

**NATIONAL INSURANCE ACADEMY  
BALEWADI, PUNE 411 045**



**TENDER DOCUMENT**

**FOR**

**ANNUAL RATE CONTRACT FOR SUPPLYING AND FIXING OF GLASS**

**2023 - 2025**

**NATIONAL INSURANCE ACADEMY, 25, BALEWADI,  
BANER ROAD, N.I.A. POST OFFICE  
PUNE 411 045,**

**TENDER NOTICE**

- 1) The Director, National Insurance Academy, Pune, an autonomous Institution established by the Life Insurance Corporation of India, General Insurance Corporation of India and Govt. of India invites sealed tenders through advertised tender enquiry for “ANNUAL RATE CONTRACT FOR SUPPLYING AND FIXING GLASS.” as per the details given in the Annexure IV of the Tender Document.
- 2) The offers are invited from the reputed and experienced firms/agencies/companies established and functioning in and around Pune city having valid licenses and sanctions and qualified experience in this field for a minimum period of five years along with the institutional/ organizational performance report.
- 3) The tender form and terms & conditions for “**ANNUAL RATE CONTRACT FOR SUPPLYING AND FIXING OF GLASS**” on contractual basis can be obtained in person or by post from the office of **NIA Pune** on any working day.
- 4) The tender document can also be downloaded from NIA website **www.niapune.com**
- 5) The tenderers will have to **deposit the earnest money of Rs. 1,000/- (Rupees One Thousand only)** through Demand Draft/Pay Order drawn in favour of National Insurance Academy.
- 6) The Director, NIA Pune reserved the right to award contract for all above services either to one party or more than one party. He also reserves the right to amend or withdraw any of the terms and conditions contained in the tender document or to reject any or all the tenders without giving any notice or assigning any reason and not bound to accept the lowest tender. The decision of the Director, NIA Pune in this regard shall be final and binding on all.

**Important Dates:**

- |                           |   |                                                         |
|---------------------------|---|---------------------------------------------------------|
| (i) Issue of tender forms | : | <b>March 03, 2023 to March 23, 2023 up to 2.00 p.m.</b> |
| (ii) Tender Submission    | : | <b>March 23, 2023 up to 05.00 p.m.</b>                  |

**Director**

## DECLARATION

The Director  
National Insurance Academy  
S.No. 25, Baner Road,  
Balewadi,  
N.I.A Post office,  
Pune 411 045.

Dear Sir,

**SUB: “ANNUAL RATE CONTRACT FOR SUPPLYING AND FIXING OF GLASS.”**

With respect to the tender for above mentioned work, 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 prescribed format and I / We accept the same without any alternations / modifications.

I / We understand that you are not bound to accept the lowest or any tender you may receive.

Thanking you,

Yours faithfully,

Signature and seal of contracting agency/firm/company

**Date:**

**Address:**

## ANNEXURE I

1. Earnest Money Deposit (EMD)	Demand Draft No. _____ dated _____ for ----- (Rupees -----) drawn on ( Name of the Bank)_____ in favour of Director, NIA Pune payable at Pune <b>(To be enclosed with Bid)</b>
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<b>AGENCY/FIRM/COMPANY PROFILE</b>		
<b>Required Information</b>		
1	Name and registered address of the agency/firm/company	
2	Legal status (Individual, proprietary, partnership firm, limited company, corporation, etc.	
3	Name, designation, and telephone nos. of the contact person / persons, Fax No. E-mail id	
4	Month and Year of commencement of service business.	
5	Statutory details	
	<b>(Photocopies to be attached)</b>	
	Registration number of the firm. (As per Shop and Establishment act.)	
	PAN No.	
	GST – Registration number	
6	Bank Details	
	Name of Bank	
	Branch	
	Account No	
	IFSC Code	

## **ANNEXURE II ELIGIBILITY CRITERIA**

- 1) The contracting agency/firm/company should have the minimum experience of five years in the similar type of **ANNUAL RATE CONTRACT FOR SUPPLYING AND FIXING OF GLASS** out of which three years' experience should be for any Public Sector Undertaking (PSU), Govt. Organisation, educational institution like college, university, or any other commercial training centers, etc. The tenders of the contracting agency/firm/company with inadequate experience as mentioned are liable for rejection.
- 2) The tender should accompany a DD / Pay Order of Rs. 1,000/- drawn on any Nationalized Bank in the Name of Director, NIA Pune payable at Pune towards Earnest Money Deposit (EMD). Tender received without EMD or lesser amount will be summarily rejected. No exemption will be granted. The EMD shall be forfeited by NIA Pune, if tenderer withdraw his tender after opening of the tender.
- 3) The tender rates shall be valid for at least 6 months after the date of opening the tender. Tender valid for a shorter period shall be liable for rejection.
- 4) The tender shall be signed by the authorized person and his / her full name and status be indicated below the signature along with official stamp of the firm.
- 5) Team of NIA Pune shall visit the sites of bidders to inspect sites at present contract(s) to receive on the spot information regarding the quality of workmanship and services rendered, etc.
- 6) The EMD of successful tenderer will be converted to security deposit of Rs.1,000/- (One Thousand only)
- 7) The tenders of the contracting agency/firm/company not in possession of valid statutory sanctions / registrations are liable for rejections.

### ANNEXURE – III

#### TERMS AND CONDITIONS FOR ANNUAL RATE CONTRACT FOR SUPPLYING AND FIXING GLASS AT THE NATIONAL INSURANCE ACADEMY, PUNE- 411045

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 contract will be for a period of two years. However, the Contract may be extended for a further period of up to one year subject to satisfactory performance of the Agency during the original term of the contract without any levy of penalty on account of any breach of terms and conditions. The Director of the Academy will alone have absolute discretion in this regard and the Agency shall have no vested right to seek extension of the contract. The Academy, however, reserves the right to terminate the said contract at any time on the ground of ineffective services rendered by the agency. The Academy will be the sole judge to determine these facts.
03. 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.
04. 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 garden 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.
05. In the event of refusal to carry out work by the successful agency on any grounds, its earnest money / security deposit shall be forfeited.
06. All the payments of bills for the work shall be made online through RTGS / NTFS transfer s only. **Payment of monthly GST amount will be made only after the GST entry appears in GSTIN portal.**
07. 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.
08. 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.
09. 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.
10. 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.
  11. 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.
  12. The workers deployed by the agency shall not claim nor shall be entitled to pay, perks and other facilities admissible to casual, adhoc, regular/ confirmed employees during or after expiry of the contract period.
  13. In case of termination of this contract on its expiry or otherwise, the workers engaged by the agency shall not be entitled to and shall have no claim for any absorption nor for any relaxation for absorption in the regular / otherwise capacity in the Academy.
  14. 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.
  15. 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).
  16. 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.
  17. The work shall be carried out in accordance with the conditions, general specifications, and schedule of quantities and as per the instructions of the Engineering Department of NIA.
  18. All materials required for the execution of the work shall be arranged by the contractor through his own sources.
  19. Payments will be made on monthly basis for completed work only
  20. The rates quoted in the tender shall be for the complete item and shall include sales tax, excise duty and any other taxes and duty or other levy levied by Central Government, State Government or any local authorities. The rates shall be firm for **two years** and shall not subject to any variations, due to increase in material prices or Labour wages, or any other conditions whatsoever. The rates shall also include transportation loading and unloading, freight charges etc.
  21. The written acceptance of the tender will constitute a binding contract between NIA and the firm so tendering.
  22. The successful Agency must execute the work at any time during the year, as per the Engineering Department's instructions. The actual work will be required to be carried out as per the convenience of office/residences, which may result into working on holidays/after/before office hours without causing any inconvenience to the functioning of the Academy. In this regard instructions of NIA will be final. In the event of refusal to

carry out work by the successful agency or any grounds his earnest money shall be forfeited.

23. All the tools tackles and all the ladders, pumps & chemical required for work shall be provided by the agency at no cost to NIA.
24. The quoted rate of the contractor shall be deemed to have taken into account all the conditions mentioned above.
27. In the event of the contract being terminated or upon its expiry, the contractor shall relocate his employees to any other site which he may have. In the event the contractor terminates the services of the employees on account of non renewal of this contract or on account of termination of this contract for any reason whatsoever, then it shall be the responsibility of the contractor to terminate the services of his employees in a legal manner by paying them notice salary and retrenchment compensation along with other legal dues. Any liability on account of nonpayment of the aforementioned dues would rest exclusively upon the shoulders of the contractor and the academy shall not be liable for consequences arising thereof.



## Price Bid

S No.	ITEM	UNIT	RATE
1.	Providing, supplying & fixing <b>4 mm thick plane glass</b> of approved make including necessary packing etc., by removing broken glass from door and window shutters.	SQ FT	
2.	Providing, supplying & fixing <b>4 mm thick ground glass</b> of approved make, including necessary packing etc., by removing broken glass from door and window shutters.	SQ FT	
3.	Providing, supplying & fixing <b>5 mm thick plane glass</b> of approved make, including necessary packing etc, by removing broken glass from door and window shutters.	SQ FT	
4	Providing, supplying & fixing <b>6 mm thick plane</b> glass of approved make, including necessary packing etc, by removing broken glass from door and window shutters.	SQ FT	
5	Providing, supplying <b>6 mm thick tabletop glass</b> of approved make, with polishing to the all exposed edges.	SQ FT	
6	Providing, supplying <b>12 mm thick tabletop glass</b> of approved make, with polishing to the all exposed edges.	SQ FT	
7	Providing, supplying & fixing <b>5 mm thick mirror</b> of approved make, by removing broken mirror as directed.	SQ FT	
8	Providing, supplying & fixing <b>5 mm thick mirror</b> of approved make, including aluminum frame with 4 mm hard board backing, with necessary hooks packing etc. complete.	SQ FT	
9	Providing, supplying & fixing <b>rubber packing / gasket</b> between Frame & glass by removing old and damaged gasket etc. complete.	KG	
10	Providing, supplying & fixing new <b>aluminum handles</b> (right and left type) of approved make to the window shutters with screws, clamps etc. complete.	NO.	
	Add GST %		