

**Systems Administrator**

March 8, 2023

Ref. NIA/2022-23/Enquiry/056

XXXXXXXX



**NATIONAL  
INSURANCE  
ACADEMY**

Balewadi, Baner Road, NIA P.O.,  
Pune 411 045 (India).  
Tel.: 020-27204000/4075  
Fax: 020-29515710/27204555  
E-mail: [pvveer@niapune.org.in](mailto:pvveer@niapune.org.in)  
Website: [www.niapune.org.in](http://www.niapune.org.in)

Name of work: Consultancy services towards design & execution of fire-fighting installations for obtaining Final Fire NOC for National Insurance Academy, Baner Road, Balewadi, Pune.

Dear Sir,

National Insurance Academy is an Apex Educational, Training and Research Institute in the field of Insurance, Pension and Management established under the aegis of Ministry of Finance, Government of India and Public Sector Insurance Companies.

NIA offers Two years' full-time residential programme in Post Graduate Diploma in Management (PGDM) approved by AICTE. As per the requirement of AICTE, we require to obtain Fire NOC from the Fire Department of Pune Municipal Corporation.

NIA therefore intends to **re-invite** competitive offers on consultancy basis for designing of fire-fighting installations required to be executed / completed for obtaining **Final Fire NOC** from PMC, Pune. NIA has got provisional NOC from PMC. A copy of the provisional NOC is enclosed for your ready reference.

As recommended by the Fire Department of the Pune Municipal Corporation, NIA needs to carry out fire-fighting installations as per the Maharashtra Fire Prevention and Life Safety Measures Act, 2006 (Mah. HI of 2007).

As such the following installations are required to be designed and implemented at the NIA campus.

1. Fire Hydrant system with hydrant valve and hose reel on each floor including water tank with pump for Hostel Block 1,2,3,4 & 5.
2. Sprinkler system for Hostels as required.
3. Fire Alarm system for Kitchen and Dining Halls and other areas as required.

4. Fire Hydrant system in the Courtyard of all the buildings of stairs as appropriate.
5. Pump House with required equipments.

If you are interested in rendering consultancy services to NIA for the designing of the fire-fighting system, please submit your quotation in the prescribed formats attached as **Annexure A** and **B** to this letter:

While submitting the quotation the following terms may please be noted.

1. The rates quoted shall be firm and there shall be no upward revision of the rates for any reason whatsoever.
2. All firms participating in the bid must possess Company Registration Certificate and valid GST Registration Certificate. Income Tax Registration / PAN number shall also be provided.
3. The agency should enclose general information of the firm (Annexure-A) and commercial price declaration (Annexure-B) along with the quotation.
4. The quotation should be sent in a sealed envelope super scribed on the face as “ **Quotation for Consultancy services towards design & execution of fire-fighting installations**” and in the prescribed format and with bid document only. It should reach us **on or before 11.30 hrs. on Monday, March 20, 2023.**
5. Quotation received after due date will not be entertained. NIA reserves the right to accept the quotation in full / part or to reject any or all quotations without assigning any reasons thereof.

The Agency must obtain for himself on his own responsibility and at his own expenses all the information which may be necessary and must inspect the site of work and before submitting quotation.

Thanking you,

Yours faithfully,

**Systems Administrator**

Encl: As above

## ANNEXURE A

### **General Information of the Agency**

(To be given on Company Letter Head with sign and seal)

1	Name and Address of the Agency with Phone No. and E-mail ID	
2	Registration Number and date of the registration.	
3	Type of Firm - Individual / Sole Proprietor / Partnership Firm / Limited / Private Limited Company / Corporation / Society.	
4	PAN Number (photocopy to be enclosed)	
5	GST Registration. No. (Number & photocopy of certificate to be enclosed)	
6	Fire License from Maharashtra Fire Services. Please attach Certificate.	
7	Additional information if any (Attach separate sheet, if required)	

**Signature of Agency with Seal**

SR.NO.	DESCRIPTION OF ITEM	UNIT	QTY	RATE IN FIGURE AND IN WORDS	AMOUNT
<b>1</b>	<b>Consultancy services are required for the following:</b>	<b>Job</b>	<b>L.S.</b>		
	Visiting, collecting necessary data, measurements, design and preparation of lay out plans for execution of the firefighting installations for the following buildings for getting Final Fire NOC from PMC.				
	<b>Phase I</b>				
	Administrative Building				
	Teaching Block				
	Library				
	Cafeteria				
	Hostel 1, 2 and 3				
	M.P. Hall				
	Kitchen and Dining Halls				
	Substation				
	<b>Phase II</b>				
	Lecture Hall 3 / 4 / 5 / 6 / 7 and 8				
	Fair IT Park				
	Conference Hall				
	Hostel 4 and 5				
	Gymkhana				
<b>2</b>	Visiting, collecting necessary data, measurements, design and preparation of BOQ with detailed specifications as per the applicable acts, rules, IS codes etc. for execution of work.	<b>Job</b>	<b>L.S.</b>		
<b>3</b>	Charges for paid visits to construction site, if required.	<b>Per Visit</b>			Quote rate only.

<b>Note:</b>	
A	The job mentioned is as per the preliminary inspection of the fire dept of PMC. The consultant is expected to revisit the various suggestions in consultation with the fire dept.
B	The scope of consultancy work is restricted only up to design, preparation of plans and BOQ indicating all items of work to be executed for obtaining Final Fire NOC.
C	The scope also includes visiting Fire Department of Pune Municipal Corporation (PMC) and getting the Drawings and BOQ validated by the PMC Authorities.
D	Period for completion of the consultancy work will be one month. Payment will be made only after completion of the work in all respect.
E	During execution, the Consultant will have to pay 6 Free visits to the construction site. 5% amount will be retained for one year period. <b>(NIA will invite separate tenders for execution of the work)</b>
F	Rate quoted shall be excluding GST. The GST will be paid separately as per the rules.
G	NIA will provide Drawings in PDF format for the buildings constructed in Phase I. Drawings of the other buildings constructed in Phase II will be shared in Auto Cad. The preparation of layout drawings, budgetary estimation of work, Bill of Material, Technical specifications will be in the scope of your work.
H	The quoting agency should be registered with Fire Authorities i.e., Maharashtra Fire & Safety Services.
	<b>Name of Consultant Firm &amp; Address</b>
	<b>Date:</b>
	<b>Place:</b>
	<b>Signature with Seal</b>