

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



TENDER

FOR

**FABRICATION OF ROOF ALONG WITH
ACP CLADDING AT MP HALL AT NIA, PUNE.**

2023 - 2024

Through Offline Mode Only

**FABRICATION OF ROOF ALONG WITH
ACP CLADDING AT MP HALL AT NIA, PUNE.**

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TENDER NOTICE
FOR
FABRICATION OF ROOF ALONG WITH
ACP CLADDING AT MP HALL AT NIA, PUNE.

No. NIA/FABRICATIONMPH/011/2023 dated 12/05/2023

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 **“Painting work 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

ANNEXURE I

ELIGIBILITY CRITERIA

SCANNED COPIES OF REQUIRED DOCUMENTS TO BE SUBMITTED IN ENVELOPE 1

- 1) The Tenderer should have the minimum experience of **three years** as on 31/12/2022 in the similar type of works for any Public Sector Undertaking (PSU), Govt. Organization, educational institution like college, university, commercial training centers, private construction sites, industries, etc. The tenders of those Tenderers who lack this experience are liable for rejection.
- 2) The Tenderer should have minimum average annual turnover of Rs. 5.00 lacs for the last three financial years i.e., 2019-20, 2020-21 and 2021-22.
- 3) The Tenderer should not have been debarred/blacklisted. Undertaking should be enclosed.
- 4) The Tenderer should pay EMD of **Rs. 5,000.00** in form of Demand Draft/Pay order only. The blank tender form can be downloaded from NIA's official website www.niapune.org.in under Tenders section.
- 5) Only Tenderers who are fulfilling above criteria shall participate in the tendering process. The Tender Document consists of Technical Bid and Commercial Bid. The Tenderer shall go through the Technical Bid before submitting the Tender.
- 6) 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.
- 7) The Tenderer shall clearly specify whether the tender is submitted on his own behalf or on behalf of partnership / company or society etc. In case the tender is submitted on behalf of partnership firm / company / corporation / society, then he should submit the certified true copy of the **Registered Partnership Deed, Certificate of Incorporation, Power of Attorney and Registration Certificate, whichever is applicable** etc. along with the tender document. If these documents are not submitted or if any such documents are found to be not in order or invalid, the tender of such Tenderer shall be treated as invalid and or liable for rejection.
- 8) The Tenderer whether an Individual / Sole Proprietor, a Partnership Firm or a Limited / Private Limited Company or Corporation or Society, if they want to act through their agent / authorized representative or individual / Partner, should submit along with the tender, a **Power of Attorney** duly stamped and authenticated by a Notary Public or by the Magistrate in favour of the specific person whether he / they be individual / partner and in case of the Company / Society, a **resolution of the company** / society duly authorizing such representative to submit the tender,

sign agreements and to receive money and manage the contract etc. The tender document shall be signed by such authorized representative of the Tenderer duly indicating their full name and status below the signature along with official stamp of the Proprietorship / Partnership firm / company / society etc. Those tenders which do not accompany such Power of Attorney, Resolution etc. shall become invalid and or liable for rejection.

- 9) 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.
- 10) 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.15,000.00 (Rs. Fifteen 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. 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. 5,000.00/- (Rs. Five Thousand only)** shall stand forfeited, without prejudice to ACADEMY's right to rescind the contract and other rights and remedies warranted by the law.
- 11) In the event of refusal to carry out work by the successful Tenderer on any grounds during the contract tenure, it's EMD / security deposit shall be forfeited.
- 12) The Security Deposit of **Rs.15,000.00 (Rs. Fifteen Thousand only)** will be refunded to the Tenderer after completion of Defect Liability Period of 365 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.
- 13) Tenderer should note that non-compliance of the following instructions will render the tender liable for rejection.
 - a. Submission of the Technical Bid along with supporting documents and receipts of EMD.
 - b. The Tenderer should ensure that the tender is received before the due date and time specified in the Key Dates of online tender.
 - c. The Tenderer should fill in all the relevant information in the prescribed templates/forms and put his signature on the relevant places.
 - d. The schedule of Quantities should be filled in as per the format given in the Tender.
 - e. The Tenderer should note that he is to quote RATES only in the BOQ.

- f. No liability whatsoever will be admitted nor claim allowed in respect of errors in the submitted tender due to missing / duplicate documents.
- g. The 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. The Earnest Money accompanying the tender will be accepted only through Demand Draft/Pay order in name of Director, National Insurance Academy. 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. The tender shall be accompanied by a certified true copy of Power of Attorney in favour of the signatory to the tender documents. If the tender is submitted on behalf of a firm, it must be signed either by all partners or a person holding a valid power of attorney from all partners constituting the firm. The person signing the tender on behalf of another partner(s) or on behalf of a firm on Company shall attach with the Tender a proper Power of Attorney duly executed in his favour by such other person(s) or by all the partners in accordance with the Constitution of the Company / Articles of Association, stating that he has the authority to sign on behalf of such other person(s) of the firm or the Company as the case may be, in all matters pertaining to the contract including the Arbitration Clause. The tenderers can submit the scan copy of the same on the online portal.
- j. Tenders containing errors are liable to be considered non-bonafide at the discretion of the Director, NIA.
- k. 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.
- l. Canvassing in any form shall make the tender liable for rejection.

TECHNICAL BID

The Tenderer has to submit the Tender as under:

I. Technical Bid: (PART-1) Envelope 1

The Tenderer shall fill in the form and attach the supporting documents / attachments. These documents must be sealed in an envelope named as Technical Bid: (PART-1) Envelope 1, each joint shall be signed.

EMD of Rs.5,000.00 in form of Demand Draft/Pay order should be put in same envelope 1.

II. Commercial Bid: (PART-2) Envelope 2

Commercial Bid consist of Price Bid. The tender should print the price bid, enter the rates/percentage in ball pen only. There should not be any other writing except the name of tender and the price bid. No other document, conditions shall be along with documents of commercial bids. The price bid must be submitted in separate envelope name as Commercial Bid: (PART-2) Envelope 2.

Note:

- a. 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 works from their previous Employer.
- b. 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.
- c. 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.

Tender Envelopes

Envelope 1: Technical Bid

Envelope 2: Commercial Bid

Envelope 3: Outer envelope consisting of Envelope 1 and 2

Key Dates:	
Publication of NIT	12.05.2023
Date of uploading of tender document on online e-tendering portal: https://www.tenderwizard.com/NIA	12.05.2023
Period of Downloading of tender document	From 16.00 Hrs on 12.05.2023 up to 15.00 Hrs on 28.05.2023
Pre-bid Meeting	On 22.05.2023 @ 15.00 Hrs.
Date of corrigendum, amendments if any.	Up to 17.30 Hrs. on 26.05.2023
Last Date, Time for online submission of Tender forms and documents.	Up to 17.00 Hrs. on 28.05.2023
EMD	Rs.5,000.00
Date & Time of Opening of Technical Bid Online	29.05.2023 - 11.30 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.

Contact Details: -

- 1) **Mr. Pramod Katke**
pramodkatke@niapune.org.in Ph: 8698686353.

III. SUBMISSION OF TECHNICAL 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 submitting 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 in capital letters or 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.

TECHNICAL BID

ANNEXURE III

INDIVIDUAL / FIRM / COMPANY PROFILE		
Sr. No.	Required Information (QUERY)	ANSWER
1	Name and registered address of the Individual/firm/company.	
2	Earnest Money Deposit - Rs.5000.00	DD No: Date: Bank:
3	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.) Affidavit in case of Sole Proprietor as per Annexure A1	
	Fill in and submit enclosed Annexure A2	
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	Statutory details (Photocopies of following documents to be Uploaded)		
	1. Registration number of the firm. (As per Shop and Establishment act.)		
	2. Registration number under the Contract Labour Act. State - Central -		
	3. Registration number under Labour Welfare Act.(MLWF)		
	4. Workman's Compensation Insurance Policy- Current.		
	5. PAN No.		
	6. TIN No.		
	7. ISO Certificate		
	8. Service Tax Registration		
	9. Goods and Service Tax No		
	10. Registration with EPF and Details		
	11. Registration with ESIC and Details		
	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. (submit self-attested statements of last four consecutive years duly certified by Chartered Accountant with Registration Number. Details of works and ATO are to be filled up in Annexure – G	F.Y.	Annual Turn Over
		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 list of Tools and Plants 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 submitted 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	Any Special award or recognition / certificate from PSU / Govt. Bodies / Training Institutions.	
17	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 letter head 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,
painting contracts and ancillary works attached therefore.

Hence this affidavit.

Deponent

**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

SIGNATURE OF TENDERER

ANNEXURE – B

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

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SIGNATURE OF TENDERER
ANNEXURE – C

PARTICULARS OF TOOLS, PLANT AND MACHINERY

Sr. No.	Item	Specification	Quantity	Estimated Value	Remarks
I	II	III	IV	V	VI
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

SIGNATURE OF TENDERER

**LIST OF WORKS 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	Nature of Work.
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

SIGNATURE OF TENDERER

WORK IN HAND / ONGOING WORK/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	Nature of Work.
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

SIGNATURE OF TENDERER

PARTICULARS OF PERMANENT ADMINISTRATIVE AND TECHNICAL STAFF

Sr. No.	Name	Designation	Age	Academic Qualification	Service with the Firm	Details of Experience Year to Year
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						

SIGNATURE OF TENDERER
ANNEXURE-G

ANNUAL TURNOVER FOR LAST THREE 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	2019-20				
2	2020-21				
4	2021-22				

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

TERMS AND CONDITIONS

A) GENERAL CONDITIONS:

01. The contracting party whether it be a Proprietor / Individual, Partnership firm, Company / Corporation, Society, they shall be, for the purpose of this contract, be known as “the Agency” and the National Insurance Academy shall be known as “Academy”.
02. The Agency must obtain for himself on his own responsibility and at his own expenses all the information which may be necessary for the purpose of tendering and for entering into a contract and must inspect the site of work and acquaint himself with all local conditions means of access to the work, nature of work and all matters appertaining thereto.
03. Immediately, on receipt of intimation from the NIA the acceptance of tender, the successful Agency will execute the work as per the Engineering Departments instructions and the written acceptance of the tender will constitute a binding contract between NIA and the firm so tendering. It will be the responsibility of the Agency to thoroughly examine the existing development work in all respects before taking over. Once taken over it will become the sole responsibility of the Agency to guarantee completion and effective maintenance of the infrastructure.
04. In the event of refusal to carry out work by the successful Agency on any grounds, its earnest money / security deposit shall be forfeited.
05. All the payments of bills for the work shall be made online through RTGS / NTFS transfer s only. Payment of GST will be only made after the paid GST reflects on the GST portal and is confirmed by accounts department of NIA.
06. The Agency and the Academy shall make every effort to resolve any dispute or disagreement amicably by direct informal negotiations. However, in case of any unresolved issues / disagreements / disputes in connection with the contract, the same shall be settled through Arbitration or through Court of Law within the jurisdiction of Pune. The resultant contract will be interpreted under Indian Laws.
07. It shall be the responsibility of the Agency to meet transportation, food, medical and any other requirements in respect of the workers engaged by it (Agency) at NIA PUNE and ACADEMY shall have no liabilities in this regard.
08. For all intents and purposes, the Agency shall be the “Employer” within the meaning of different Labour Legislations in respect of workers so employed and engaged in ACADEMY under this contract. The workers deployed by the Agency in ACADEMY shall not have claims of any Master and Servant relationship nor have any principal and agent relationship with or against ACADEMY.
09. The Agency shall be solely responsible for the redressal of grievances / resolution of disputes relating to workers engaged by them. ACADEMY shall, in no way, be responsible for settlement of such issues whatsoever.

10. The Academy shall not be responsible for any damages, losses, theft, claims, financial or other injury to any workers deployed by service providing Agency in the course of their performing the functions/ duties, or for payment towards any compensation.
11. The Agency shall also be liable for depositing all taxes, levies, cess, etc. on account of services rendered by it to ACADEMY to concerned tax collection authorities from time to time as per extant rules and regulations on the matter.
12. The Agency has to enclose certified copy of Tax Challan, PAN Card No. Income tax as applicable from time to time will be deducted while making every payment. GST or any other tax will be the responsibility of the Agency. Bill should be tax invoice. It will have to comply with KYC (Know your Customer Document).
13. In case, the Agency fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof the Academy is put to any loss / obligation, monetary or otherwise, Academy shall be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the Agency, to the extent of the loss or obligation in monetary terms.

B. STATUTORY COMPLIANCE BY THE AGENCY:

1. The Agency should obtain the requisite license for running the establishment from authorities such as Municipality, Local Authority, State / Central Government Departments. etc at its' own cost. The Academy shall not be responsible in any way for any breach of these rules and regulations by the Agency.
2. The Agency shall keep the Academy indemnified against all the losses, damages or liability arising out of or imposed in pursuance of any violation by the Agency of / under labour laws & the rules there under or of any prosecution or award made by court of law or other authorities specifically under the Industrial disputes Act-1947.
3. The Academy shall be indemnified from all the liabilities, what so ever created under the workmen compensation Act / ESI Act in respect of any injury suffered by the worker employed by the Agency or resulting in death / fatal accident etc.
4. The Agency shall fully indemnify the Academy against all the payments, claims and liabilities whatsoever, incidental or direct, arising out of or for compliance with or enforcement of the provision of any of the labour laws to the extent they are applicable to the establishment / work at ACADEMY premises.
5. The Agency shall not employ any person below the age of 18 years. The Agency shall indemnify the Academy from and against all claims and penalties which may be suffered by the Academy by reason of any default on the part of Agency to observe and / or in the performance of the provisions of Employment of Children Act XXVI of 1938 OR any re-enactment or modification of the same.
6. The Agency shall at all time indemnify the Academy against all claims which may be made under the Workmen's Compensation Act 1923 or any statutory modification thereof or otherwise for or in respect of any damages or compensation payable in consequences of any

accident, injury sustained by any labour / servant or person in his employment and engaged in the performance of contract. If any such accident occur which may involve any such liability under the Act, the Academy shall be at liberty to withhold such amount from the bills of the Agency and also deposit the same with Commissioner under the W.C. Act. The agency on day of receipt of work order.

C. DUTIES AND RESPONSIBILITIES OF THE AGENCY:

1. The Agency shall carry out all work with utmost care, giving due consideration to safety which shall not be compromised under any circumstance. It will be responsibility of the Agency to promote an electrically safe workplace free from unauthorized exposure to electrical hazards for all its employees and outsourced personnel so as to prevent accidents to themselves, the public (community) and the Academy's property.
2. The Agency shall be responsible for taking good care of all specialized equipment, tools and tackles used for its activities.
3. The Agency shall ensure that the employees engaged in activities in the premises shall, while working, take all reasonable care in handling the internal as well as external items and the Agency shall be solely responsible for the safety and security of all such fixtures and equipment and installations. If it is found that any such items of fixtures, equipment and installations are damaged and or missing due to the negligent of the employees of the Agency, the Agency shall take the responsibility of making good the same failing which, the Academy reserves its' right to impose penalty to the extent of damage assessed and the amount of such penalty shall be recovered from the monthly payments of the Agency.
4. It shall be the responsibility of the Agency to ensure that switches of all electrical appliances such as lights, fans, etc. are put on and off properly at the areas while doing activities. If at any time, it is found that the staff of the Agency entrusted for doing the job is negligent leaving the electrical switches of fans, lights etc. on and the doors were closed resulting into wastage of energy, the Agency shall be imposed with a penalty in the range of Rs.100 to Rs.1000/- as may be assessed in this regard.
5. It will be the responsibility of the Agency to store the materials purchased by them if any, are kept in safe custody and they shall keep a proper record of its' receipts, stock, and disposals etc. which shall be subject to inspection & verification by the authorized representative of the Academy.
6. On completion of the contract or upon premature termination of the contract for whatsoever reasons, the Agency shall promptly return to the Academy all material and equipment supplied by the Academy to it and shall discontinue use of and hand over peaceful possession of the Academy's premises together with fixtures and articles in good condition, to the satisfaction of the Academy.
7. The quality of work at all stages should be as per the standards laid down and explained to the Agency by the Academy. It is made clear that there cannot be any compromise in the quality of

work and it shall be the responsibility of the Agency to ensure that the standards laid down from time to time are strictly maintained.

8. The status of the staff/labour/workmen employed by the Agency shall always be the employees of the Agency itself for all purposes under the labour & service laws and the Academy shall, in no way, be responsible or liable for their wages, salaries, bonus, gratuity or any other allowances, leave salary, wages for holidays or any compensation, notice pay etc. and the employees of the Agency shall have no right to claim any benefit under the establishment of the Academy.
9. The Agency will give a declaration as per draft letter (ANNEXURE I) attached that he has read and understood the above conditions and the same shall remain binding upon him in case the work is entrusted to him.
10. The Agency itself preferably be a qualified engineer (either Diploma or BE in Engineering) and should have working experience of handling such jobs. The Agency must hold a valid government license to carry out works throughout the tenure of the contract.
11. The employees engaged by the contracting Agency should observe the discipline and should see that the decency and decorum are maintained within the course of their employment.
12. The Agency should furnish the maintenance schedule every week.
13. All personnel employed by the Agency shall be medically fit and in good health.

D. LIST OF APPROVED MANUFACTURER FOR VARIOUS MATERIALS

Sr. No.	Type of Paint	Name of Company
01	Red Oxide	Asian/Dulux/ Nerolac
02	Flat oil Paint	Asian Paint, Nerolac or equivalent
03	Aluminum Composite Panel	Eurobond, Alstrong, Alucobond or equivalent

Equivalent brand should have a proven track record and same shall be provided by the agency on demand. The equivalent brand must be pre-approved by the institute.

E. TERMINATION OF THE AGREEMENT

During the currency of this agreement, the Academy shall have the right to terminate this agreement if it is not satisfied with the performance of the agency in writing. For this purpose, the Academy shall be the sole Judge to decide whether the performance of the agency is satisfactory or not and such decision of the Academy shall be final, conclusive and binding on the agency and the agency shall not be entitled to any compensation in that regard

F. PAYMENTS

1. The Agency shall submit invoice bills once the work is completed, along-with all supporting documents including the measurement sheet. **Payment of GST amount will be made only after the GST entry appears in GSTIN portal.**

G. TIME FOR WORK COMPLETION

1. The agency shall begin the work within 4 days of issuing of work order/letter of intimation.
2. The work has to be completed within 25 days from issuing of work order/ letter of intimation

Full Name and Address:

Designation

Date:

Place:

NATIONAL INSURANCE ACADEMY, PUNE

FINANCIAL / PRICE BID

Sr. No.	Description	Quantity	Unit	Rate	Amount
1	Removal of existing roofing including the FRP sheets and MS steel work that supports FRP along with disposal at own dumping site	LS	LS	12000	12000
2	Steel work in built up tubular (round, square or rectangular hollow tubes etc.) trusses etc., including cutting, hoisting, fixing in position and applying a priming coat of approved steel primer, including welding and bolted with special shaped. washers etc. complete.				
	32mm x 32mm x 2.6mm				
	Weight per meter 4.12kg/m				
	Hot finished seamless type tubes	1428.32	Kg	168.95	241314.7
3	Providing and fixing 6mm thick polycarbonate sheet with proper slope as per site conditions over the MS framing. Fixing the joint with aluminium strip. Filling sealent silicon of exterior grade at wall junctions to make the roof watertight and seepage free. Including required formwork. Complete	83.16	SQM	1210	100623.6
4	Providing and fixing Aluminium Composite Panel of thickness 4 mm over the MS framing of approved shade with required fixing method. Filling the joints using external grade sealent complete. In horizontal as well as vertical faces. Including required formwork	83.16			
		7.56			
		7.92			
		98.64	SQM	1300	128232
			Total		482170.3
		Percentage above or below			
		Accepted Cost			
		GST @ 18%			
		Total Tender Cost			