 020-27204011/4000
E-mail: atulsharma@niapune.com
Website : www.niapune.com

Dear Sir,

Re: Providing of Architect Service for Renovation of 66 nos Hostel Rooms and Refurbishing of Dining Hall at National Insurance Academy (NIA), Pune

National Insurance Academy is an Educational Institution established by Government of India (Ministry of Finance, Insurance Division), along with Life Insurance Corporation of India and General Insurance Corporation of India and the four Public Sector Insurance Companies like NIACL, NICTL, OICL and UIICL. Its main functions are training of senior level executives, research and consultancy in insurance management. The campus of the Academy is located on 32 acre plot comprising of Teaching blocks, Library, Administration building, Hostels, Dining hall & Kitchens, Multi-Purpose Hall, Conference Hall, Gymnasium and Swimming pool and residential complex. The campus has a capacity to provide residential accommodation to 170 participants at a time who undergo training at the Academy.

Intending Architects with relevant qualification & experience may apply to the Director, National Insurance Academy, Balewadi, Baner Road, NIA Post Office, Pune 411 045. The last date for receipt of applications is **05.07.2022**.

Thanking you,

Yours faithfully,

Atul Sharma
Chief Administrator

Encl: As above.

Eligibility Criteria:

a) Architects / Consultants:

1. Persons who have Graduate, Post Graduate Diploma in Architecture, respective branch of engineering either from India or abroad and or have done considerable extent of work as consultant for a period of more than 3 years.
2. They should be members of Indian Institute of Architects, Council of Architecture, Institution of Engineers or any other professional institutes
3. They should have successfully executed at least 3 works of similar nature of comparable magnitude / value in the past 3 years.
4. Firms should have experience in the same line and having successfully executed at least three works of similar nature in the last three years, for any reputed organization.

General Instructions to the applicants:

1. Applications shall be submitted in prescribed format only.
2. Credentials of the applicants shall be compulsorily supported by related documentary evidence - registration of the firm, empanelment with other organizations, details of clients along with copies of work orders , work completion reports , certificates from clients about the quality of their services , details of man power, financial capabilities etc.
3. Late and incomplete applications shall not be entertained.
4. The following aspects will be considered prima facie while forming the panels:
 - a) Educational qualifications of Chief person and supporting staff.
 - b) Experience in the related field
 - c) Organizations in which the firms are already empanelled
 - d) Location of the firm
 - e) Our past experience with the applicants (if any)
5. National Insurance Academy reserves the right to reject any of the applications without assigning any reasons.

Place:

Date :

Application form

1. Name of the Firm / Company:
2. Address:
3. Year of Establishment:
4. Status of the firm:
(Whether Company / Firm / Proprietary)
5. Name of Directors / Partners / Proprietor
 - i)
 - ii)
 - iii)
6. Whether registered with the Registrar of Companies / Registrar of Firms. If so, mention number and date.
7. Whether an assessee of Income Tax. If so, mention permanent account number. Furnish copies of Income Tax clearance certificate.
8. If you are registered in the panel of the other organizations, statutory bodies, educational institutes, Banks etc., furnish their names, category and date of registration.
 - i) ii)
 - iii) iv)
 - v) vi)
9. What are your fields of activities? Mention the fields on preference basis.
 - i) ii)
 - iii) iv)
 - v) vi)
10. i) Detailed description and value of works done in the last 3 years
(information shall be furnished as per **annexure 3**)
11. Furnish the names of three responsible persons who will be in a position to certify about the quality as well as past performance of your organization.
 - i)
 - ii)
 - iii)

Note: The above information shall be supported with documentary evidence.

Signature of applicant.

Annexure 1

KEY PERSONNEL PERMANENTLY EMPLOYED

Sr. No.	Name	Designation	Qualification	Experience	Years with the Firm	Any other information
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Signature of applicant

Annexure 2

If you are registered in the panel of the other organizations, statutory bodies, educational institutes, Banks etc., furnish their names, category and date of registration. (details shall be furnished below:

Signature of applicant

Annexure 3

Detailed description and value of works done in the last 3 years

Signature of applicant

Annexure 4

(Details of registration / empanelment)

Name and address of organization in which empanelled	Date of empanelment	Category for which empanelment	Services rendered to the organization	% of fee paid (for architects / consultants)

Signature of the applicant

Annexure 5

PARTICULARS IN RESPECT OF WORKS EXECUTED

Sr. No.	Name of work Project with Address	Short Description of Work	Name & Address of Owner	value of work Executed	Stipulated Time of Completion	Actual Time of Completion	Name of Architect / Consulting Engineer

Signature of the applicant

Annexure 6

QUOTATION FOR ARCHITECTURAL SERVICES					
Sr. No.	Description of item	Unit	Qty	Rate in figure and in words)	Amount
	RENOVATION OF HOSTEL ROOMS				
	Architect services are required for the following				
1	Visiting, collecting necessary data, measurements and preparation of plans for the existing hostel building No. 1,2 & 3 with dining halls at National Insurance Academy, baner Road, Pune.	Per Sqft of carpet area	20000 sqft		
	(Drawings are to be prepared in autocad form, PDF and to be submitted in pendrive/ CDs and three sets of in hard copies)				
	(Old drawings can be shared for ready reference by NIA)				
2	Visiting, collecting necessary data, measurements and design of one typical hostel room (without false ceiling) with furniture layout, toilet renovation layout, electric layout, Air conditioning layout, suggesting material with specifications, preparation of detailed working drawings and BOQ for execution with 3 options for selection of NIA.	Per Sqft of carpet area	250 Sqft		
	(Drawings are to be prepared in autocad form, PDF and to be submitted in pendrive/ CDs and three sets of in hard copies)				
3	Visiting, collecting necessary data, measurements and design of one typical corridor of hostel room (with false ceiling) with design of dado, false ceiling, electric layout, fire fighting layout, Air conditioning layout, suggesting material with specifications, preparation of detailed working drawings and BOQ for execution with 3 options for selection of NIA.	Per Sqft of carpet area	270 Sqft		
	(Drawings are to be prepared in autocad form, PDF and to be submitted in pendrive/ CDs and three sets of in hard copies)				
	Note:				
	The area mentioned above are approximate and may vary. However the payment will be made as per the actual area.				
	The scope of architect work is restricted only up to preparation of design, plan and BOQ stage only.				
	During the course of execution the Architect will have to pay 6 Free visits to the construction site.				
	Rate quoted shall be excluding GST. The GST will be paid separately as per the rules.				
	Validity of rates will be for one month.				
4	Charges for paid visits to construction site.		Per Visit		Quote Rate only
				Total amount	
	Name of Architect Firm & Address				
					Signature with seal

Place:

Date:

Declaration

To,
Director,
National Insurance Academy,
NIA Post Office, Balewadi
Baner Road,
Pune 411 045

Dear Sir,

I / we have read and understood the instructions and the Terms & Conditions mentioned in the application form. I / we do hereby declare that the information furnished in the application and the supplementary sheets are correct to the best of my knowledge and belief.

I / we authorize National Insurance Academy to approach our employers, clients, corporation organization etc. to verify the facts submitted by us.

Signature of applicant with seal

Name:

Designation:

Address:

Place

Date: