



**NATIONAL
INSURANCE
ACADEMY**

Balewadi, Baner Road, NIA P.O.,

Pune 411 045 (India).

Tel.: 020-27204043

E-mail: pramodkatke@niapune.org.in

Website : www.niapune.org.in

Dear Sir,

Re: Providing Architectural Services including Liaisoning for the construction of a new classroom building.

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. NIA also provides dual expertise to the PGDM students in Insurance and management. The campus of the Academy is located on a 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 and 240 students at a time who undergo training at the Academy.

NIA proposes constructing a G+1 building with 2 classrooms for its PGDM program. Thus, NIA intends to engage architectural services for planning, designing, estimating, preparation of tender documents, MEP, structural and layout drawings for execution by the contractor, and obtaining the approval of the proposed Classroom Building from Pune Municipal Corporation (PMC). The selected agency will be responsible for liaising with all government authorities and obtaining the commencement and completion certificates for the building.

Qualified and experienced Architects/Engineers/Consultants are invited to apply to the Director, National Insurance Academy, Balewadi, Baner Road, NIA Post Office, Pune 411 045. The last date for receipt of applications in a sealed envelope is on or before 5:30 p.m. on 05.06.2024.

A pre-bid meeting will be held on Thursday, 30.05.2024, at 11:00 a.m. All queries regarding the scope of work, nature of work, etc., will be addressed on that day.

A copy of the application form is enclosed.

Thanking you,

Yours faithfully,

ENGINEER

Encl: As above.

Application Form:

Eligibility Criteria (Technical Bid):

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 5 years.
2. They should be members of Indian Institute of Architects, Council of Architecture, Institution of Engineers, or any other professional institutes

General Instructions to the applicants:

1. Applications shall be submitted in the 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 manpower, financial capabilities etc.
3. The bids are to be submitted in two different envelopes. **Envelope 1: Technical Bid, Envelope 2: Price Bid. Envelope 3: Envelope 1 + Envelope 2 + DD for EMD of Rs. 5000/-.**
4. Late and incomplete applications shall not be entertained.
5. The National Insurance Academy reserves the right to reject any of the applications without assigning any reasons.
6. Filling and submitting this quotation form means that you have understood all the requirements of the Academy and are ready to carry out the work under the conditions prevailing on site. No alteration in the scope of work shall be permitted and no extra payment shall be made under any circumstances. EMD shall be forfeited if the awardee fails to take up the work. The EMD of unsuccessful bidders will be refunded upon the completion of the selection process.

Place:

Date:

Signature of applicant.

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. Permanent account number. Furnish copies of Income Tax clearance certificate and returns for A.Y 2021-22, 2022-23, 2023-24
8. What are your fields of activities? Mention the fields on preference basis.
 - i) ii)
 - iii) iv)
 - v) vi)
9. Furnish the names of three responsible persons who will be able 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.

PART I- TECHNICAL BID
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

Detailed description and value of works in hand:

Signature of applicant

Annexure 5

(Details of registration / empanelment)

Name and address of organization in which empanelled	Date of empanelment	Category for which empanelment	Services rendered to the organization

Signature of the applicant

Annexure 6

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

Signature of the applicant

Annexure 7

PARTICULARS IN RESPECT OF WORKS IN HAND

Sr. No.	Name of work Project with Address	Short Description of Work	Name & Address of Owner	value of work Executed	Stipulated Time of Completion

Signature of the applicant

PART II - PRICE BID

Annexure 8

Sr. No.	Description of Work	Quantity	Rate	Amount
1.	<p>Visiting the work site, studying the existing buildings of the campus, planning, and designing a G+1 building suitable to accommodate at least 75 students on each floor in a single classroom. (We will be accommodating 60 students.)</p> <p>The finalization of the layout and elevation, 3D view along with services will undergo multiple iterations of revision. The finalized layout should comply with all requirements of the building permission laid down by Pune Municipal Corporation and AICTE's requirements for educational institutes.</p> <p>NIA will be providing you only land demarcation for which we have applied to the respective authority. All further approvals such as title reports, zoning, etc. required for building permission will be done by you.</p> <p>NIA will be providing you all the documents required for submission to the respective Govt. authorities from time to time.</p> <p>On finalization of the layout, required drawings are to be prepared and the drawings are to be sanctioned from the Building Permission department of Pune Municipal Corporation.</p> <p>Commencement certificate must be obtained from the Building Permission department of Pune Municipal Corporation.</p>	Approx per floor area of building 1950 sq.ft. = 3900 sq.ft.		

	<p>All necessary payment against all the challans and affidavits if any shall be made by NIA. Payment will be made against government challans or stamps only.</p> <p>You will require appointing professional services for structural engineers, licensed electrical engineers, estimators and MEP consultant as and when required. All the drawing and designs pertaining to the specific fields shall be made by the professional service providers/consultants only.</p> <p>You need to maintain the site visit report, snag reports, work progress reports of all the consultants. NIA will only be coordinating with your office.</p>			
2.	(Drawings are to be prepared in AutoCAD form, PDF and to be submitted in pen drive / CDs with three sets of in hard copies)			
3.	(Old drawings can be shared for ready reference by NIA)			
			Total	
			GST 18%	
			Grand Total	

TERMS OF PAYMENT

The area measured is approximate. However, the amount finally quoted by you is fixed and would not change as per the area. The minimum room size for the classroom should not be less than 1300 sq.ft.

The payment shall be released in following steps of work completion,

1. 10% of Grand Total: On finalization of plan, elevation, section along with final 3D view of the building approved by the authorities of NIA.
2. 20% collection of all the documents required for PMC Building sanction, submitting of project for approval of PMC in all respects and correction of changes suggested by the PMC authorities.

3. 30% on obtaining the commencement certificate, structural drawings from licensed structural engineer, electrical and MEP drawings from concerned consultants, estimate of project from licensed estimator along with bar bending schedule and preparation of BOQ for tender of work execution.
4. 30% on obtaining final completion certificate from PMC along with final checking of the completed work free from all snags and preparation of as built drawing including furniture layout and ready to use the classroom and allied structures.
5. 10% of the total value of the bill along with EMD of Rs.5000.00 will be retained as security deposit and will be released after 3 months from final date of completion of work.

Signature of the applicant

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: