

Ref. NIA/ENGG/2025-26/007

Date: 09/02/2026

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 non-comprehensive annual maintenance service contract
for DG sets at NIA, Pune (03 Nos)**

Dear Sir/Madam,

NIA invites you to submit your offer by sending sealed quotations at National Insurance Academy(Office no 17-Reprography) for Non-comprehensive annual maintenance service contract for DG sets at NIA, Pune in complete accordance with enquiry documents:

Due Date & Time : 18.02.2026 at 05:00 pm.

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,

Engineering Department

National Insurance Academy

Pune-411045

Signature and seal of agency/firm/company
Date:

Address:
Mobile No

1) DOCUMENT REQUIRED FROM THE BIDDERS.

1. Attested copy of the valid **Registration Certificate** of Registered contractors engaged in State PWD / CPWD / MES / MJP / Railways / P&T / Municipal Corporation / Semi-Government Organization / Government Organization / Large Corporate Entity for electrical worksAuthority letter from the holder of the certificate/Proprietor Certificate
2. **PAN & GST** Certificate.
3. Attested copy of **Partnership deed / Memorandum** and articles of association, as the case may be if the tenderer is a Partnership Firm.
4. **Power of Attorney** on behalf of firm issued in the name of person/s authorized to sign agreements / bills etc. for the work done.
5. Valid Electrical Contractor License issued by government.
6. Details of similar three works/projects (Electrical works) completed **with a work completion certificate from the client.**
7. Bidder Information
8. **EMD of Rs.10,000/- (Rs. Ten thousand Only)** in the form of Demand Draft/NEFT/RTGS in the Favor of National Insurance Academy Pune.
9. **Annual Turnover Certificate** duly certified by CA. (For last 3 years i.e. 2022-23,2023-24,2024-25)
10. Client List with contact details.
11. Quotation form duly signed along with Stamp agreeing all the terms and conditions.

("Bidders should note that submission of all the documents mentioned above is mandatory. Failure to provide any one of these documents may result in disqualification of the quotation.")

Signature and seal of agency/firm/company
Date:

Address:
Mobile No

2) 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. **Payment-** Payment shall be made within **15 days of receipt of bills in hard copies** along with compliance documents from the agency/firm/company after the completion of entire work/Period. Quarterly payment will be made after successful completion of service and submitting the reports
4. The quotation should be valid for a minimum period of **90 days** from the date of enquiry letter date.
5. The acceptance of items/modifications is subject to inspection by the ENGG. Dept.
6. Incomplete quotation will be rejected summarily.
7. Kindly note that changes will be made in the contract as and when required as per requirements of NIA, Pune
8. 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 **10%** 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.

Signature and seal of agency/firm/company
Date:

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Mobile No

3) Scope of Work:

- The AMC covers labour-only maintenance services for the 125 KVA,380 KVA and 500KVA Cummins make DG sets installed at NIA campus, including the diesel engines, alternators and associated AMF panels.
- Quarterly servicing of All DG sets shall be carried out, which includes visual inspection, checking for leaks, cleaning, tightening of electrical and mechanical connections, checking engine oil level, coolant level, fuel system condition, battery health, starter/charging system, radiator condition, belts, hoses, indicators, safety shutdowns, wiring, earthing, load parameters and conducting a test run to ensure proper functioning.
- The contractor shall attend to all breakdown calls immediately (No Limit on breakdown calls) upon receiving intimation from NIA, diagnose the fault, and restore the DG set to working condition using labour covered under the AMC.
- All spare parts, filters, consumables, engine oil, coolant, belts, hoses, electrical components, batteries, and any other replaceable items shall be chargeable and will be used only after obtaining prior approval from NIA.
- Alternator health check for all DG sets shall be carried out once every year, which includes basic inspection, tightening, and insulation resistance testing.
- The contractor shall assist NIA in resolving minor issues of the AMF panels through their qualified electrical team.
- All maintenance activities—Quarterly servicing or breakdown attendance—shall be recorded in the service/maintenance register, and signatures of NIA officials must be obtained for each visit.
- Quarterly service reports, breakdown reports, and the annual alternator check report shall be submitted to NIA as part of AMC documentation.
- The contractor shall carry and use appropriate tools, instruments and safety equipment, and ensure all work is done as per standard engineering practices.
- Any repairs arising from mishandling, external power issues, flooding, fire, rodent damage or other external causes beyond normal operation are not included in the AMC.
- Servicing dates shall be mutually fixed with NIA, and the contractor shall ensure that DG maintenance activities do not disrupt normal campus operations.

Signature and seal of agency/firm/company
Date:

Address:
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4) Additional Terms and Conditions:

- AMC payment shall be made on a quarterly basis upon submission of a proper Tax Invoice and service reports for the completed quarter.
- Invoices shall be processed only after the contractor completes the scheduled servicing and submits the maintenance register entries duly signed by NIA officials.
- All payments shall be made through RTGS/NEFT only, and the contractor shall provide correct bank details on the invoice.
- GST and other statutory taxes shall be paid as applicable and must be shown separately on the invoice.
- Any delay in submission of invoices or service reports may result in delayed payment without any liability on NIA.
- No advance payment will be made unless specifically approved by NIA; only post-service quarterly payments will be released.
- All chargeable spare parts, consumables, and major repairs shall be paid separately based on a prior approved estimate from NIA.
- The contractor must not carry out any chargeable repairs without written approval from NIA; such work done without approval will not be considered for payment.
- Penalties, if applicable for delayed response or unsatisfactory service, may be deducted from the quarterly payable amount.
- TDS and other statutory deductions will be applied as per Government norms and reflected in payment records.
- Any dispute regarding payment must be communicated within 7 days from the date of invoice settlement; later claims will not be entertained.
- In case of contract termination, payment will be made proportionate to the service period completed up to the termination date.

Signature and seal of agency/firm/company
Date:

Address:
Mobile No

5) 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. Mobile Nos. Fax No. E-mail id	
3	Month and Year of commencement of service business in present name.	
4	(Photocopies of following documents to be Uploaded) <ul style="list-style-type: none"> • 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.	

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Mobile No

6. Commercial Details

Format for quotation

To be filled in by agency on their letterhead

S No	Description	Qty	Unit	Rate in Rs for 2026-2027	Rate in Rs for 2027-2028	Total Amount in Rs
1	Non-Comprehensive Annual Maintenance Contract service charges for following mentioned DG sets.					
2	125 KVA Cummins Make	1	Set			
3	380 KVA Cummins Make	1	Set			
4	500 KVA Cummins Make	1	Set			
	Total amount					
	GST					
	Final Amount					

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