

Ref. NIA/ENGG/2026-27/01

Date: 05/10/2026



**NATIONAL  
INSURANCE  
ACADEMY**

Bale wadi, Baner Road, NIA P.O.,  
Pune 411 045 (India).  
Tel. (O): 020 – 27204000 / 27204042  
Email: kishor@niapune.org.in  
Website: www.niapune.org.in

**Subject: Quotation form for Appointment of Electrical Engineering Consultant for Complete HT/LT Electrical Substation Upgradation at NIA, Pune**

Dear Sir/Madam,

NIA invites you to submit your offer by sending sealed quotations in Two bid system (Technical and Financial) at National Insurance Academy (Office no 17-Reprography) for Appointment of Electrical Engineering Consultant for Complete HT/LT Electrical Substation Upgradation at NIA, Pune in complete accordance with enquiry documents:

The quotation shall be submitted in the following two separate sealed envelopes:

**Envelope No. 1: Technical Bid**

Containing all technical and qualifying documents.

**Envelope No. 2: Commercial Bid**

Containing only the financial quotation.

Both envelopes shall be enclosed in a single sealed cover superscribed as:

**"Quotation for Appointment of Electrical Engineering Consultant for HT/LT Substation Upgradation at NIA Pune"**

| Particulars                     | Details                                             |
|---------------------------------|-----------------------------------------------------|
| Date of Issue                   | _____                                               |
| Last Date & Time for Submission | 10 Days from Date of Issue up to 5:00 PM            |
| Opening of Technical Bid        | As decided by NIA                                   |
| Opening of Commercial Bid       | Only technically qualified bidders will be informed |

**Quotation Evaluation Criterion :**

The quotation completed in all respects should reach NIA on or before 05.00 pm of the scheduled date. Quotations received after the due date and time are liable to be rejected. NIA reserves the right to accept or reject any or all quotation received to its absolute discretion without assigning any reason whatsoever.  
Thanking You,

Yours truly,

Signature and seal of agency/firm/company  
Date:

Address:  
Mobile No

**Engineering Department**

**National Insurance Academy**

**Pune-411045**

**1) DOCUMENT REQUIRED FROM THE BIDDERS.(Technical Bid)**

The following documents shall be submitted:

1. Company Registration Certificate.
2. GST Registration Certificate.
3. PAN Card.
4. Profile of Consultancy Firm.
5. Organization Structure.
6. Details of Key Professionals.
7. Educational Qualifications and Experience of Key Personnel.
8. List of Similar Consultancy Assignments. (Min 3 projects)
9. Minimum Three Work Completion Certificates.
10. Client List with Contact Details.
11. Professional Indemnity Declaration.
12. Annual Turnover Details for Last Three Financial Years.
13. Declaration regarding non-blacklisting.
14. Authorization Letter for Signatory.
15. Signed and Stamped Copy of this Enquiry Document.

**Note: Submission of all documents is mandatory. Failure to submit any required document may result in rejection of the Technical Bid.**

**2) Eligibility Criteria**

The consultancy firm shall possess:

1. Experience in Electrical Engineering Consultancy.
2. Experience in HT/LT Substation Projects.
3. Qualified Electrical Engineers.
4. Experience of at least three similar completed projects.
5. Valid GST and PAN registration.

**3) Evaluation Methodology**

**Stage 1 – Technical Evaluation**

The Technical Bid shall be evaluated based on:

1. Firm Experience.
2. Similar Project Experience.
3. Technical Team Strength.
4. Credentials and Completion Certificates.

Signature and seal of agency/firm/company  
Date:

Address:  
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5. Understanding of Project Requirements.
6. Only technically qualified bidders shall be considered for opening of Commercial Bid.
7. **Stage 2 – Commercial Evaluation**
8. Commercial bids of technically qualified bidders only shall be opened.
9. The bidder quoting the lowest evaluated consultancy fee (L1) and meeting all technical requirements may be considered for award of work.

#### **4) TERMS AND CONDITIONS:**

1. Prices- Rates quoted should be firm.
2. The rates should be quoted on the basis on the units specified in words as well as in figures without any cutting, in case of differences in values / rates in figure and words or any confusion it will be constituted to take the rates which are lowest.
3. The quotation should be valid for a minimum period of **90 days** from the date of enquiry letter date.
4. The acceptance of items/modifications is subject to inspection by the ENGG. Dept.
5. Incomplete quotation will be rejected summarily.
6. Kindly note that changes will be made in the contract as and when required as per requirements of NIA, Pune
7. **The successful bidder whose quotation is accepted shall, within seven days from issuing / receiving the work order must be required to provide letter of acceptance along with deposit of 5 % of awarded contract amount as a security deposit by Demand Draft/NEFT/RTGS in the Name of National Insurance Academy, payable at Pune and to attend in person or through a duly authorized representative at the Office of ACADEMY and execute the Contract Agreement with the ACADEMY as per the General Conditions / Special conditions enumerated in the Prescribed form documents, on a Non-Judicial Stamp Paper of Rs.500/-. If he / she / they decline/s or fail/s to remit the Security Deposit or to execute the contract agreement within the stipulated time, the entire amount of EMD submitted shall stand forfeited, without prejudice to ACADEMY's right to rescind the contract and other rights and remedies warranted by the law.**
8. The quotation shall remain valid for 90 days from the date of submission.
9. Rates quoted shall be inclusive of all expenses, travelling, lodging, site visits, documentation and professional charges.
10. GST shall be indicated separately.
11. The consultant shall comply with all applicable codes, standards and statutory regulations.
12. NIA reserves the right to accept or reject any or all quotations without assigning any reason.
13. The consultant shall maintain confidentiality of all project information.
14. Drawings, reports and documents prepared during the assignment shall become the property of NIA.
15. Payment terms shall be finalized during award of work and linked to project milestones.

Signature and seal of agency/firm/company  
Date:

Address:  
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## **5) Scope of Work:**

The consultant shall provide complete consultancy services covering the following activities:

### **Phase-I: Survey and Assessment**

- Detailed site survey and technical audit of existing electrical infrastructure.
- Assessment of existing HT and LT systems.
- Electrical load study and future load requirement assessment.
- Condition assessment of transformers, switchgear, panels, cables and associated systems.

### **Phase-II: Engineering Design**

- HT System design and engineering.
- RMU design and specification.
- LT Panel design and engineering.
- APFC Panel design and capacity assessment.
- Transformer capacity assessment.
- Cable sizing calculations and voltage drop analysis.
- Cable routing design.
- Cable trench and cable tray design.
- Earthing and lightning protection system design.
- Protection coordination study.
- Load flow calculations.
- Short circuit calculations.

### **Phase-III: Documentation**

- Preparation of Single Line Diagrams (SLD).
- General Arrangement Drawings.
- Cable routing layouts.
- Earthing layouts.
- Electrical schematic drawings.
- Bill of Quantities (BOQ).
- Technical specifications.
- Tender documents for execution agency.

### **Phase-IV: Tendering Support**

- Assistance during tendering process.
- Clarifications to bidders.
- Technical bid evaluation.
- Comparative statement preparation.
- Recommendation report.

### **Phase-V: Project Execution Support**

- Periodic site supervision during execution.
- Inspection of material approvals.
- Witnessing factory and site tests, if required.
- Monitoring quality and compliance of installation.

### **Phase-VI: Testing & Commissioning**

- Pre-commissioning inspections.

Signature and seal of agency/firm/company  
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- Testing and commissioning support.
- Preparation of punch list.
- Closure of punch points.Completion certification

#### 6) Particulars of the Bidders

| INDIVIDUAL / FIRM / COMPANY PROFILE |                                                                                                               |        |
|-------------------------------------|---------------------------------------------------------------------------------------------------------------|--------|
| Sr. No.                             | Required Information (QUERY)                                                                                  | ANSWER |
| 1                                   | Name and registered address of the Individual/firm/company.                                                   |        |
| 2                                   | Name, designation, and telephone nos. of the contact person / persons.<br>Mobile Nos.<br>Fax No.<br>E-mail id |        |
| 3                                   | Month and Year of commencement of service business in present name.                                           |        |
| 4                                   | <b>(Photocopies of following documents to be Uploaded)</b>                                                    |        |
|                                     | • Registration number of the firm. (As per Shop and Establishment act.)                                       |        |
|                                     | • PAN No. and TIN No.                                                                                         |        |
|                                     | • Goods and Service Tax No                                                                                    |        |
| 5                                   | Name and complete postal address of bankers.                                                                  |        |
|                                     | Name of Bank                                                                                                  |        |
|                                     | Branch                                                                                                        |        |
|                                     | Account No                                                                                                    |        |
|                                     | Account Type                                                                                                  |        |
|                                     | IFSC Code                                                                                                     |        |
| 6                                   | Additional Information if any.                                                                                |        |

Signature and seal of agency/firm/company  
Date:

Address:  
Mobile No

## **7. Commercial Details**

(To be submitted in a separate sealed envelope on company letterhead)

Name of Work: Appointment of Electrical Engineering Consultant for Complete HT/LT Electrical Substation Upgradation at NIA Pune

| Sr. No. | Description                                                                                                                                                                                              | Qty | Unit | Amount (Rs.) |
|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|------|--------------|
| 1       | Consultancy Services for Complete HT/LT Electrical Substation Upgradation including Survey, Design, BOQ, Tendering Assistance, Site Supervision, Testing & Commissioning Support and Final Certification | 1   | Job  | _____        |

| Particulars           | Amount (Rs.) |
|-----------------------|--------------|
| Total Consultancy Fee | _____        |
| GST                   | _____        |
| Grand Total           | _____        |

I/We hereby confirm that all information furnished by us is true and correct. We have carefully read and understood all terms and conditions of this enquiry and agree to abide by the same.

Authorized Signatory

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Company Name: \_\_\_\_\_

Signature & Seal: \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_

**NIA reserves the right to negotiate, accept or reject any quotation without assigning any reason thereof.**

Signature and seal of agency/firm/company  
Date:

Address:  
Mobile No