

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



TENDER

FOR

CIVIL REMODELING OF MARINE AND MOTOR LAB INTO A CLASSROOM

Last date of submission of tender 16.01.2026 up to 17:00 Hrs

Through Offline Mode Only

INDEX

Tender No.: NIA/EE/CRMML/003 dated 08.01.2026

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NOTICE INVITING TENDER (NIT)

Brief Description of the requirement	TENDER FOR CIVIL REMODELING OF MARINE AND MOTOR LAB INTO A CLASSROOM
Tender Type	Open
Bid Type	Two Bid
Mode	Offline
Period for issuing of tender document.	From 16:00 Hrs of 08.01.2026 to 15:00 Hrs of 16.01.2026
Submission of Tender Fee & EMD	NA
Last Date & Time for Tender Submission Online	16.01.2026 @ 17.00 Hrs. (IST)
Date / Time of Technical Bid Opening online	19.01.2026 @ 11.30 Hrs. (IST)
Date & Time of Opening of Commercial Bid Online	Shall be intimated later to the bidders, who qualify in the Technical Evaluation.
Pre-Bid Conference	Not Applicable
Offer Validity 90 days	From Bid Closing Date
Delivery Period	Preferred delivery - 4 weeks from date of work order.
For Technical Queries contact	Mr. P.B. Katke / pramodkatke@niapune.org.in / 8698686353

INSTRUCTIONS TO BIDDERS

1. All bidders are required to read these conditions carefully and **submit a letter as per format** as token of having read, understood, and accepted the conditions, along with information called for by NIA.
2. The bidding document shall be read in conjunction with any amendment(s) issued.
3. Bidders should get clarified all the technical doubts and other points related to the tender before submitting the priced and un-priced offer.
4. No assumption, stipulation, deviations from terms and conditions or presumptions, etc. shall be made by the bidder while submitting the offer in the Price Part of the Tender. The liability of obtaining all necessary clarity with respect to the tender, its technical aspects and pricing shall be on the bidder.
5. NIA shall be under no obligation whatsoever to entertain any tender bid which is based on any assumption, stipulation, deviations from terms and conditions or presumptions, etc. and would have the option to reject such bid.
6. Bidder shall submit the offer in two parts, i.e., Technical Bid and Price Bid. Separate envelope for each bid is to be submitted and both the envelopes are to be added to a single A4 size envelope. This combined envelope is to be submitted in the Tender Box available at Administrative Building Reception, National Insurance Academy, Pune 411045

Part I - TECHNICAL BID

Bidders are required to serially number all the pages being appended by them as part of submission to the Technical bid. Such numbering shall include, Covering letter, Technical specifications, items list being offered, Drawings, Specification, Certificates, Catalogues, Compliance or Deviation statements, etc. as applicable to this Tender and create an Index Page with headings and corresponding page numbers. In addition to this, all pages of the Tender Documents issued by NIA shall be signed on all pages and to be uploaded in the system.

Part II - PRICE BID

In case, PRICE BID is included in TECHNICAL BID portion, or PRICES are mentioned in the technical bid itself the entire bid will be rejected.

7. Any corrigendum / amendment to the tender will be uploaded on NIA's website <http://www.niapune.org.in> and will not be published through press advertisement.
8. Prospective bidders should visit the above NIA website site from time to time to make note of corrigendum / amendment if any. NIA will not be responsible for non-receipt of communications in this regard.
9. Deviation on Pre-Qualification Criteria (as applicable) and Bidders' Evaluation Criteria is not acceptable and such Bids having any deviation are liable for rejection.
10. Date format should be "DD.MM.YYYY" (Date/Month/Year) format in respect of dates mentioned by bidders in their offer.
11. The tender terms / conditions as per SCC (Special conditions of the contract) supersedes all similar terms/conditions prescribed under General Conditions of Contract and in case of ambiguity of similar tender terms/conditions, the stricter terms shall prevail.

12. Bidders shall send GST Invoices / Debit Notes / Commercial Invoices for the associated delivery costs including Freight and TPI if any along with the main invoice for material supply.
13. In case any of the documents/details submitted are found to be false/incorrect, NIA reserves right to cancel such bids and place such vendor/s on blacklisting.

ELIGIBILITY CRITERIA

FOLLOWING ELIGIBILITY CRITERIA REQUIRED TO BE FULFILLED BY THE BIDDER:

1. The bidder shall be a registered company/firm/HUF involved in civil contracts and should have a minimum experience of three years as on 31.12.2025. (Attach Proof in form of work orders). The bidders must have completed,
 - a. One similar Work of value excluding taxes not less than Rs. 3.00 lacs
OR
 - b. Two similar works of value excluding taxes not less than Rs. 2.00 lacs
OR
 - c. Three similar works of value excluding taxes not less than Rs. 1.00 lacs
2. Signed and Stamped Balance Sheet and Profit & Loss Account statements (certified by a practicing Chartered Accountant) for the previous three (03) financial years in support of annual turnover of minimum Rs. 5.00 Lakhs.
3. Non-Eligibility: Bidder's whose contracts have been terminated / foreclosed by any department / company / firm during the last 2 years due to non-fulfillment of contractual obligation are not eligible to bid. The bidder should provide a declaration to this effect in writing separately.

Similar Work Means: Construction, Renovation or Repair works of a building.

BID EVALUATION CRITERIA

1. The bidder should accept the technical specifications and scope of work given in the tender.
2. Technically accepted bids will be evaluated for commercial bids based on Overall L1 basis, i.e., the lowest landed cost to NIA.

REJECTION CRITERIA

The bids are liable for rejection in following cases:

1. Bids received after the due date and time of bid submission.
 2. Nonadherence to technical / commercial terms, incomplete bids, bids in deviations to tender conditions, bids with falsified or incorrect information, bids not meeting eligibility criteria and bids not conforming to Unpriced/Priced Bid format, manipulated or unsigned bids.
 3. If price bid is submitted along with technical bid.
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GENERAL TERMS AND CONDITIONS:

1. The prices offered by the Bidder are firm and inclusive of all taxes, duties, delivery, installation, testing and commissioning etc. No extra amount on any account will be entertained.
2. The furniture supplied should have a minimum warranty period of **ONE YEAR**.
3. You will be required to replace the defective components at NIA, in case of any defect during warranty period.
4. **Payment Terms:** Only final bill amounting to 100% of supply value will be made within 30 days from supply of material and its invoice.
5. Bills shall be submitted in triplicate with Xerox copies of delivery challans duly stamped and signed by NIA.
6. Time limit for completion of work shall be 3 weeks from the date of award of letter.
7. Earnest money deposit of the unsuccessful Bidder shall be returned within one month from the date of submission of the tender.
8. The tender shall be valid for a minimum period of 90 days.
9. The Bidder shall enclose annual turnover statements for the last three years including names and complete postal addresses of the parties for whom the similar type of work is done, along with the work order copies and completion certificates.
10. Bidders are requested to get requisite details / information from NIA, at least 3 days prior to submission of the tender documents. Conditional quotations shall not be accepted.
11. Technically incompetent offers will be rejected, and Academy does not bind itself to accept the lowest or any tender.
12. The Academy reserves the right to accept or reject any or all tenders either in whole or in part without assigning any reasons thereof. The Academy reserves the right to order part of the equipment or decrease / increase the quantity of any / all elements of the equipment or to place / repeat order subsequently.

SUBMISSION OF TECHNICAL BID:

The Enrolment Form along with the Annexure shall be completely filled in all respect along with these instructions for filling and uploading of Enrolment Form.

- Tenderers to note that all particulars required as per the Enrolment form and Annexures shall be filled in completely in relevant strictly as per the format.
- The forms not submitted strictly as per the above instructions within stipulated period are liable to be rejected.
- The Technical Bids as per eligibility criteria shall be evaluated. Please note that no enquiries or correspondence regarding the selection of tenders shall be entertained.
- The Tenderers are advised to follow the instructions given below:
 1. Technical Bid Form shall be filled in the in-capital letters.
 2. Full address of the site of work, owner, or authority under whom the works have been carried out should be given.
 3. The Tenderer 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.
 4. The annual turnover should be based on latest Income Tax Clearance Certificate duly cleared by Income Tax Department or audited balance sheet, copy of which should be enclosed.
 5. 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 TECHNICAL BID DOCUMENTS does not confer any right to claim for selection for further tendering process.

TECHNICAL BID

**TENDER FOR CIVIL REMODELING OF MARINE AND MOTOR LAB INTO A
CLASSROOM**

INDIVIDUAL / FIRM / COMPANY PROFILE		
Sr. No.	Required Information (QUERY)	ANSWER
1	Name and registered address of the Individual/firm/company.	
2	<p>Legal status (Individual / proprietor, partnership firm, limited company, corporation, cooperative society, etc.) (Upload a self-attested copy of the certificate of incorporation / registration / copy of Partnership deed in case of company / corporation / co-operative society / partnership firm and any certificate issued by any statutory authority in case of Proprietor.)</p>	
3	<p>Name, designation, and telephone nos. of the contact person / persons. Give full particulars of Pune Office setup. Mobile Nos. Fax No. E-mail id</p>	
4	Month and Year of commencement of service business in present name.	
5	Particulars of Sister Concern / Firm, if any.	
6	<p>Statutory details (Photocopies of following documents to be Uploaded)</p>	
	1. Registration number of the firm. (As per Shop and Establishment act.)	
	2. PAN No.	
	3. Goods and Service Tax No	

7	Annual Turn Over for last three years. (Upload attested statements of last three consecutive years duly certified by Chartered Accountant with Registration Number.) – Annexure A	F.Y.	Annual Turn Over
		2021-2022	
		2022-2023	
		2023-2024	
8	Fill in and upload Annexure - B giving full particulars about major works completed during last three years. Note: List of only those works which are carried out by firm participating in this Tender is to be given. Work Completion / Experience Certificates must be uploaded with address and contact numbers of issuing authority.		
9	Letter from bidder to Director NIA Pune.– Annexure - C		
10	Name and complete postal address of bankers.		
	Name of Bank		
	Branch		
	Account No		
	IFSC Code		

ANNEXURE - A:

ANNUAL TURNOVER FOR LAST THREE YEARS.

Name of Tenderer: _____

S. No.	Financial Year	Total Contract amount received	IT certificate enclosed Yes/ No	Audited balance sheet copy enclosed. Yes/ No	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
1	2021-2022				
2	2022-2023				
3	2023-2024				

SIGNATURE OF TENDERER

ANNEXURE – B:**LIST OF WORKS COMPLETED DURING LAST THREE YEARS FROM THE DATE OF PUBLICATION OF TENDER NOTICE**

S.N.	Name of the organization with complete postal address mentioning Private Sector/ Govt. Body / PSU/ Training Institute.	Name and designation of the contact person with Tel. / Mobile No (s)	Period for which the contract was awarded	Scope of Work.
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

SIGNATURE OF TENDERER

ANNEXURE – C:

LETTER FROM BIDDER TO DIRECTOR NIA PUNE

To,

Date:

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

NAME OF WORK: _____

Dear Sir,

Having examined the specifications, conditions of tender, form of rate Contract, Schedule of quantities relating to the above work of the tender and the drawings and having visited and examined the site of the proposed works and having acquired the requisite information relating thereto as affecting the tender invited by you on behalf of the National Insurance Academy , I/We, the undersigned hereby offer _____

1. On rate contract basis in strict accordance with the contract conditions and specifications as may be ascertained in accordance with the said conditions.
2. I/We undertake to complete and deliver the whole of the works within a period as specified in the Conditions of Contract from the date of issue of an intimation from you that the tender has been accepted upon receiving possession of the site.
3. After the receipt of the information to me/us that my/our tender is accepted and that after I/We pay the initial security deposit or alternatively. I/We furnish the security for Rs.25,000.00 (Rs. Fifteen Thousand Only) to the NIA, Pune, in the form of Account Deposit through RTGS/NEFT.

Yours faithfully,

(SIGNATURE OF THE BIDDER)

NAME AND SEAL

NAME OF THE PARTNER OF THE FIRM

OR

NAME OF THE PERSON HAVING POWER OF

ATTORNEY TO SIGN THE CONTRACT

(CERTIFIED TRUE COPY OF THE POWER OF ATTORNEY SHOULD BE ATTACHED)

FINANCIAL BID

TENDER FOR CIVIL REMODELING OF MARINE AND MOTOR LAB INTO A CLASSROOM

S No	Description	Quantity	Unit	Rate	Amount	Code No
1	Demolishing brick work manually/ by mechanical means including stacking of serviceable material and disposal of unserviceable material within 50 metres lead as per direction of Engineer-in-charge.					15.7
1.1	In cement mortar	9	cum	2060.2	18,542	15.7.4
2	Dismantling doors, windows and clerestory windows (steel or wood) shutter including chowkhats, architrave, holdfasts etc. complete and stacking within 50 metres lead :					15.12
2.1	Of area beyond 3 sq. metres	2	each	502.75	1,006	15.12.2
3	Dismantling wooden boardings in lining of walls and partitions, excluding supporting members but including stacking within 50 metres lead :					15.39
3.1	Thickness above 25 mm up to 40 mm	94	sqm	90.35	8,493	15.39.3
4	Dismantling cement asbestos or other hard board ceiling or partition walls including stacking of serviceable materials and disposal of unserviceable materials within 50 metres lead.	94	sqm	56.35	5,297	15.41

5	Disposal of building rubbish / malba / similar unserviceable, dismantled or waste materials by mechanical means, including loading, transporting, unloading to approved municipal dumping ground or as approved by Engineer-in-charge, beyond 50 m initial lead, for all leads including all lifts involved.	15	cum	263.95	3,959	15.60
6	Brick work with common burnt clay F.P.S. (non modular) bricks of class designation 7.5 in foundation and plinth in:					6.1
6.1	Cement mortar 1:4 (1 cement : 4 coarse sand)	5	cum	7370.65	36,853	6.1.1
7	12 mm cement plaster of mix :					13.1
7.1	1:4 (1 cement: 4 fine sand)	21	sqm	347.05	7,288	13.1.1
8	Providing and applying 12 mm thick (average) premixed formulated one coat gypsum lightweight plaster having additives and light weight aggregates as vermiculite/ perlite respectively conforming to IS: 2547 (Part - 1 & II) 1976, applied on hacked / uneven background such as bare brick/ block/ RCC work on walls & ceiling at all floors and locations, finished in smooth line and level etc. complete.	137	sqm	468.9	64,239	13.78

9	Providing and laying Vitrified titles in floor in different sizes (thickness to be specified by the manufacturer) with water absorption less than 0.08% and conforming to IS: 15622, of approved brand & manufacturer, in all colours and shade, laid on 20mm thick cement mortar 1:4 (1 cement: 4 coarse sand) jointing with grey cement slurry @3.3 kg/sqm including grouting the joints with white cement and matching pigments etc. The tiles must be cut with the zero chipping diamond cutter only. Laying of tiles will be done with the notch trowel, plier, wedge, clips of required thickness, leveling system and rubber mallet for placing the tiles gently and easily.					11.41A
9.1	Glazed vitrified floor tiles polished finish of size.					11.41A.2
9.1.1	Size of Tile 600 x 1200 mm	95	sqm	1798.8	1,70,886	11.41A.2.2
10	Providing and fixing 18 mm thick gang saw cut, mirror polished, premoulded and prepolished, machine cut for kitchen platforms, vanity counters, window sills , facias and similar locations of required size, approved shade, colour and texture laid over 20 mm thick base cement mortar 1:4 (1 cement : 4 coarse sand), joints treated with white cement, mixed with matching pigment, epoxy touch ups, including rubbing, curing, moulding and polishing to edges to give high gloss finish etc. complete at all levels.					8.2
10.1	Granite of any colour and shade					8.2.2
10.1.1	Area of slab over 0.50 sqm	1	sqm	5136.3	5,136	8.2.2.2

11	Providing and fixing tiled false ceiling of approved materials of size 595x595 mm in true horizontal level, suspended on interlocking metal grid of hot dipped galvanized steel sections (galvanized @ 120 grams/ sqm, both side inclusive) consisting of main "T" runner with suitably spaced joints to get required length and of size 24x38 mm made from 0.30 mm thick (minimum) sheet, spaced at 1200 mm center to center and cross "T" of size 24x25 mm made of 0.30 mm thick (minimum) sheet, 1200 mm long spaced between main "T" at 600 mm center to center to form a grid of 1200x600 mm and secondary cross "T" of length 600 mm and size 24x25 mm made of 0.30 mm thick (minimum) sheet to be interlocked at middle of the 1200x600 mm panel to form grids of 600x600 mm and wall angle of size 24x24x0.3 mm and laying false ceiling tiles of approved texture in the grid including, required cutting/making, opening for services like diffusers, grills, light fittings, fixtures, smoke detectors etc. Main "T" runners to be suspended from ceiling using GI slotted cleats of size 27 x 37 x 25 x1.6 mm fixed to ceiling with 12.5 mm dia and 50 mm long dash fasteners, 4 mm GI adjustable rods with galvanized butterfly level clips of size 85 x 30 x 0.8 mm spaced at 1200 mm center to center along main T, bottom exposed width of 24 mm of all T-sections shall be pre-painted				12.58
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with polyester paint, all complete for all heights as per specifications, drawings and as directed by Engineer-in-charge.				
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11.1	8 mm thick fully perforated calcium silicate board made with Calcareous & Siliceous materials reinforced with cellulose fiber manufactured through autoclaving process to give stable crystalline structure with minimum compressive strength 225 kg/ sq. cm, bending strength 100 kg/sq. cm , of size 595x595 mm, having perforation of dia. 10 mm with minimum perforated area 18 % with non woven tissue on the back side, having an NRC (Noise Reduction Coefficient) of 0.85, with 50 mm thick rockwool of 48 kg /cum backing.	95	sqm	1789.45	1,69,998	12.58.1
				Total	491697	
				Cost Index 7%	34419	
					526116	
				Contingencies 3%	15783	
					541899	
				Grand Total Incl. of GST	541899	
			A	Grand Total excl. of GST	459236	
			B	Quoted Offer in % (+/-) over A		
			C	Accepted Tender Cost (A-(A*B%))		

In
Words: _____

GST will be paid extra over Accepted Tender Cost as in "C" as per prevailing GST rate.

The tender will be evaluated based on the rates quoted by the agency and deciding factor will be L-1 bidder.