

**NATIONAL INSURANCE ACADEMY  
BALEWADI, PUNE 411045.**



**QUOTATION**

**FOR**

**SUPPLY AND FIXING OF GLASS**

**2026 - 2028**

**Through Offline Sealed Quotation Mode Only  
Last Date of Submission: 28-02-2026**

## 1. Vendor Profile & Eligibility

*Please fill in the following details.*

<b>Requirement</b>	<b>Details</b>
<b>Name of Firm/Individual</b>	
<b>Organisation Type</b>	Proprietor/Partnership/LLP/Pvt. Ltd. etc.
<b>Registered Address</b>	
<b>Contact Person &amp; Mobile No.</b>	
<b>PAN</b> <b>GST Registration No.</b>	
<b>Bank Details</b> <b>Account Name</b> <b>Bank</b> <b>A/c No</b> <b>IFSC</b>	

## 2. Financial Bid (Price Quotation)

*Rates must be inclusive of all material, transportation, labor, and taxes.*

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. (GI or Aluminium)	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. (GI or Aluminium)	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. (GI or Aluminium)	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. (GI or Aluminium)	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 aluminium 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>aluminium handles</b> (right and left type) of approved make to the window shutters with screws, clamps etc. complete.	NO.	

In case rates quoted by multiple parties are same, the Academy Reserves right to negotiate the prices and award the work based on rate and technical capabilities.

**Stamp and Sign of Bidder**

### 3. Terms & Conditions

- **Zero Upfront Cost:** There is **No Tender Form Fee** and **No Earnest Money Deposit (EMD)** required to submit this quotation.
- **Security Deposit:** The successful bidder must deposit **₹ 5,000/- (Five Thousand)** as a Security Deposit.
- **Contract Duration:** Initially for **two years**, extendable by one year based on performance.
- **Material Quality:** Material of required thickness to be used of reputed brands such as MODIGUARD/SAINTGOBAIN or equivalent.
- **Logistics:** Transportation should be done as and when required within 24 hours of oral or written communication.
- **Payment:** Bills are processed **once a month** upon submission of signed delivery challans verified by NIA Security.

### 4. Liability, Insurance & Accident Clause

*By submitting this quotation, the vendor agrees to the following legal protections for NIA:*

- **Road Safety & Compliance:** The vendor is solely responsible for road safety, following traffic rules, and transporting material.
- **Accident Liability:** The vendor shall be exclusively liable for any accidents, injuries, or fatalities involving their tankers, drivers, or third parties during the execution of this contract.
- **Damage to Property:** Any damage caused by the vendor's to NIA buildings, NIA campus infrastructure must be made good by the vendor.
- **Indemnity:** The vendor shall indemnify and keep NIA harmless against all claims for compensation or legal costs arising from accidents or injuries to workmen or third parties.

### 5. Declaration

I/We hereby certify that the information provided is true. I/We agree to the Security Deposit requirement of ₹ 5000 to guarantee supply of services.

**Stamp and Signature of Bidder:** \_\_\_\_\_

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