

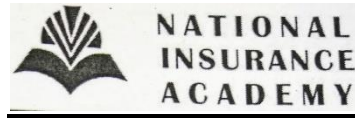
E-Tender for Proposed Sewage Treatment Plant at National Insurance Academy, Balewadi, Baner Road, NIA P.O., Pune-411045, on Design, Engineering, Procurement and Construction (**Turnkey**) basis.

CONTENTS

SNO	DESCRIPTION	PAGE NO.
1	Tender Notice	2
2	Pre-qualification Notice	3-7
3	System Tender No. (e-Tendering Programme)	8-9
4	Instructions in regard to Submission of Tenders	10-13
5	Information & instructions to the bidders	14-16
6	Tender Evaluation Procedure	17-18
8	Instructions for filling and submission of Pre-qualification Bid	19
9	Form for Pre-qualification of Bidders	20-32
10	Prequalification Bid check list	33
11	Proforma for Technical details	34

NAME OF WORK:DESIGN, ENGINEERING, PROCUREMENT AND CONSTRUCTION (Turnkey Basis) OPERATION AND MAINTENANCE OF FULLY UNDER GROUND SEWAGETREATMENT PLANT OF CAPACITY 200KLD USING MBBR TECHNOLOGY OF SEWAGE TREATMENT PLANT AT NATIONAL INSURANCE ACADEMY, BALEWADI, BANER ROAD, NIA P.O., PUNE-411045

<u>NATIONAL INSURANCE ACADEMY</u> Balewadi, Baner Road, NIA P.O., Pune-411045 <i>Tel.: 020-27204000/4042, FAX:020-2729396/27204555</i> <i>E-mail: atulsharma@niapune.org.in</i>		 NATIONAL INSURANCE ACADEMY
<u>COMPETITIVE BIDDING</u>		
<u>(A) ON TURNKEY BASIS FOR PROPOSED SEWAGE TREATMENT PLANT AT NATIONAL INSURANCE ACADEMY, BALEWADI, BANER ROAD, NIA P.O., PUNE-411045</u>		
National Insurance Academy invites e-bids through website http://www.tenderwizard.com/NIA from eligible bidders for the following work as per the details given below:		
Bid No.	NIA/STP/New dated 17.03.2021	
Name of work	Proposed Sewage Treatment Plant at National Insurance Academy, Balewadi, Baner Road, NIA P.O., Pune-411045, on Design, Engineering, Procurement and Construction (Turnkey) basis.	
Description of Works (in brief)	Design, Engineering, Procurement and Construction (Turnkey Basis) operation and maintenance of Sewage Treatment Plant of capacity 200kld using MBBR technology at National Insurance Academy, Balewadi, Baner Road, NIA P.O., Pune-411045, which includes Civil works, Electricals works, finishing, & services etc as per Scope of work, Drawing, & Technical Specifications	
Estimated Cost	Rs. 70.00 Lakhs	
Sale Period (Downloading)	17.03.2021 To 06.04.2021	
Pre-Bid queries in the form of E mail	Up to 27.03.2021	
Online Bid submission closing date & time	07.04.2021 up to 23.59 hours	
Physical Bid submission closing date & time	08.04.2021 up to 15.00 hours	
Opening of Technical Bid date & time	09.04.2021 at 15.30 hours	
Contact Person(s) E-mail	-----	
Note: Any addendum/corrigendum/sale date extension in respect of above tenders shall be issued only on website: http://www.tenderwizard.com/NIA only and no separate notification shall be issued in the press. Bidders are therefore requested to regularly visit the said website to keep themselves updated.		
Dated : 17.03.2021		DIRECTOR, NIA



NATIONAL INSURANCE ACADEMY

Balewadi, Baner Road, NIA P.O., Pune-411045
 Tel.: 020-27204000/4042, FAX:020-2729396/27204555
 E-mail: atulsharma@niapune.org.in

NOTICE INVITING e-TENDER (NIT)

National Insurance Academy, Pun invites **Turnkey Basis** (Design, Engineering, Procurement and Construction) e-Tender in two bid system from experienced and eligible bidders for “Design, Engineering, Procurement and Construction (**Turnkey Basis**) operation and maintenance of fully underground Sewage Treatment Plant”, as per schedule as under.

I	Tendering Document No.	NIA/STP/New dated 17.03.2021
II	Name of the Work	E-Tender for Proposed Sewage Treatment Plant at National Insurance Academy, Balewadi, Baner Road, NIA P.O., Pune-411045, on Design, Engineering, Procurement and Construction (Turnkey Basis) basis.
III	Brief description /scope of Work	Design, Engineering, Procurement and Construction (Turnkey Basis) operation and maintenance of fully underground Sewage Treatment Plant of capacity 200KLD using MBBR technology at National Insurance Academy, Balewadi, Baner Road, NIA P.O., Pune-411045, which includes Civil works, Electricals works, finishing, & services etc as per Scope of work, Drawings & Technical Specifications
IV	Estimated Cost	Rs. 70Lakhs (Rupees Seventy Lakhs)
V	Sale Period (Downloading)	17.03.2021 To 06.04.2021
VI	Pre-Bid Pre-Bid queries from prospective bidders in the form of E-mail	Till 27.03.2021. The justified/relevant queries received shall be clarified and published in website http://www.tenderwizard.com/NIA
VII	Last date & Time for submission of tender online	Up-to 07.04.2021 by 23.59 hours (IST)
VIII	Bid submission closing date & time (Hard copy)	08.04.2021 up to 15.00 hours
IX	Opening of Technical Bid date & time	09.04.2021 at 15.30 hours
IX	Period for completion of work.	20 (Twenty) days for getting all required approval from statutory authority, design, and clearance from

		National Insurance Academy and submission of estimation and commencement certificate if any required from statutory authority. 70 (seventy) days for construction of proposed Sewage Treatment Plant at National Insurance Academy, Pune.
X	Earnest Money Deposit	Rs.35,000.00 (Rupees thirty-five thousand only)
XI	Tender Cost/Tender processing Fees	Rs.1,000/- + GST Non-refundable Tender cost / tender processing fees to be paid through e-payment Gateway on e-Procurement portal of National Insurance Academy, Pune in <u>www.tenderwizard.com/NIA</u>
XII	Period during which hard copy in original Letter from Bidder to Director, National Insurance Academy (NIA), other documents like Pre-qualification Form with Annexures and supporting Documents as per NIT shall be submitted.	Up to 08.04.2021 by 3.00 PM (IST) to be submitted to: Director, National Insurance Academy, Balewadi, Baner Road NIA P.O. Pune-411045 If the Bidder fails to make e-payment through e-payment Gateway on e-Procurement portal of National Insurance Academy, Pune in <u>www.tenderwizard.com/NIA</u> in lieu of EMD and towards Tender Cost within date and time as specified, the Bid Document will be declared non-bonafide and shall not be opened even if the delay is due to extraneous factor.

The tender document can be downloaded from website **www.tenderwizard.com/NIA**. Corrigendum(s)/ Amendment(s), if any, would appear only on the website and will not be published in any News Paper.

2.0 Minimum Eligibility Criteria:

The eligibility criteria for bidders for prequalifying for opening of Price Bids will be as under.

A. Work Experience:

- i) Experience of having successfully completed "similar works" during the last 7 (seven) years ending previous day of last date of submission of tenders (**Work in progress shall not be considered in respect of value of work done**):
 - a. Three similar works each costing not less than or equal to **Rs 28 Lakhs**.
 - OR
 - b. Two similar works each costing not less than or equal to **Rs. 35 lakhs**.
 - OR
 - c. One similar work costing not less than or equal to **Rs. 56 Lakhs**.

“**Similar works**” shall mean Design & Construction of Sewage treatment Plant in **Moving Bed Bio-film Reactor (MBBR)** technology including Electrical works, Pump room and necessary infrastructure etc. all executed under one agreement”.

Note:

The experience in similar nature of work should be supported by certificates issued by the client’s organization. In case the work experience is of Private sector the completion certificate shall be supported with copies of Letter of Award and Final bill and copies of Corresponding TDS Certificates including 26AS. Value of work will be considered equivalent to the amount of TDS Certificates including 26AS and Final bill.

B. Financial Strength:

- i) Average annual value of (Annual Turnover) construction work i.e., Engineering construction works like Civil/Electrical during last 3 (three) years ending on 31st March of previous year **i.e., upto 30.03.2020** shall not be less than **70 lakhs**. The requisite Turnover shall be duly certified by a Chartered Accountant with his Seal/ signatures and registration number.

The bidders are required to upload and submit page of summarised Balance Sheet (Audited) and page of summarised Profit & Loss Account (Audited) for last 7 years.

- ii) Bank Solvency Certificate issued from Nationalised or any Schedule Bank (**i.e., Indian or Foreign Banks included in Second Schedule of Reserve Bank of India Act 1934** excluding Co-operative Banks or Regional Rural Banks) should of amount not less than **Rs.14 Lakhs**. The certificate should have been issued **within 3 months** from original last date of the submission of the tender. The Solvency Certificate should be submitted from the Bank whose NEFT details are given in the Bid Document and preferably where the Construction proceedings will be credited.

- iii) The Bidder should have:

- a) Adequate source of finance to meet the cash flow requirement of the works currently in progress and for future contract committed and
- b) Financial soundness as established by the Audited Balance Sheets, and/ or Financial statements. Relevant financial details from 26 AS Form and 16A Form for the relevant period will also be taken into consideration.

3. Additional Eligibility Criteria

- i) There will not be unauthorized time overrun of the Qualified Work(s) executed by the bidder and submitted in the bid document **beyond 25% of time** stipulated in the contract agreement and authorized extended time period duly approved by client. **The Performa in which the Bidder should obtain the performance certificate for the executed works is enclosed in Bid II Annexure F.**
- ii) Even if the Bidder meets the Pre-Qualification Criteria, he shall be subject to dis-qualification if he or anyone of the constituent partner is found to have:
 - a) Made misleading or false representations in the forms, statements, affidavits and attachments submitted in proof of the qualification requirements and / or
 - b) Records of poor performance during the last five years, as on the date of application, such as abandoning the work, rescission of the contract for reasons which are attributable to non-performance of the Bidder, inordinate delays in completion,

consistent history of litigation resulting in awards against the Bidder or any of the constituents, or financial failure due to bankruptcy and so on.

- c) On account of currency of debarment by any Government Agency
 - iii) The Bidder should have GST registration of the State (Maharashtra) where the works contract is to be executed. If presently, they do not have the GST registration of State of Maharashtra, the Bidder should submit the undertaking at the time of uploading of Bids stating that if they become successful Bidder and if the work is awarded to them, they will obtain the GST Registration in the State of Maharashtra within 21 days from the date of issue of **Letter of Intent (LOI)**, **failing which National Insurance Academy may withdraw the letter of Intent/ Acceptance and forfeit the Earnest Money deposit.**
 - iv) **Joint Ventures/ Consortium and Special Purpose Vehicles are not eligible for participating in the bidding.**
 - v) **The bidder needs to submit the Technical details of MBBR STP proposed by them covering all the aspects as given in Annxure-T.**
- 4.) Only Bidders who have carried out similar nature of Works and fulfilling above criteria shall participate in the e-tendering process.
- 5) The Tender Documents consist of BID-I: Prequalification bid Condition of Contract, Special Condition, Scope of work, Technical Specifications, Approved Makes of Materials, Payment Schedule, Tender Drawings and Financial bid. **The Bidder shall go through the Bid-I and Bid-II Financial Bid of the Tender before submitting the Online Bids.**
- 6) Bidder has to submit the Tender Online Bids as under and make e-payment.

(EMD & Tender Cost): Contractor should ensure that e-payment through e-payment Gateway on e-Procurement portal of National Insurance Academy, Pune in **www.tenderwizard.com/NIA** is made for following:

- a) Tender Fee of **Rs.1000/- + 18% GST** (non-refundable) shall be paid through e-payment Gateway on e-Procurement portal of National Insurance Academy, Pune in **www.tenderwizard.com/NIA** during submission of online Bids within specified date & time.
- b) **Earnest Money Deposit of Rs. 35,000.00 (Rupees thirty-five thousand only)** shall be paid through e-payment Gateway on e-Procurement portal of National Insurance Academy, Pune in **www.tenderwizard.com/NIA** during submission of online Bids within specified date & time.

If **Earnest Money Deposit of Rs. 35,000.00 (Rupees thirty-five thousand only)** is not paid through e-payment Gateway on e-Procurement portal of National Insurance Academy, Pune in **www.tenderwizard.com/NIA** on or before the specified date and time, the Bid Document will be declared non-bonafied and shall not be opened even if the delay is due to extraneous factor.

BID – I: Prequalification Bid (Pre-Qualification Bid Form with Annexures): The Bidder shall upload the Filled up and signed scanned copy of the Pre-Qualification Bid form along with supporting documents/ attachments and Statement of Accounts duly certified by a Chartered Accountant with Registration number etc. All documents shall be self-attested by authorized person of bidder with an undertaking that full responsibility is taken by him/ her on behalf of the bidder for veracity of submitted documents. Apart from online submission of Prequalification Bid with annexures, the Bidder is required to **submit physically** hard copy of

the Prequalification Bid with Annexures and supporting documents in a sealed Envelope Super-scribing “Proposed Sewage Treatment Plant at National Insurance Academy, Balewadi, Baner Road, NIA P.O., Pune-411045”. In case of any dispute, hard copy submitted will have precedence over online submission.

BID – II: -Financial Bid: The Lump Sum amount in figure shall be quoted in the Financial Bid Template. No other document, conditions shall be uploaded along with documents of FINANCIAL BID. For Operation and Maintenance amount shall be quoted separately.

- 7) Those intending tenderer/contractors not registered on the website i.e., www.tenderwizard.com/NIA mentioned above with M/s. Antares Systems Limited are required to get registered beforehand. The intending tenderer must have class-III digital signature to submit the tender.

Note:

- (a) The Bidder will be considered for pre-qualification only after satisfactory verification of the genuineness of the Bank Solvency and submitted documents as the proof of Credentials. In case the BG and documents of credentials submitted by the Bidder is/are not genuine the Bidder will be barred from participating in the tender of the Corporation for 3 to 5 years period and the information will be shared with Govt. of India, Banks and other financial institutions and their previous/present employers etc.
- (b) Any Bidder applied and fulfilling the selection criteria may not be considered for enlistment if unsatisfactory performance report/s is/are received for the completed projects from their previous employer/s. The credentials of works executed under Joint-Venture’s system and applications from Joint Venture agencies shall not be accepted.
- (c) In case of Private works the following documents shall be submitted to ascertain the genuineness of the works.
- (i) Copy of final bill, form 26 AS and 16A for relevant period to ascertain total value of work.
- (d) Certificate Submitted from the previous employer in support of credentials should clearly mention the **postal address, telephone number, Email id of the Employer and Contact Person.**
- (e) Director, NIA reserve the right to not open Financial Bid of any / all the Bidders at his sole discretion without assigning any reason whatsoever.

Date: 17.03.2021

DIRECTOR, NIA

System Tender No.

1. Online bids are here by invited for the works mentioned below through online e-Tendering System portal <http://www.tenderwizard.com/NIA> from the intended Bidders.

Sr. No.	Name of Work	Estimated Cost	Earnest Money Deposit (EMD)	Tender Document Fee
1.	E-Tender for Proposed Sewage Treatment Plant at National Insurance Academy, Balewadi, Baner Road, NIA P.O., Pune-411045	Rs. 70 Lakhs	Rs. 35,000.00	Rs.1000 + 18% GST

2. Possession of Digital Signature Certificate (DSC) and registration the Bidders on the portal i.e., <http://www.tenderwizard.com/NIA> is a pre-requisite for e-Tendering.

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

Office Address:

Antares Systems Limited.

E-Tender helpdesk

#24, Sudha Complex,

03rd Stage, 04th Block,

Basaveshwaranagara,

Bangalore - 560079,

Help Desk Contact Details:

Tel: 080-40482000/121/133/140

Mobile: 9686115304/9686115323

E-mail: lokesh.hr@antaressystems.com

raghuprashanth@antaressystems.com

Key Dates:

Sr no	Stage	Start Date and Time	Expiry Date and Time
1	Release of Bid	17.03.2021 11:00 hrs	
2	Pre bid queries in the form of E-mail	Up to 27.03.2021	
3	Downloading of Tender Document BID I (Part-I and Part-2)	17.03.2021 11.00 Hrs	06.04.2021
4	Online submission of tender BID-I (Part-I and Part-2) and Financial Bid	--	07.04.2021 Up to 23.59 Hrs
5	Submit original Prequalification Bid-I (Part-I and Part-2) in hard bound form in sealed envelope (all Physical Submission)	--	By 08.04.2021 15.00 Hrs
6	Opening of Pre-qualification Bid (BID I) (i.e., Technical Bid) (Part-I and Part-2)	09.04.2021 At 15.30 Hrs	

NOTE: 1) The date of opening of Financial Bid shall be intimated at a later date to eligible Bidders, who fulfil the selection criteria and also it will be notified on E-Tender Portal.

2) Bid-I (Pre-qualification Bid) (Part-I and Part-2) has to be submitted online as well as physically in hard bound Form

INSTRUCTIONS IN REGARD TO SUBMISSION OF BIDS

NOTE: Bidder should note that non-compliance of the following instructions will render the tender liable for rejection.

1. Address to which Prequalification Bid (Bid-II) is to be submitted to:

The Director,
National Insurance Academy,
Balewadi, Baner Road,
NIA P.O.,
Pune-411045

2. Last date for Submission of Online Bids **07.04.2021 by 23.59 hours, (Refer NIT) and Corrigendum /Amendments if any.**
3. The bidders are advised in their own interest to submit their bid documents well in advance from last date/time of submission of bids so as to avoid problems which the bidders may face in submission at last moment /during rush hours.

However, after submission of the Bid the Bidder can re-submit revised Bid any number of times but before last time and date of submission of tender as notified.

4. Bidder should fill in all the relevant information in prescribed templates/forms as required in the e-tendering System.
5. The Bidder should quote the Lump Sum amount only the Price Bid Template to be downloaded from tender portal and should be uploaded on tender portal without making any changes in the setting of template on or before the date and time specified for online Bid submission. (Price Bid Template shall only be visible after registration with Antares System Ltd on tender portal.
6. No liability whatsoever will be admitted nor claim allowed in respect of errors in the submitted Bid due to missing / duplicate uploaded documents etc.
7. Performa of Articles of Agreement should not be filled in by the Bidder. While the contract shall be deemed to have come into existence on issue of letter of acceptance to the successful Bidder, formal agreement shall be signed thereafter with the successful Bidder on non-judicial stamp paper of requisite value as per the proforma of Articles of Agreement.

Tender will not be accepted if Earnest Money and tender fee, is not paid through e-payment Gateway on e-Procurement portal of National Insurance Academy, Pune in **www.tenderwizard.com/NIA**. Any tender for which e-payment is not made towards Earnest Money Deposit and Tender Cost, **on or before the date & time specified / extended date & time if any for submission of online Bids** shall be summarily rejected.

8. Bidders are warned that Cash or En-cashable Cheque or Insurance Guarantee or Fixed Deposit receipt for the aforementioned form of Earnest Money remittance will not be accepted.

9. **Tender Fee of Rs.1000/- + 18% GST (non-refundable) to be paid through e-payment Gateway on e-Procurement portal of National Insurance Academy, Pune in www.tenderwizard.com/NIA during submission of online Bids within specified date &time**
10. **If the Bidder fails to pay EMD through e-payment Gateway on e-Procurement portal of National Insurance Academy, Pune in www.tenderwizard.com/NIA on or before the specified date and time, the Bid Document will be declared non-bonafied** and shall not be opened irrespective of fact that scanned copy of the BG might have been uploaded in e-Portal, even if the delay is due to extraneous factor.
11. The Tender Documents as uploaded excluding Price Bid Template can be viewed and downloaded free of cost by anyone including intending tenderer. But Price Bid Template can be downloaded only by the registered bidders and the Bid can only be submitted after uploading the mandatory scanned documents such as i. All documents shall be as per Notice Inviting e-tender and after e-payment is made through e-payment Gateway on e-Procurement portal of National Insurance Academy, Pune in www.tenderwizard.com/NIA towards tender fee and EMD.

Bidder to upload scanned copies of all the documents including valid GST registration /EPF registration/ PAN No. as stipulated in the tender document.

12. The bidders are advised to submit complete details with their bids as Technical Bid Evaluation will be done on the basis of documents uploaded on website by the bidders with the bids. The information should be submitted in the prescribed proforma. Bids with Incomplete /Ambiguous information will be rejected.
- 13) The bidders are required to quote strictly as per terms and conditions, specifications, standards given in the tender documents and not to stipulate any deviations.
- 14) Certificate of Financial Turnover: At the time of submission of tender, the bidder shall upload Certificate from Registered Chartered Accountant mentioning Audited Financial Turnover of **last 3 years** or for the period as specified in the tender document. **There is no need to upload entire voluminous balance sheet.** However, page of **summarised Balance Sheet (Audited) and page of summarised Profit & Loss Account (Audited) duly attested by the Registered Chartered Accountant shall be uploaded.**
- 15) The bidder(s) if required may submit queries, if any, through E-mail and in writing to the tender inviting authority to seek clarifications within **27.03.2021**. NIA will address only those queries which are essentially required for submission of bids. National Insurance Academy (NIA) will not reply the queries which are not considered fit like replies of which can be implied /found in the NIT/ Tender Documents or which are not relevant or in contravention to NIT/Tender Documents, queries received after **PRE-BID query date**.

Due to present COVID-19 pandemic situation it is not possible to hold a pre-bid meeting with the intending bidders/ their authorized persons. Hence the bidder may send their queries on e-mail-atulsharma@niapune.org.in within the prescribed date and time.

- 16) **List of Documents to be scanned, uploaded within the period of tender submission:**
 - a) Unconditional Letter of Acceptance of Tender Conditions on Letter Head of the Applicant/ Bidder.
 - b) **Form of Pre-qualification with all supporting documents.**

- c) Details of Similar Works - **Annexure C** of form of Pre-qualification.
 - d) Financial Details
 - e) TDS Details for Private Sector Projects
 - f) Self-certified copy of Bank Solvency Certificate
 - g) Affidavit duly notarized by Notary Public on Non-Judicial Stamp Paper of Rs. 100 for correctness of Documents /Information
 - h) Power of Attorney of the person authorised for signing/submitted the tender
 - i) Valid GST registration/ EPF registration/ PAN NO.
 - j) All pages of the Corrigendum/Amendments (if any) duly signed by the authorized person.
 - k) Pre-bid clarifications, if any.
 - l) Work Experience Certificates consisting of details as mentioned in **Annexure -F** of Form of Pre-qualification.
- 17) **Submission of Price Bid and Other Bid Documents.**
- a) Price Bid Template is provided in protected Excel Sheet format, keeping open only those cells where the Bidder needs to fill the information like the name of Firm and the Lump Sum amount to be quoted for execution of the work as per Scope of work, Tender Drawings and Technical Specifications etc. given in the Bid Documents. The Bidders to fill the necessary information and amount quoted and upload the Price Bid Template on E-tender Portal within the specified date & time.
 - b) Other Bid Documents uploaded by NIA including Tender Drawings and all the corrigendum to be downloaded by the Bidder and all the Bid Documents including drawings and all the corrigendum to be digitally signed by the Bidder and uploaded on E-tender Portal within the specified date & time for submission of bids.
- 18). Tenders containing errors are liable to be considered non-bonafide at the discretion of the Director, NIA.
- 19) Bidder should note that tender should remain open/ **valid** for consideration for a minimum period of **THREE MONTHS** from the Last date fixed for the receipt of tenders.
- 20) The National Insurance Academy (NIA) reserves the right to reject any or all tenders or cancel/withdraw the invitation for bid without assigning any reasons whatsoever thereof. NIA does not bind itself to accept lowest tender. The NIA reserves the right to award the work to a single party or to split the work amongst two or more parties as deemed necessary without assigning any reason thereof. The contractor is bound to accept the portion of work as offered by NIA after split up at the quoted / accepted rates. No claim of the Bidder whatsoever shall be entertained by NIA on this account.

DIRECTOR, NIA

BIDDER

DIRECTOR, NIA

NOTE:

1. All the uploaded documents should be in readable, printable and legible form failing which the Bids are liable for rejection. The document submitted in hard copy should be indexed and duly page numbered.
2. All the uploaded and submitted documents shall be considered as duly signed by contractor/ authorized representative.

INFORMATION TO THE BIDDERS FOR USING ONLINE ELECTRONIC TENDERING SYSTEM (eTS)

Information 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.

- 1) **Registration of the Contractors/Bidders:** All the contractors 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>.
- 2) After successful Registration on above mentioned portal, contractor will get a User ID and a Password to access the website.
- 3) **Viewing of Online Tenders:** The contractors/bidders can view tenders floated on 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 Detailed E-Tender Notice, Enrolment Form, Part-I & Part-II of tender documents, SOQ, Tender Drawing, other terms & conditions, and relevant information and download the required documents by making login on to the above portal. The contractors can also view the e-tendering Program and the Time Schedule (Key Dates) for all the tenders floated using the Electronic Tendering System on above e- Tender Portal.
- 4) 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 Certificates (DSCs) are issued by an approved Certifying Authority, by the Controller of Certifying Authorities (CCA India), Government of India.
- 5) The intended bidders 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 one such certifying authority as given below:
 - i) TATA Consultancy Services Ltd.
11th Floor, Air India Building,
Nariman Point, Mumbai-400021
website – www.tcs-ca.tcs.co.in
 - ii) Sify Communications Ltd.
III Floor, Tidel Park, 4 Canal Bank Road, Taramani,
Chennai-600113. Website – www.safescrypt.com
 - iii) MTNL Trustline CA
O/o DGM (IT-CA), 5515, 5th Floor, Core-
V Mahanagar Doorsanchal Sadan, CGO
Complex, MTNL,
Delhi-110003. Website – www.mtnltrustline.com
 - iv) iTrust CA(IDRBT)
Castle Hills, Road No.1, Masab
Tank, Hyderabad, Andhra Pardesh -
500057. Website – idrbtca.org.in

- v) (n)Code solutions
301, GNFC Tower, Bodak Dev,
Ahmedabad-380054, Gujarat. Website
– www.ncodesolutions.com
- vi) National Informatics Centre Ministry of Communication and
Information Technology A-Block CGO Complex, Lodhi Road,
New Delhi-110003. Website <https://nicca.nic.in>
- vii) e-Mudhra CA
3i Infotech Consumer Services Ltd
3rd Floor, Sai Arcade, Outer Ring
Road, Devarabeesanahalli,
Bangalore560036, Karnataka
Website – <http://www.e-Mudhra.com>
- 6) Contractors may contact the service provider on following telephone
numbers or e-mail address for any kind of support:

Lokesh H R 9686115304
Raghuprashanth B G 08040482121
E-Tender help deskHelp
niaetenderhelpdesk@gmail.com
niaetenderhelpdesk@gmail.com

E-Tender helpdesk
#24, Sudha Complex,
03rd Stage,04thBlock,
Basaveshwaranagara,
Bangalore-560079

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

- 7) The Bid (online offer) for a particular e-Tender may be submitted only using the Digital Signature Certificate (DSC), 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.
- 8) 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>.

- 9) In case of online tendering, if the digital certificate issued to the authorized user of a firm is used for signing and submitting a 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. Unless the certificates are revoked, it will be assumed to represent adequate authority of the user to bid on behalf of agency for National Insurance Academy (NIA) as per Information Technology Act 2000. 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.
- 10) 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.
- 11) **Download of Tender Documents:**
The tender documents can only be downloaded from the Electronic Tendering System on the Portal <http://www.tenderwizard.com/NIA>.
- 12) **Submission of Online Bids:**
The Bidder need to download the Bids Documents including the Blank Template of Price Bid. The Price Bids Template is to be filled without making any changes in the format and the completely filled in templates of Price Bid shall be digitally signed and uploaded on the e-Tender Portal using DSC within the time and last date specified for submission of Bids. The Tender Document including amendments shall also be digitally signed and uploaded on the e-tender portal using Digital Signature Certificate. The scanned copies of self-attested supporting documents of Pre-qualification Bid, are to be uploaded while submitting the Bids and also e-payment to be made towards EMD and tender document Fee.

The bidders are strictly advised to follow dates and time as mentioned. The date and time will be binding on all the bidders. The bidders are required to complete the stage within the stipulated time as per the schedule 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 “Submitted” before the expiry date and time of that particular stage and he should possess a copy of receipt of completion of each stage to be performed from his end. **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 is not able to proceed further in the e-tendering process.**

TENDER EVALUATION PROCEDURE

Tenders are invited in Three Bid tendering system.

BIDDER

DIRECTOR, NIA

- 1) **(E.M.D. & Tender Cost):** Tender Fee of Rs.1000/-+ 18% GST (non-refundable) and Earnest Money Deposit (E.M.D.) of **Rs.35,000.00** to be remitted is not paid through e-payment Gateway on e-Procurement portal of National Insurance Academy, Pune in www.tenderwizard.com/NIA as detailed in pre-qualification notice. On the due date of opening of BID-I, Tender Fee of Rs.1000/-+ 18% GST (non-refundable) and Earnest Money Deposit (E.M.D.) of **Rs.35,000.00** paid through e-payment Gateway on e-Procurement portal of National Insurance Academy, Pune in www.tenderwizard.com/NIA. on E-tender Portal shall be downloaded and shall be verified and if it is found in order as per the requirements stated in NIT the Pre-qualification Bid (BID No. I) of Bidders whose EMD & tender Fee are found in order shall be opened online.

- 2) **BID-I (Pre-qualification) Evaluation:** Eligibility related documents uploaded by the Bidders as well as submitted physically shall be scrutinized and evaluated viz-a-viz the Pre-qualification Criteria given in detailed E-Tender Notice of all the bidders who have submitted valid Earnest Money Deposit and Tender Fee. The veracity of Solvency Certificate shall be confirmed from the issuing Bank. The documents related to work experience shall be verified and Confidential Reports from the Employers for whom the qualifying works are executed by the Bidders **shall be collected**. Some of the works of the Bidders may be inspected by NIA representatives. In the meantime, pending Confidential Reports from the past Clients of the Bidders, NIA may decide provisional Pre-qualification of the Bidders based on the submitted documents. The list of prequalified bidders with date and time for opening of Price Bids shall be notified on e-Tender Portal <http://www.tenderwizard.com/NIA>. The EMD of the non-qualified Bidders shall be refunded within **15 days** from the date of notification of Pre-qualified agencies.

- 3) **BID-II (Financial Bid):** The Financial Bids of Pre-qualified bidders will be opened on the notified date & time.

 All the documents of L-1(lowest bidders) pertaining to their pre-qualification i.e., Solvency Certificate, Turnover, Qualifying Works and Confidential Report from Previous Employers shall be verified, and their lowest Financial Bid shall be considered for acceptance, only if all the document submitted are found in order on verification and favourable Confidential Report are received from Previous Employers.

- 4) In case, the documents submitted by the L-1 bidder are found not to be in order and it is established that L-1 bidder have submitted improper / false documents and their Confidential Report from previous employer are received unfavourable, then their lowest bid shall be rejected. In case of document submitted by L-1 bidder is found to be false/fabricated and not genuine, in addition to rejection of lowest bid and debarment of the bidder for participating in future tendering and the EMD of L-1 bidder shall be forfeited. The information regarding their debarment shall also be shared with other PSUs / Govt. Departments and process for re-invitation of above tender shall be reinitiated.

- 5) All the rights for rejection / consideration of L-1 Bid (Lowest Bid) are reserved with NIA without assigning any reason whatsoever

Note:

- 1. The EMD of the Bidders, who do not qualify in Prequalification Bid will be released without opening their Financial Bid.**
- 2) Notwithstanding anything stated above, National Insurance Academy (NIA) reserves the right to assess the capabilities and capacity of the tenderer to perform the contract, in the overall interest of NIA. In case, tenderer's capabilities and capacities are not found satisfactory, NIA reserves the right to reject the tender.

INSTRUCTIONS FOR FILLING AND SUBMISSION OF PRE-QUALIFICATION BID

The Enrolment Form along with the Annexure A1, A2 and B to G shall be completely filled in all respect along as per instructions for filling and uploaded in the E-tendering portal.

1. Bidders to note that all particulars required as per the form and Annexure shall be filled in completely in relevant place strictly as per the format.
2. The forms not submitted strictly as per the above instructions within stipulated time period are liable to be rejected,
3. The Pre-qualifying Bid of the eligible agencies, which fulfil the selection criteria, shall be evaluated. Please note that no enquiries or correspondence regarding the selection for issue of tenders shall be entertained.
4. Latest Solvency Certificate from any a Scheduled Commercial Bank (i.e., Indian or Foreign Banks included in Second Schedule of Reserve Bank of India Act 1934 excluding Co-operative Banks or Regional Rural Banks) of an amount mentioned in the pre-qualification tender notice should be uploaded and physically submitted along with **BID - I**.
5. The Bidders are advised to follow the instructions given below:
 - (a) Enrolment Form shall be filled in capital letters or typed and uploaded on the e-tendering portal.
 - (b) Full address of the site of work, owner or authority under whom the works have been carried out should be given (Please refer **Annexure C&D**).
 - (c) The Bidder 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** as given in **Annexure C**.
 - (d) The annual value of construction works i.e., Engineering construction works like Civil/Electrical should certified by a Chartered Accountant.
 - (e) 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 Pre-qualification BID does not confer any right to claim for selection for further tendering process.
8. The Director, NIA reserves the right to reject the Prequalification BID of the applicant(s) without assigning any reason whatsoever.

Encl: Enrolment Form with Annexure A1, A2 and B to F

DIRECTOR, NIA

FORM FOR PRE-QUALIFICATION OF BIDDERS

Name of project: Design, Engineering, Procurement and Construction (Turnkey Basis) operation and maintenance of Sewage Treatment Plant of capacity 200kld using MBBR technology at National Insurance Academy, Balewadi, Baner Road, NIA P.O., Pune-411045

Please note that all documents required to be uploaded along with filled in Pre-Qualification (Enrolment) form are to be self-attested by the authorized person of the applicant with an undertaking that full responsibility is taken by him/her on behalf the applicant for veracity of submitted documents.

I / We _____ am / are desirous of carrying out the above-mentioned work and hereby apply for the same.

Sl. No.	QUERY		ANSWER
1	Name of the firm	:	
2	Address:		
3	Local Address:		
4	PAN No.		
	GST Registration No.		
5	Contact Details		
	Office Phone No.		
	Residence Phone No.		
	Mobile No.		
	Fax No.		
	e-mail		

6	Month and year in which the firm was established in present name			
7	Particulars of old firm (if present firm is new) if main partners of the present firm were working as construction Bidders, in some other name in the past (The partnership deed of old firm be enclosed).			
8	Particulars of sister concern firms if any			
9	i) What is the constitution of firm viz. Sole Proprietor, Partnership, Pvt. Ltd., Public Ltd., etc.			
	ii) Enclose copy of partnership deed, Articles of Association and Affidavit in case of sole proprietorship as per Annexure A-1.			
	iii) Fill-in enclosed Annexure A-2.			
10	Fill and enclose Annexure B giving details of enrolment with NIA in the past and with other organizations.			
11	Has the applicant or his partners or Directors been blacklisted in the past by any Central or State Govt. Dept. / Organization.			
12	Annual value of the construction works i.e., Engineering construction works like Civil / Electrical / MEP and certified by the Chartered Accountant		YEAR	Rs. in Lakh
		i	2017-2018	
		ii	2018-2019	
	iii	2019-2020		
	iii) Acknowledgement of IT returns for last four Financial Year			

	iv) Enclose relevant pages of Balance sheet duly certified by the Chartered Accountant for the relevant F.Y.as mentioned above in which the bidder has attained required Annual Turnover	
13	i) Name and complete postal address of bankers including email id.	
	ii) NEFT and Bank Account Details (Photocopy of cancelled cheque should be uploaded):	Name of Bank: Address of Bank: Name of beneficiary: Account No: IFSC Code:
	iii) Enclose solvency certificate indicating amount from a Scheduled Commercial (i.e., Indian or Foreign Banks included in Second Schedule of Reserve Bank of India Act 1934 excluding Co-operative Banks or Regional Rural Banks). (The certificate should not be more than three months old) . Please provide following details about solvency certificate a) Complete address of the Bank who has issued solvency certificate: b) Telephone No. of the Bank connecting Branch Head: c)E-mail ID of the Bank:	
	iv) Bank Guarantee limit with Various banks.	i) Rs..... Lac with..... ii) Rs..... Lac with..... iii)Rs.....Lac with

	v) Form no. 26AS and Form No.16 A for the relevant period of Qualifying works and final bill of the work executed for private sector		
14	i) Enclose list of immovable properties with complete postal addresses, full description and reasonable market value of property duly supported by certificate of D.M./Collector/First Class Magistrate/ approved valuer.		
	ii)Whose supporting certificate is enclosed		Rs. _____ of _____ Date _____
15	i) Particulars of movable properties along with Banker's reference		
	Value of tools and plants		Rs. _____
	Other Assets		Rs. _____
	Total		Rs. _____
	ii)Whose reference is enclosed?		
16	Fill in and enclose Annexure-C giving full particulars about major works completed during past Seven years NOTE: List of only those works which are carried out by firm requesting for enrolment is to be given.		
17	Work in Progress:		
	i) Whether full details of major work on hand given in Annexure- 'D'		
	ii) Are copies of work orders for such large works enclosed		

18	Provide full information regarding permanent technical staff employed in the format as per Annexure 'F'		
19	i)Who is the license holder and what is their experience for the following trades:		
	water supply, sanitary and plumbing installations		
	Electrical installations		
20	Any other information the applicant might like to give		

DECLARATION

I/We agree to notify the Office accepting this application and registering my/our names on list of Bidders of National Insurance Academy, Pune, of any changes in the foregoing particulars as and when they occur and to verify and confirm.

I/We understand and agree that the appropriate Authority of National Insurance Academy, Pune has the right as he may decide, not to issue tender form in any particular case and also to suspend, remove or blacklist my/our name from National Insurance Academy, Pune list of Bidders in the event of my/our furnishing false particulars in the enrolment form or submitting non-bonafide tenders or for technical or other delinquency in regard to which the decision of appropriate Authority National Insurance Academy, Pune shall be final and conclusive.

I/We certify that the particulars furnished in the enrolment 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 Bidder or firm, National Insurance Academy, Pune may remove my/our name from the list of Bidders and any contract that I/We may be holding at the time may be rescinded.

PLACE:

DATE:

SIGNATURE OF BIDDER

BIDDER

DIRECTOR, NIA

AFFIDAVIT

(On Non-Judicial Stamp paper of appropriate amount 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, civil contracts and ancillary works
attached thereof.

Hence this affidavit.

Deponent _____

Note: **This Affidavit shall be notarized.**

ANNEXURE A2

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

DETAILS OF CONSTITUENTS

Sr. No.	Name of sole partner or Director / other High Officials	Age	Share	Technical Experience			Whether power of attorney Holder
				Year to Year to	As Employee	As contractor	
1	2	3	4	5	6	7	8

SIGNATURE OF BIDDER

ANNEXURE – B

PARTICULARS OF ENROLMENT WITH NIA AND OTHER ORGANIZATION

I. ENROLMENT WITH NIA :

Name of works for 1)

Which enrolled by 2)

NIA in the past 3)

4)

Sr. Nos. for which tenders were submitted:

Sr. Nos. for which work-order was received:

II. ENROLMENT WITH OTHER ORGANISATIONS:

Sr. No.	Name & Address of Authority with whom you are enrolled	FIRST TIME ENROLMENT		LAST RENEWAL OR ENROLMENT			
		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 BIDDER

ANNEXURE – C

LIST OF MAJOR WORKS COMPLETED DURING LAST SEVEN YEARS

The detail address along with Phone No. and E-mail ID of the Authority under whom works was carried out must be given.

Sr. No.	Name and Complete Postal Address of			Order			Value of work as per final bill (Rs. in Lakhs)	Commence - ment of work, month Year	Comple - tion of work, month Year	Penalty levied for delay of completion if any
	Site of Work and Nature of Work	Owner	Authority under whom work was carried out	Ref. No. and Date	Contract Amount (Rs. in Lac)	Is copy enclosed				
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)

SIGNATURE OF BIDDER

CONTRACTOR

DIRECTOR, NIA

ANNEXURE – D

LIST OF WORK IN HAND

The detail address along with Phone No. and E-mail ID of the Authority under whom works was carried out must be given.

Sr. No.	Name and Complete Postal Address of			Order			Date of commencement of work	Scheduled date of completion of work	Progress made and expected date of completion and reasons for delay if any
	Site of Work and Nature of Work	Owner	Authority under whom work was carried out	Ref. No. and Date	Amount (Rs. in Lac)	Is copy enclosed			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

SIGNATURE OF BIDDER

PARTICULARS OF PERMANENT 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)

SIGNATURE OF BIDDER

ANNEXURE – F

PERFORMANCE REPORT OF WORKS REFERRED IN PRE-QUALIFICATION BID

1. Name of work/project and location:
2. Agreement no.
3. Estimated cost
4. Tendered cost
5. Date of start
6. Date of completion
 - (i) Stipulated date of completion
 - (ii) Actual date of completion
7. Period of delay beyond stipulated date of completion if any
 - (a) Extended period without imposition of Penalty: Days/ Months.
 - (b) Extended period with imposition of Penalty: Days/ Months

8. Performance Report:

I)	Contractors Site organisation	:	(a) Well organized, (b) Adequate (c) Poorly organized
II)	Quality of materials with reference to specifications	:	(a) Good, (b) Satisfactory, (c) Poor
III)	Workmanship and Supervision	:	(a) Good, (b) Satisfactory, (c) Poor
IV)	Labour Relations and facilities	:	(a) Good, (b) Satisfactory, (c) Poor
V)	Attitude towards settlement of disputes and differences	:	(a) Co-operative (b) Non-co-operative.
VI)	Safety Record (a) Were there any accidental / structural collapses at site. (b) If answer to (a) is Yes, state whether due to	:	i) Yes ii) No i) Negligence ii) Improper work. iii) Reasons beyond control of the contractor

9. Any other Remarks: -----

Dated

Executive Engineer or Equivalent

(Note: This format shall be part of Pre-qualification Form and the Bidder shall obtain Performance Certificate from the Employer in above format and submit along with Pre-qualification documents)

ANNEXURE – G

PRE-QUALIFICATION BID CHECKLIST
ENROLMENT CHECKLIST

Sr. No.	Description of Enclosure	Refer Item of form	Uploaded YES/NO
1.	Partnership deed / Articles of Association / Affidavit (() Annexure A-1	9 (ii)	
2.	Annexure (A-2) as supplied	9 (iii) (Particulars of Partners)	
3.	Annexure – B (as supplied)	10 (Particulars of enrolment in NIA and other Organization)	
4.	Proof of Turnover	12 (i)	
5.	Copy of IT Returns	12 (iii)	
6.	NEFT Details	13 (ii)	
7.	Solvency Certificate	13 (iii)	
8.	Certificate of Bank Guarantee	13(iv)	
9.	Form no. 26AS and Form No. 16A for the relevant period of qualifying works.	13 (v)	
10.	Copy of final bill showing values of STP works etc. if it has executed for private party		
11	Immovable Property certificate	14(ii)	
12.	Movable Property certificate	15 (ii)	
13.	Annexure 'C' (as supplied)	16 (List of major works completed during last 7 years)	
14.	Annexure 'D' (as supplied)	17 (i) (List of work in hand)	
15.	Copies of work order	17 (ii)	
16.	Annexure 'E' (as supplied)	18 (Particulars of permanent technical staff)	
17	Annexure 'F'	Performance report/certificate	

PROFORMA FOR TECHNICAL DETAILS

Name of work: Proposed Sewage Treatment Plant at National Insurance Academy, Balewadi, Baner Road, NIA P.O., Pune-411045, on Design, Engineering, Procurement and Construction (Turnkey) Basis

The bidder shall submit the below mentioned Technical details/information of the STP proposed by them.

SL. NO.	DESCRIPTION	SUBMITTED	
		YES	NO
1	Schematic drawings of the STP in MBBR method showing the details underground and over ground portion of the plant.		
2	Flow Chart of STP in MBBR technology adopted.		
3	Capacity of various tanks with technical specifications		
4	Details of the equipments/Components of STP		
5	Plan, section, Elevation of Civil infrastructures		
6	Details of different types of pumps including their capacity and makes to be used.		
7	Details of sample testing kit to be provided with the plant.		
8	Achievable quality of treated water as against the prescribed limit specified by the statutory Authority/BIS codes etc.		
9	Life of the plant		
10	Manpower to be engaged for running of the STP.		

Signature of the contractor
with Stamp