

**NATIONAL INSURANCE ACADEMY
BALEWADI, PUNE 411045.**



*** e-TENDER*
(Two Bid)**

FOR

**SUPPLY OF WATER BY TANKERS
AT NIA CAMPUS.**

2023 - 2025

**Through Online Mode Only
NIA E-Procurement Website is – <https://www.tenderwizard.com/NIA>**

SUPPLY OF WATER BY TANKERS AT NIA CAMPUS 2023 - 2025

CONTENTS

Sr. No.	Particulars
1.	e-Tender Notice
3.	Eligibility criteria and instructions in regard to submission of tenders, Annexure – I
4.	E -Tendering Programme System, Annexure - II
5.	Technical Bid to be filled in and submitted by the Tenderer with details, Annexure - III
6.	Affidavit to be submitted by the Sole Proprietor, Annexure A1
7.	Details of Constitution of firm to be submitted by the Sole Proprietorship Firm / Partnership Firm / Ltd. Co. / others, Annexure A2
8.	Particulars of enrolment with NIA and other organization to be submitted by the Tenderer, Annexure B
9.	Particulars of tankers to be submitted by the Tenderer, Annexure C.
10.	List of AMCs completed by the Tenderer during last five years from the date of publication of e-tender notice, Annexure D.
11.	List of work in hand / ongoing AMCs/service contracts, Annexure E.
12.	Particulars of permanent administrative and technical staff, Annexure F.
13.	Details of annual turnover for last four years, Annexure G
14.	Draft of letter to be submitted by the Tenderer along with the tender, Annexure H.
15.	Terms and Conditions and Scope of Work
16.	Agreement
17.	Indemnity Bond
19.	Financial / Price Bid

E -TENDER NOTICE

FOR

SUPPLY OF WATER BY TANKERS AT NIA CAMPUS (2023 - 2025)

No. NIA/TANKER/009/2023 dated 11/04/2023

National Insurance Academy, Pune, an autonomous Institution established by the Life Insurance Corporation of India, General Insurance Corporation of India and the four Public Sector Insurance Companies New India Assurance Co Ltd., National Insurance Co Ltd., Oriental Insurance Co Ltd. and United India Insurance Co Ltd. having its office at 25, Balewadi, Baner Road, NIA P.O., Pune 411045 invites e-tender through advertised tender enquiry for the **“Supply of water by tankers on Contract Basis”** as per the details given in the **“Terms and Conditions for service contract”** of the Tender Document from reputed Individuals / Firms / Companies / Corporation / Association / Society having sound technical and financial capacity who fulfills the eligibility criteria and submits documentary evidence as per Technical Bid to Tender Document and preferably operating their business in and around Pune City.

The NIA reserves its right to reject one or all tenders without assigning any reasons and also to extend the date of tender, if required.

**DIRECTOR
NIA, PUNE**

TECHNICAL BID

ELIGIBILITY CRITERIA

SCANNED COPIES OF REQUIRED DOCUMENTS TO BE UPLOADED ONLINE

- 1) The Tenderer should have the minimum experience of **five years** as on 31/12/2022 in the similar type of services.
- 2) The Tenderer must have a Average Annual Turnover of Rs. 20.00 lacs for the last three financial years i.e., 2019-20, 2020-21 and 2021-22.
- 3) The Tenderer should pay Tender Fee of **Rs.500.00 + GST** and EMD of **Rs.50,000.00** through online e-Payment mode on NIA e-Procurement Website. The e-Payment Gateway is available on NIA e-Procurement Site. Tender without Tender Fee and EMD will be summarily rejected. No exemption will be granted.
- 4) Tenderer/s shall keep his / their offer valid for a period of at least 3 months (90 days) from the date of opening of the tender. If any Tenderer withdraws or amends impairs or derogates from the tender in any respect within the period of validity of his offer, the EMD is liable to be forfeited.
- 5) ACADEMY may at any time after opening of the tender depute a team of its' officials to the site / work place / office of the Tenderer to get the credentials of the information furnished by the Tenderer verified by collecting the spot information as to the status, workmanship & quality of the services rendered by them. If any information furnished by the Tenderer is found to be incorrect, the tender of such Tenderer shall be liable for rejection.
- 6) The successful Tenderer whose tender is accepted shall, within seven days from issuing / receiving the Letter of Acceptance, be required to deposit an amount of **Rs.1,25,000.00 (Rs. One Lakh Twenty Five Thousand only)** by Demand Draft in the Name of National Insurance Academy, payable at Pune and to attend in person or through a duly authorized representative at the Office of ACADEMY and execute the Contract Agreement with the ACADEMY as per the General Conditions / Special conditions enumerated in the tender documents, on a **Non-Judicial Stamp Paper of Rs.500/-**. If he / she / they decline/s or fail/s to remit the Security Deposit or to execute the contract agreement within the stipulated time, the entire amount of EMD of **Rs.50,000.00/- (Rs. Fifty Thousand only)** shall stand forfeited, without prejudice to ACADEMY's right to rescind the contract and other rights and remedies warranted by the law.
- 7) The Security Deposit of **Rs.1,25,000.00 (Rs. One Lakh Twenty Five Thousand only)** will be refunded to the Tenderer within 60 days of completion of the contract subject to satisfactory performance of the Tenderer's obligations under the contract and subject to such deductions as may be necessary for making up ACADEMY's claims against the Tenderer.
- 8) Tenderer should note that non-compliance of the following instructions will render the tender liable for rejection.

- a) The Technical Bid along with supporting documents, Online Paid transaction details / receipt of EMD and Tender Fee in separate sealed envelopes marked Technical Bid is to be submitted.
- b) Tenderer should ensure that the tender is received before the due date and time specified in the Key Dates of online tender.
- c) Tenderer should fill in all the relevant information in prescribed templates/forms and put his Digital signature on the relevant places as required in the e-tendering System.
- d) The schedule of Quantities should be filled in as per the format given in the online e-Tender.
- e) Tenderer should note that he is to quote RATES only in the BOQ on online portal in both FIGURES and WORDS.
- f) No liability whatsoever will be admitted nor claim allowed in respect of errors in the submitted tender due to missing / duplicate uploaded documents.
- g) Proforma of Articles of Agreement should not be filled in by the tenderer. While the contract shall be deemed to have come into existence on issue of letter of acceptance to the successful tenderer, formal agreement shall be signed thereafter with the successful tenderer on non-judicial stamp paper of requisite value as per the Proforma of Articles of Agreement.
- h) Earnest Money accompanying the tender will be accepted only in through online e-Payment mode which is e-Payment Facility and available on NIA e-Procurement Website and not in favour of any other Authority or location. Any tender, which is not accompanied by Earnest Money Deposit, shall be summarily rejected. No interest will be paid for the period during which the earnest money lies in deposit with the NIA.
- i) Tenderers are warned that Cash, or Encashable Cheque, or Bank or Insurance Guarantee, or Fixed Deposit receipt in lieu of the aforementioned form of Earnest Money remittance will not be accepted.
- j) Tenders containing errors are liable to be considered non-bonafide at the discretion of the Director, NIA.
- k) Tenderer should note that tender should remain valid for consideration for a minimum period of FOUR MONTHS.
- l) The National Insurance Academy reserves the right to accept any tender or to accept tenders in part; to reject any or all tenders without assigning reasons thereof.
- m) Tenderers should fill in their "RATE" in the SCHEDULE OF QUANTITIES as provided on online portal in both FIGURES and WORDS.

ANNEXURE II

E -TENDERING PROGRAMME SYSTEM

The Tenderer has to submit the Tender as under:

The Tenderer shall fill in the form and upload the supporting documents / attachments. The scanned copy of the Online paid transaction details / receipts of Tender Fee and EMD shall be uploaded in Technical Bid.

Tender Fee of Rs.500.00 (non-refundable) and EMD of Rs.50,000.00 through online e-Payment mode on NIA e-Procurement Website. The e-Payment Facility is available on NIA e-Procurement Site. (No Physical Demand Draft will be accepted, The Tenderer should have to pay Tender Fee and EMD through online e-Payment mode only.

Commercial Bid is consisting of documents and schedule of quantities. The Tenderer shall download the documents, fill in their relevant information, sign and stamp the documents and upload in the portal. The item rate in words and figures shall be quoted in the each item of work in the schedule provided. No other document, conditions shall be uploaded along with documents of commercial bids.

Note:

- Any Tenderer applying and fulfilling the eligibility criteria may not be considered for enlistment if unsatisfactory performance report/s is / are received for the completed AMCs / Service Contracts from their previous Employer.
- The Director, NIA reserves the right not to open commercial bid of the Tender or any / all bids at sole his sole discretion without assigning any reason whatsoever.
- If submitted documents filed by the Tenderer are found false / forged or fabricated during verification / evaluation process and / or after opening of commercial bid, not only Earnest Money Deposit will be forfeited in totality but also they will be debarred from NIA from participating of tendering for a period of 3 years and such information will also be shared with other organizations.

Key Dates:	
Publication of NIT	11.04.2023
Date of uploading of tender document on online e-tendering portal: https://www.tenderwizard.com/NIA	11.04.2023
Period of Downloading of tender document	From 15.00 Hrs on 11.04.2023 up to 15.00 Hrs on 26.04.2023
Pre-bid Meeting	On 18.04.2023 @ 15.00 Hrs.
Date of corrigendum, amendments if any.	Up to 17.30 Hrs. on 25.04.2023
Last Date, Time for online submission of Tender forms and documents.	Up to 17.00 Hrs. on 26.04.2023
Tender Fee	Rs.500.00 + GST
EMD	Rs.50,000.00
Date & Time of Opening of Technical Bid Online	27.04.2023 - 11.00 A.M.
Date & Time of Opening of Commercial Bid Online	Shall be intimated at a later date to the Tenderers, who qualify in the Technical Evaluation.

**I. Information & instructions to the bidders:
FOR USING ONLINE ELECTRONIC TENDERING SYSTEM (ETS).**

Special Conditions & instructions for using online Electronic Tendering System (eTS) through portal (website) <http://www.tenderwizard.com/NIA> adopted by National Insurance Academy, Pune as given in the subsequent pages will over-rule the conditions stated in the tender documents, wherever relevant and applicable.

Tenderers are required to enrol for Vendor Registration on the NIA e-Procurement Tender wizard Portal (**URL: <https://www.tenderwizard.com/NIA>**) by clicking on the link “**Registration**” on the home page of e- Portal, which is chargeable. (**Rs.1000/- + GST 18%, Non-Refundable**) to be paid online through e-payment gateway). & Tender Processing Fees are applicable. (**Non-Refundable**)

Note: The e-Payment Gateway is available on e-Procurement Portal for making the Online Vendor Registration Payment.

Note: Information about e-Procurement Portal.

More useful information for submitting online bids on the NIA e-Procurement Tender wizard Portal may be obtained at: <https://www.tenderwizard.com/NIA>.

Tenderers are requested to refer to the Vendor’s manual by downloading the Vendor’s Manual by visiting on home page of <https://www.tenderwizard.com/NIA> and following KEY INSTRUCTIONS for TENDERERS by clicking on “**Latest Circulars/Formats/Help Manuals/FAQs**”. The complete **Step by Step Vendors Help Manual For e-Procurement / e-Tendering Process, Vendors Registration Process, System Settings Requirements & JAVA Settings Manuals, e-Payment Guidelines & Digital Signature Certificate Process** are available on e-Auction Website regarding the e-Auction.

Online Support / Web Support / E-Mail Support / Phone Support are also available for Bidders as well as Dept. Officials. Online support will be provided through “Team viewer” or “Ammy Admin” Remote software only.

For Downloading this software, the downloading software links are available on home page of e-Auction Website.

• **Registration of the Vendors / Bidders:** All the bidders intending to participate in the tenders floated online using Electronic Tendering System (ETS) are required to get registered on the e-Tender Portal (website) <http://www.tenderwizard.com/NIA>. After successful Registration on above mentioned portal, bidders will get a User ID and Password to access the website.

• **Viewing of Online Tenders:** The vendors/bidders can view tenders floated on online Electronic Tendering System (ETS) hereinafter referred as “e-Tendering System” through

portal (website) at <http://www.tenderwizard.com/NIA>. They can view the details like Tender Notice, Terms and Conditions, drawing (if any) and any other information. To download the tender they need to login on to the above portal and can download the tender documents of an e-Tender.

• **Key Dates:** The vendors/bidders can view the Online Scheduled dates of e-tendering System (time schedule) hereinafter referred as “**Key Dates**” for all the tenders floated using the online electronic tendering system on above mentioned portal (Website) <http://www.tenderwizard.com/NIA>

The bidders are strictly advised to follow dates and time as mentioned in Key Dates of a particular tender. The date and time will be binding on all the bidders. The bidders are required to complete the stages within the stipulated time as per the schedule (Key Dates) to continue their participation in the tender. All online activities are time tracked and the system enforces time locks that ensure that no activity or transaction can take place outside the start and end dates and time of the stage as defined. The bidder should ensure that the status of a particular stage should be shown as “Completed” before the expiry date and time of that particular stage and they should possess a copy of receipt of completion of each stage to be performed from their end which should match with the status with their offer on online portal. It will be the sole responsibility of the bidder if the status of a particular stage is “Pending” till the expiry date and time of that stage and he will not be able to proceed further in the e-Tendering process. The Key dates are subject to change in case of any amendment in schedule due to any reason stated by the Department.

• **Obtaining a Digital Certificate and its Usage:** On e-Tendering System the bids should be Encrypted and Signed electronically with a Digital Signature Certificate (DSC) to establish the identity of the bidder on online Portal. The Digital Signature Certificate (DSC) has two keys i.e. Public Key and Private Key. The Public Key is used to Encrypt (code) the data and Private Key is used to decrypt (decode) the data. The Encryption means conversion of normal text into coded language whereas decryption means conversion of coded language into normal text.

Note: Digital Signature Certificates: Class III Signing + Encryption Digital Signature Certificate is required for e-Tendering. (DSCs) are issued by an approved Certifying Authority, by the Controller of Certifying Authorities (CCA India), Government of India.

• The contractors may obtain Class III digital certificate from any Certifying Authority or Sub certifying Authority authorized by the Controller of Certifying Authorities on the portal <http://cca.gov.in>. or may obtain information and application format and documents required for issue of digital certificate from our Service Provider for Electronic submission.

E-Tendering System (ETS):

E-Tender helpdesk
#24, Sudha Complex,
03rd Stage, 04th Block,
Basaveshwaranagara,

Bangalore - 560079
dscprocessingunit@yahoo.com
Help Desk Contact Details:
Tel: 080-40482000/121/133/140
Mobile: 9686115304/9686115323
E-mail: lokesh.hr@antaressystes.com
raghuprashanth@antaressystems.com

- The Bid (Online Offer) for a particular e-Tender may be submitted only using the Digital Signature Certificate (DSC), which is used to Encrypt (codified) the data and sign the Hash (Impression of your data) during the stage of Bid Preparation and Hash submission. In case, during the process of a particular e-Tender, the user loses his Digital Certificate (i.e. due to virus attack, hardware problem, operating system problem), he may not be able to submit the bid online. Hence, the users are advised to keep their Digital Signature Certificates in safe custody.

- In case of online Electronic Tendering, if the Digital Certificate issued to the authorized user of a firm is used for signing and submitting an online bid, it will be considered equivalent to a no objection certificate/power of attorney to that User. The firm has to authorize a specific individual via an authorization certificate signed by all partners to use the Digital Certificate as per Indian Information Technology Act 2000 and its amendments. Unless the certificates are revoked, it will be assumed to represent adequate authority of the user to bid on behalf of agency for NIA Office Pune, as per Information Technology Act 2000 and its amendments. The Digital Signature of this authorized user will be binding on the firm. It shall be the responsibility of management / partners of the registered firms to inform the certifying authority or Sub Certifying Authority; in case of change of authorized user and that a fresh digital certificate is procured and issued an “Authorization Certificate” for the new user. The procedure for application of a Digital Certificate will remain the same for the new user.

- The same procedure holds true for the authorized users in a private/Public limited company. In this case, the authorization certificate will have to be signed by the directors of the company.

- Bidders participating in e-tendering shall check his/her validity of Digital Signature Certificate before bidding in the specific work floated online at the e-Tendering Portal (website) through <http://www.tenderwizard.com/NIA>.

NOTE:-

NIA AND TENDERWIZARD will not entertain any reasons/claims of Tenderer on account of Net Connection Failure/Power Connection Failure and any issues during the submission of tender online. Tenderer shall be solely responsible for all those facts and failure of Net Connectivity, Electricity Current Connectivity etc.

For Registration and for further details on e-tendering, please visit website above mentioned portal (website) or below mentioned address:-

E-Procurement Helpdesk Officials details.

Office Address: E-Tender helpdesk, # 24, Sudha Complex, 03rd Stage,
04th block, Basaveshwaranagara, Bangalore-560079

Help Desk Contact Details: -

- 1) **Mr. Sanjay K. Chandak, (Pune & Mumbai Maharashtra) (E-mail :
sanjay.kc@antaressystems.com) Or
sanjay.kc@etenderwizard.com Ph: 9665721619.**
- 2) **Mr. Lokesh, (E-mail: lokesh.hr@antaressystems.com)
Ph: 09686115304 & 080-40482140**
- 3) **Mr. Raghu Prashant, (E-mail:raghuprashanth@antaressystems.com)
Ph: 09686115323**
- 4) **Mr. Vinay B P (E mail: vinaybp@antaressystems.com)**

II. SUBMISSION OF BID

The Enrolment Form along with the Annexure A1, A2 and B to H shall be completely filled in all respect along with these instructions for filling and uploading of Enrolment Form.

- Tenderers to note that all particulars required as per the form and Annexures shall be filled in completely in relevant strictly as per the format.
- The forms not submitted strictly as per the above instructions within stipulated period are liable to be rejected.
- The Technical Bids as per eligibility criteria shall be evaluated. Please note that no enquiries or correspondence regarding the selection of tenders shall be entertained.
- The Tenderers are advised to follow the instructions given below:
 1. Technical Bid Form shall be filled online in the e-tendering portal in capital letters or and typed.
 2. Full address of the site of work, owner or authority under whom the works have been carried out should be given (Please refer Annexure D & E).
 3. The Tenderer should ensure to submit the satisfactory Completion Certificate giving the value of work, year of completion and it should also tally with the value of final bill in Annexure D
 4. The annual turnover should be based on latest Income Tax Clearance Certificate duly cleared by Income Tax Department or audited balance sheet, copy of which should be enclosed.
 5. Copy of Agreement in case of works carried out for private agencies should be enclosed.
 6. All the documents uploaded are to be self-attested by the authorized signatory.
 7. Please note that the submission of TECHNICAL BID DOCUMENTS does not confer any right to claim for selection for further tendering process.

ANNEXURE III

INDIVIDUAL / FIRM / COMPANY PROFILE		
S.N.	Required Information (QUERY)	ANSWER
1	Name and registered address of the Individual/firm/company.	
2	Cost of Tender Document Deposited. Upload online payment receipt of Rs.500.00 + GST	
3	Earnest Money Deposit - Upload online payment receipt of Rs.50000.00	
4	<p>Legal status (Individual / proprietor, partnership firm, limited company, corporation, cooperative society, etc. (Upload a self-attested copy of the certificate of incorporation / registration / copy of Partnership deed in case of company / corporation / co-operative society / partnership firm and any certificate issued by any statutory authority in case of Proprietor.)</p> <p>Upload Affidavit in case of Sole Proprietor as per Annexure A1</p>	
	Fill in and upload enclosed Annexure A2	<i>Deleted</i>
5	Name, designation, and telephone nos. of the contact person / persons. Mobile Nos. Fax No. E-mail id	
6	Month and Year of commencement of service business in present name.	
7	Particulars of Sister Concern / Firm, if any.	
8	<p>Statutory details (Photocopies of following documents to be Uploaded)</p> <p>1. Registration number of the firm. (As per Shop and Establishment act.)</p> <p>2. PAN No.</p> <p>3. GST Registration</p>	

9	Fill in and enclose Annexure B giving details of enrolment with NIA in the past and with other organizations.		
10	Annual Turn Over for last three years. (Upload self-attested statements of last four consecutive years duly certified by	F.Y.	Annual Turn Over
	Chartered Accountant with Registration Number. Details of works and ATO are to be filled up in Annexure – G	2019-2020	
		2020-2021	
		2021-2022	
	What evidence of proof is uploaded to support the amounts of yearly turnover		
	Upload latest income tax clearance certificate.		
11	Fill in and upload details of tanker as per Annexure C enclosed.		
12	Fill in and upload Annexure – D giving full particulars about major works completed during last five years. Note: List of only those works which are carried out by firm participating in this Tender is to be given. Work Completion / Experience Certificates must be uploaded with address and contact numbers of issuing authority.		
13	Work in Progress/ Current Contracts/AMCs:		
	1. Whether full details of work in hand is given in Annexure E .		
	2. Are copies of work orders for such works are uploaded		
14	Full information regarding permanent administrative and technical staff employed is given in Annexure F.		
15	Declaration as per Annexure G		
16	Name and complete postal address of bankers.		
	Name of Bank		
	Branch		
	Account No		
	IFSC Code		

A F F I D A V I T

(On Non Judicial Stamp paper of Rs. /- in case the individual who is the sole proprietor of the firm)

I

..... s/o
..... age years, occupation business r/o
..... do hereby state on oath as under:

That I am residing in locality of
District..... since last years.

That I am the sole proprietor of a proprietary concern name and style as
“.....” having its office at.....
..... District dealing in business of Government,
water tanker contracts and ancillary works attached therefore.

Hence this affidavit.

Deponent

Note: This Affidavit should be notarized.

CONSTITUTION OF FIRM SOLE PROPRIETORSHIP/PARTNERSHIP/LTD.CO./OTHER

S.N	Name of sole partner or Director / other High Officials	Age	Share	Technical Experience			Whether power of attorney Holder
				Year to Year	As Employee	As contractor	
1	2	3	4	5	6	7	8
Deleted							

SIGNATURE OF TENDERER

PARTICULARS OF ENROLMENT WITH NIA AND OTHER ORGANIZATION**1. Enrolment with NIA**

Name of works for Which enrolled by NIA, in the past	1
	2
	3
	4
Sr. Nos. for which tenders Were submitted :	
Sr. Nos. for which work-order Was received:	

2. Enrolment with other Organisation.

Sr. No.	Name & Address of Authority with whom you are enrolled	Year to year	Is copy Of letter enclosed	Year to year	Class or Category	Limit (Rs.in Lac)	Is copy of Letter enclosed
1	2	3	4	5	6	7	8

SIGNATURE OF TENDERER

PARTICULARS OF WATER TANKERS

Sr. No.	Description of Tanker	Registration No.	Capacity	Insured Value	Remarks
I	II	III	IV	V	VI
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

SIGNATURE OF TENDERER

LIST OF AMCS COMPLETED DURING LAST FIVE YEARS FROM THE DATE OF PUBLICATION OF E-TENDER NOTICE

S.N.	Name of the organization with complete postal address mentioning Private Sector/ Govt. Body / PSU/ Training Institute.	Name and designation of the contact person with Tel. / Mobile No (s)	Period for which the contract was awarded	No. of persons deployed by your firm / company / co-operative society.	Nature of Work.
1					
2					
3					
4					
5					

SIGNATURE OF TENDERER

WORK IN HAND / ONGOING AMCS/SERVICE CONTRACTS

S.N.	Name of the organization with complete postal address mentioning Private Sector/ Govt. Body / PSU/ Training Institute.	Name and designation of the contact person with Tel. / Mobile No (s)	Period for which the contract is awarded	No. of persons deployed by your firm / company / co-operative society.	Nature of Work.
1					
2					
3					
4					
5					

SIGNATURE OF TENDERER

PARTICULARS OF STAFF

Sr. No.	Name	Designation	Age	Academic Qualification	Service with the Firm	Details of Experience Year to Year
1	Deleted					

SIGNATURE OF TENDERER

ANNUAL TURNOVER FOR LAST FOUR YEARS.**Name of Tenderer**

S. No.	Financial Year	Total Contract amount received	IT certificate enclosed Yes/ No	Audited balance sheet copy enclosed. Yes/ No	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
1	2019-2020				
2	2020-2021				
3	2021-2022				

SIGNATURE OF TENDERER

DECLARATION

With respect to the tender published by NIA, I / We hereby submit my / our tender in a required format.

I / We have adhered to the requirements prescribed by NIA Pune. I / We have carefully gone through the guidelines / terms and conditions and I / We accept the same without any alternations / modifications.

I/We agree to notify the NIA of any changes in the foregoing particulars as and when they occur and to verify and confirm. I/We understand and agree that the Director, National Insurance ACADEMY has the right as he may decide, not to open Financial Bid tender in any particular case and also to suspend, remove or blacklist my/our name from NIA's list of contractors in the event of my/our furnishing false particulars in the Technical Bid form or submitting non-bonafide tenders or for technical or other delinquency in regard to which the decision of Director, NIA shall be final and conclusive.

I/We certify that the particulars furnished in the Technical bid forms are correct and that should it be found that I/We have given a false certificate or that if I/We fail to notify the fact of my/our subsequent amalgamation with another contractor or firm, the National Insurance Academy may disqualify my/our name from the opening Financial bid.

PLACE:

DATE:

SIGNATURE OF TENDERER

GENERAL TERMS AND CONDITIONS:

1. The prospective tenderers may satisfy themselves about the requirements by visiting the NIA Campus, 25, Balewadi, NIA P.O., Baner Road, Pune - 411045 on any working day between 10.00 a.m. and 4.00 p.m. before submitting their tenders.
2. The tenders should be submitted in the specified form (Non-transferable) in a sealed cover with the name of the tenderer written on the inner envelope.
3. The Academy, however, reserves the right to terminate the said contract at any time on the ground of ineffective services rendered by the Tenderer. The Academy will be the sole judge to determine these facts. The contract could be terminated by the Agency by giving three months' notice.
4. During Technical evaluation, NIA may request the shortlisted bidders to make a presentation on their proposal to an Evaluation Committee to be constituted for the purpose at NIA, Pune. It is, however, clarified that, subject to other provisions of this document, every bidder will have to comply the minimum technical specifications laid down in the tender document for being qualified technically. In order to assist in the examination, evaluation and comparison of Bids, NIA may at its discretion ask the bidder for a clarification regarding its bid. The clarification shall be given in writing immediately, but no change in the price shall be sought, offered or permitted.
5. During Commercial evaluation, the commercial Bids of only technically qualified bidders shall only be opened for further processing. The successful bidder is selected based on the total lowest price including taxes and freight charges and any other expenses. In case of more than one tenderer is found as L1 then one committee will be appointed by Director and its recommendation will be submitted to Director, whose decision will be final and binding on all tenderers in this regard.
6. The tenderers shall enclose copies of the following documents:
 - i) List of their clients for whom they have been executing similar work for the last 3 years
Along with copies of work orders and other details.
 - ii) Latest Income Tax Clearance Certificate along-with PAN card xerox and details.
 - iii) Tanker capacity and numbers available in the service along-with details.
 - iv) Any other certificates and documents which the tenderer would like to enclose to substantiate his stand in the field as a tenderer with proven ability.
7. Tenders without EMD and incomplete tenders are liable to be rejected. Tenderers are required to sign all the pages of the tenders failing which the tenders will be summarily rejected.
8. EMD will be liable to be forfeited if the tenderer selected for the work fails to sign the formal agreement or to start the work on the date stipulated in the work order.
9. If any relative of the tenderer is an employee of the NIA the name, designation and relationship of such employee shall be intimated to the Director, NIA in writing while submitting the tender.
10. The EMD remitted will not bear any interest for the period retained by NIA.

11. Before signing the agreement, the tenderer shall deposit security deposit of Rs.1,25,000.00 (adjusting the EMD) as security deposit, which would be released on expiry / termination of the contract after adjustment of dues, if any.
12. The contract is initially for a period of two years, which can be extended for further period of maximum of one year subject to satisfactory performance of the work at the same tendered rate. The Contractor shall execute an agreement on a non-judicial stamp paper worth ₹ 500.00 before taking up the contract, agreeing to abide by all the terms and conditions mentioned therein.
13. NIA reserves right to accept or reject any or all the tenders.
14. In case of supply of water other than water from MIDC Hinjewadi Water Supply System, the potable drinking water should be fit from hygiene point of view. The water will be supplied by tenderer at National Insurance Academy, Balewadi, Baner Road, Pune 411045.
15. The frequency of supply of water at the location will be met with daily requirement which is 2,50,000 litres to 3,50,000 litres.
16. Payment for the quantity of water supplied shall be made only after acceptance & signed by the authorized NIA representative and on production of proof of supply along with the bill.
17. The quantities as mentioned above are approximate and may vary to the extent of the contract amount.
18. The rate should be inclusive of all charges and no extra payment what so ever on any account will be payable to the tenderer.

19. The contract shall be governed by the General Condition of Contract and Instruction to tenderer (up to date).

Tenders with any condition will not be accepted.

SCOPE OF WORK

PART - I

1. The tenderer has to bring water from MIDC, Hinjewadi Water Supply Source / System to NIA on daily basis as per requirement of NIA.
2. The cost of water at MIDC, Hinjewadi will be paid directly by NIA to MIDC as per the monthly bill generated by them as per the quantity of water delivered by them.
3. The tenderer will only have to collect the water from above source and transport and deliver it to NIA at the Under Ground Water Tank.
4. For this part of work tenderer has to consider the transportation cost of water from MIDC Water Supply System to NIA. MIDC Water Supply System is about 5.5 KMs away from NIA.
5. The tenderer has to meet the daily requirement of water for NIA and accordingly arrange for tankers round the clock.
6. As far as possible transportation of water by tankers is to be carried out during night hours for avoiding traffic during business hours / office timings. i. e. from 9.00 a.m. to 12.00 p.m. and 4.00 p.m. to 10 p.m.
7. It will be responsibility of the tenderer that he meets all the safety on the road and follow the traffic rules and transport water without wastage.

8. The tenderer has also to take care while filling the water in the tanker and avoid wastage at MIDC Water Supply System. Damages if any at the MIDC water supply system will be the responsibility of the tenderer.
9. In order to ascertain the quality of water brought by tenderer, water from each and every tanker will be tested by NIA with the help of TDS meter.
10. The tenderer has to maintain the record of no. of water tankers filled from MIDC Water Supply System and necessary challans / slips are to be deposited with the Security at Main Gate of NIA. A register will be kept at MIDC Water Supply System for updating daily record of water tankers filled there.
11. The tenderer shall supply water in Tanker on daily basis regularly as directed by the designated Officer at NIA campus during and after Office hours.
12. The contract period is initially for two years and it may be extended by one more year depending on performance of the tenderer and the same quoted rates. The contract is liable for cancellation, if any complaints received on quality and quantity of water.

PART – II

1. In case of non-availability of water from MIDC Water Supply System for any reason, the tenderer has to arrange for drinking water from his known water sources.
2. In that case tenderer will supply the water by tankers and also incur the cost of water.
3. In case of supply of water other than MIDC water, the quality of water shall be:
 - a. free from bacteria and injurious amount of materials such as oils, acids, alkali, salts, etc.
 - b. should be fit for human drinking.
 - c. the sources of water supply shall be got approved by the NIA.
 - d. Water will be sent for chemical or bacteriological tests to water testing laboratory, as and when required by NIA by taking sample (as per standard procedure) in presence of tenderer or his representative, at the cost of contractor.
4. The supplied water shall be free from any complaints.
5. The tenderer shall supply water in Tanker on daily basis regularly as directed by the designated Officer at NIA campus during and after Office hours.

PAYMENT

1. The capacity of the tanker shall be intimated in advance by the tenderer and will be get checked from representative of NIA. Tankers will be numbered and size and capacity will be indicated on each tanker.
2. The challans prepared by the tenderer for supply of water will be acknowledged by the representative of NIA / Security deputed on each location in the printed format supplied by tenderer at his cost.
3. Payment will be made as per actual supply of water through tankers and on production of proof of supply. **Payment of monthly GST amount will be made only after the GST entry appears in GSTIN portal.**
4. The NIA In-charge will maintain a regular record showing dates and quantity supplied. Tenderer or his representative shall also witness this.
5. The tenderer shall be responsible for bringing potable water in case of PART–II above and nothing extra will be paid for any reason and other eventuality.

6. The tenderer shall not sub-let the contract either whole or part of it to any other person/firm.
7. The tenderer shall obtain the necessary license to supply the water from the concerned authorities of the Government.
8. **INSURANCE POLICY:**
The tenderer has to take the valid and required insurance policies inclusive of Third Party Liability of adequate amount and he has to indemnify NIA from any Insurance claim and no claim on this account will be entertained by NIA but is the full responsibility of the contractor.
9. The contractor shall maintain the quality and quantity of water agreed throughout the contract period. If any deviation is found, the contract will be terminated at any time by forfeiting the EMD/SD.
10. If any damage is caused by the tenderer to NIA buildings as also to MIDC Water Supply System or any other damage noticed during the movement of water tankers or otherwise should be made good by the tenderer, or the expenditure incurred in this connection will be deducted from the payment of water bills.
11. The contractor should produce smoke emission control certificate for the water tanker which supplies water to this campus from time to time.
12. The payment for the bills for the supply of water will be made once in a month on submission of bills.
13. The Director, NIA, Pune reserves the right to terminate the contract at any time without assigning any reason for doing so.

(To be executed by the Contracting Agency on a Non-Judicial Stamp Paper of ₹.500/00, as per the draft.)

AGREEMENT

Agreement made at Pune on ----- between National Insurance Academy, Baner Road, Balewadi, NIA P.O., Pune – 411 045 hereinafter called '**Academy**' represented by the Chief Administrator, Authorized Representative, on the one part and M/s. -----
-----address -----
-----, hereinafter called the '**Agency**' (Which expression shall be deemed to include his / their representative heirs, assigns, executors. etc) represented by its Director **Shri.** ----- address -----
----- on the other part.

Whereas the Agency has agreed to perform all the jobs/services set forth in the tender document and its' annexures, which shall be treated as an integral part of this agreement, upon the terms and conditions governing the contract annexed.

In consideration of the payment to be made by the Academy, the Agency shall duly perform the work set forth in the tender documents and its annexure and shall execute the same with great promptness, care and diligence in a prudent manner to the satisfaction of the Academy and will carry out the performance in accordance with the terms and conditions of contract with effect from ----- to --
----- and will observe, fulfill and honour all the conditions herein mentioned (which shall be deemed and taken to be part of this contract as if the same had been fully set forth herein) and the Academy hereby agrees that if the Agency observes and honours the said terms and conditions of

the contract, the Academy will pay or cause to be paid to the Agency for the performance, on the completion thereof, the amount due in respect thereof at the rates accepted.

IN WITNESS WHEREOF BOTH THE PARTIES HAVE SET THEIR HAND TO THIS AGREEMENT AT PUNE ON THE DAY, MONTH AND YEAR WRITTEN FIRST ABOVE.

WE HAVE CAREFULLY READ EACH AND EVERY WORD OF THIS AGREEMENT AND HEREBY AGREE TO EXECUTE THE CONTRACT ACCORDINGLY.

Chief Administrator

M/s. _____.

NIA

WITNESS:

WITNESS:

1. _____

1. _____

2. _____

2. _____

INDEMNITY BOND

(On ₹.500/- Stamp Paper)

PROVIDING GARDENING SERVICES ON CONTRACT BASIS AT NIA CAMPUS

This deed of indemnity executed at Pune at this ----- day of the month on -----
-- the year 2016. Between National Insurance Academy registered under the Public Trust Act having its
office at the chief place of business at Baner Road, Balewadi, Pune 411 045. (herein after called as the
"First Party") represented by Mr. -----

AND

M/s. -----, having its office and place of business at -----
-----.(herein after called as the "Second Party")
represented by Mr.-----.

WHEREAS THE FIRST PARTY AND THE SECOND.PARTY have signed an agreement on -----
----- 2016 for providing -----service at NIA to the First party by the
Second Party

AND WHEREAS the First Party wanted the second party to execute an indemnity bond in order to
indemnify the First party against all claims for compensation under the provision of any law for the time
being in force brought into force by or in respect of any workmen employed by the Second Party while
carrying out the contract and against all costs and expenditure incurred out the contract and against all
costs and expenditure incurred by the First Party in the said connection.

NOW THIS DEED OF INDEMNITY WITNESSED THAT, the Second Party hereby agrees and
undertakes to indemnify and keep indemnified the First Party / against all the claims for compensation
under the provision of any law for the time being in force brought into force by or in respect of any of the
workman employed by the Second Party in connection with execution of the contract and against all costs
and expenses incurred by the First Party in connection therewith. The First Party Shall intimate in writing
immediately any such damage, loss or costs incurred by it to the Second Party stating the quantum thereof
along with the detailed particulars or as to how and in what circumstances the said costs, damage of loss
was incurred. The First Party shall further be entitled to deduct any loss due from the Second Party from
all the money paid or payable by way of

Compensation as aforesaid and costs or expenses in connection therewith.

This indemnity bond shall be in force from _____ to _____

IN WITNESS THEREOF THE PARTIES HAVE SIGNED THE INDEMNITY BOND ON THIS -----
DAY OF _____ MONTH OF _____ YEAR.

For NIA, Pune

For _____

FIRST PARTY

SECOND PARTY

WITNESS: -

WITNESS: -

1. _____

1. _____

2. _____

2. _____

**NATIONAL INSURANCE ACADEMY, PUNE.
SCHEDULED RATES**

Name of work: Supply of water by Tankers to NIA Campus.

Description of item	Qty.	Unit	Rates quoted by tenderer / per unit	
			In figures	In Words
PART I				
Supply of Drinking water at National Insurance Academy, Balewadi, Baner Road, NIA PO, Pune 411045. The water is to be brought from MIDC Hinjewadi Water Supply System located at about 5.5 Kms away from NIA Campus.	Approx. 2,00,000 Litres to 3,50,000 Litres per day	Tanker Capacity 10000 Litres		
PART II				
Supply of Drinking water at National Insurance Academy, Balewadi, Baner Road, NIA PO, Pune 411045. Water should be filtered, drinkable, potable having good quantity of chlorine, bleaching powder etc. Water should be tested by taking sample prior to its supply if required. [This item will be operated in case of non-availability of water at MIDC Water Supply System and as when required]	Approx. 2,00,000 Litres to 3,50,000 Litres per day	Tanker Capacity 10000 Litres		