

NATIONAL INSURANCE ACADEMY, PUNE

25, Balewadi, Baner Road, NIA P.O., Pune – 411 045

Tel: 020-27204000 | Website: www.niapune.org.in | E-Tender: www.tenderwizard.com/NIA

e-TENDER DOCUMENT FOR APPOINTMENT OF CONSULTANT FOR REMODELLING / RENOVATION OF PRATHAP OBURAI CONVENTION CENTRE

(Auditorium Renovation – Comprehensive Multi-Disciplinary Consultancy Services)

Tender Document No.	NIA/EE/AUD/CONS/2026-2027/001
Name of Work	Appointment of Consultant for Remodelling/Renovation of Prathap Oburai Convention Centre
Tender Type	Limited E-Tender – Quality & Cost Based Selection (QCBS)
Bid System	Two-Bid System (Technical Bid + Financial Bid)
Mode of Submission	Online Only – www.tenderwizard.com/NIA
Tender Issue Date Online	05-08-2026
Pre-Bid meeting	[10-08-2026 at 11:30 A.M] – NIA Campus, Pune
Last Date for Bid Submission Online	26-08-2026 Up to 17:00 hrs.
Technical Bid Opening Online	27-08-2026 Up to 11:30 hrs.
Offer Validity	120 days from bid closing date
Earnest Money Deposit (EMD)	Rs. 25,000/- through e-payment gateway
Tender Document Fee	Rs. 1,000/- + GST (non-refundable) through e-payment gateway
Contact for Technical Queries	Engineering Dept at engineering@niapune.org.in / kishor@niapune.org.in / pramodkatke@niapune.org.in

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SECTION 1 – NOTICE INVITING E-TENDER (NIT)

National Insurance Academy (NIA), Pune, invites e-tender on a Quality and Cost Based Selection (QCBS) basis from reputed, multi-disciplinary Architectural and Engineering Consultancy firms for comprehensive consultancy services for the Remodelling and Renovation of the Prathap Oburai Convention Centre at NIA Campus, Balewadi, Pune.

The assignment covers all phases from site assessment, architectural & interior design, acoustic engineering, audio-visual system design, stage lighting, electrical engineering, fire-life safety integration, tender documentation, construction supervision, commissioning, and project closeout. The objective is to transform the existing facility into a modern, technology-enabled, and acoustically optimized auditorium aligned with NIA's academic and institutional requirements.

1.1 About National Insurance Academy

National Insurance Academy (NIA) is a premier institution devoted to equip the insurance industry with the best of talents. Its close association with the Insurance industry provides the 'real life' reference to its training, education, research and consultancy activities.

NIA was established in 1980 jointly by the Ministry of Finance - Government of India, Life Insurance Corporation of India, General Insurance Corporation of India, The New India Assurance Company, National Insurance Company, United India Insurance Company and The Oriental Insurance Company on 16th December 1980 in Mumbai to be the institute of excellence in learning and research in Insurance, Pension and allied areas. The Academy was shifted to Pune on 4th June 1990 with the state-of-the-art facilities for learning and research.

Initial years of NIA were dedicated to Management Development Programmes catering to the insurance industry professionals to enhance the management skills. Later, the two year Post Graduate Diploma in Management course was initiated to fulfil the growing demand of skilled professionals in Insurance and Risk Management. The programme offers dual expertise in management and Insurance.

The Academy has a sprawling (approximately 32 acres) campus housing the administrative, academic, hostel and residential facilities amidst lush greenery. The campus is self-sufficient with a Bank, Post Office, Dispensary, Sports, Gymnasium and Swimming Pool facilities.

1.2 The Prathap Oburai Convention Centre – Existing Facility

The Prathap Oburai Convention Centre is NIA's central auditorium. The facility has been in service for approximately 20 years and, while it has served the institution admirably, rapid technological advancements, evolving event formats, enhanced AV expectations, and natural infrastructure aging now necessitate a comprehensive remodelling and renovation to transform it into a state-of-the-art, future-ready venue befitting NIA's national stature.

Parameter	Details
Existing Seating Capacity	Approximately 220 fixed seats
Location	NIA Campus, Bale wadi, Pune – 411 045
Key Spaces	Main Hall, Stage, AV Control Room, Green Rooms, Foyer, Electrical Rooms
Existing Systems	Legacy Audio, Lighting, HVAC, Electrical, Projection (all requiring upgrade/replacement)
Primary Uses	Conferences, Seminars, Training Programmes, Hybrid Meetings, Cultural Events, VIP Functions
Current Status	Operational but dated – comprehensive remodelling and renovation required
Project Cost (Budgeted)	2 Crore

SECTION 2 – SCOPE OF CONSULTANCY SERVICES

The appointed consultant shall provide fully integrated, multi-disciplinary consultancy services across all phases described below. The engagement requires demonstrated capability in architecture, interior design, room acoustics, audio-visual engineering, stage lighting design, electrical engineering, fire-life safety coordination, and construction project management.

2.1 Phase A – Site Survey, Technical Audit & Pre-Design

2.1.1 Existing Condition Survey

- Measured survey of all spaces: main hall, stage, AV control room, green rooms, foyer, corridors, and electrical rooms
- Photographic and video documentation of all existing finishes, fixtures, equipment, and structural elements
- Review and field-validation of all available architectural drawings against actual existing conditions
- Visual structural condition assessment of floor, walls, ceiling, roof, stage platform, and columns

2.1.2 Technical Systems Audit

- Audio system audit: amplifiers, speakers, mixing consoles, cabling, and rack infrastructure
- Projection and display systems audit: projectors, screens, monitors, and video switchers
- Lighting audit: dimmer systems, control panels, fixture types, and power feed infrastructure
- Electrical audit: HT/LT supply, transformer capacity, distribution boards, earthing, UPS, and cabling
- Network and IT audit: structured cabling, switches, Wi-Fi access points, and videoconferencing hardware

2.1.3 Acoustic Assessment

- Reverberation time (RT60) measurement across 125 Hz to 8 kHz octave bands at multiple positions
- Speech Transmission Index (STI) measurement at multiple seating positions across the hall
- Background noise level measurement; Sound Reduction Index (SRI) for critical adjacent spaces
- Comprehensive Acoustic Assessment Report identifying all deficiencies with remediation recommendations

2.2 Phase B – Concept Design & Stakeholder Validation

2.2.1 Architectural & Interior Design Concept

- Concept design for auditorium interior: wall panels, ceiling treatment, floor finishes, stage backdrop, and proscenium
- Material palette: acoustic finishes, fabrics, wood veneers, metal accents, and flooring – all aligned with NIA's corporate identity

- VIP enclosure design and dedicated accessible seating provisions
- Podium, lectern, and stage furniture design concepts
- Foyer and pre-function area improvement with NIA branding integration
- Revised seating layout (target: ~260 seats with VIP and accessible positions) fully compliant with NBC 2016 egress norms

2.2.2 Presentations & Revisions

- Formal presentation to NIA Management Committee (max 60 mins): design philosophy, materials, system concepts, cost benchmarks, and timeline
- Two rounds of design revisions based on NIA feedback before concept freeze

2.3 Phase C – Detailed Engineering Design

2.3.1 Architectural & Interior Drawings

- Floor plans 1:50 scale; reflected ceiling plans; elevation drawings of all walls at 1:25/1:50 scale
- Longitudinal and transverse sectional drawings at 1:25 scale
- Detailed construction drawings for all custom millwork: panels, podium, stage fascia, operator desk
- Door and window schedule with hardware specs; complete surface finish schedule for all spaces

2.3.2 Acoustic Engineering Design

- Room acoustic optimisation using EASE (or equivalent) software – RT60 and STI simulation for all seating zones
- Acoustic wall panel and ceiling treatment drawings with NRC ratings and absorption coefficients
- Acoustic simulation report: predicted post-renovation RT60 and STI vs. design targets

2.3.3 Audio-Visual System Design

- Full audio system design: main L-R, front fill, delay fills, stage monitors, confidence monitors with SPL uniformity calculations
- Digital mixing console spec (min. 16-channel, Dante/AES67 network audio); DSP design with event-mode presets
- Projection, display, camera, and live-streaming infrastructure specification
- Cable routing drawings: all AV signal, control, and fibre cabling

2.3.4 Stage Lighting Design

- Stage lighting: LED wash, follow spots, cyclorama, foot lights, back lights, DMX control system
- House lighting design per IS:3646; emergency and exit lighting per NBC 2016
- Architectural accent lighting for foyer, stage fascia, and ceiling features

2.3.5 Electrical Engineering Design

- Electrical load schedule; SLD for AV, lighting, and general power distribution; DB layout drawings, along with necessary coordination for HVAC system modifications, if required.
- Earthing and bonding scheme for all AV equipment; power quality and harmonic distortion mitigation

- Surge protection and lightning protection system per IS:2309
- HVAC noise coordination to achieve NC-40 or better within the auditorium

2.3.6 Fire- Fighting & Life Safety Integration

- Coordination with existing fire protection system; sprinkler head relocation plan if required
- Emergency evacuation plan drawing compliant with NBC 2016 and local fire authority requirements

2.3.7 Bill of Quantities (BoQ)

- Comprehensive itemised BoQ for all disciplines: civil/interior, AV, lighting, electrical, IT/networking, furniture
- Format: Item No., Description, Unit, Quantity, Unit Rate (blank), Amount (blank) – suitable for competitive tendering
- Technical specifications appended to each BoQ section with minimum three OEM/make options per major item
- Rough Order of Magnitude (ROM) cost estimate for NIA internal budget planning
- BoQ in both MS Excel (formula-enabled) and MS Word formats

2.4 Phase D – Tender Documentation & Evaluation Support

- Good-for-Tender (GFT) drawing set: all disciplines, coordinated, indexed, stamped, and ready for contractor tendering
- Two-part technical specifications document (Part A: General; Part B: Product/Material Specifications)
- Schedule of Approved Makes and Materials for all major items
- Pre-bid meeting support; response to contractor queries; issuance of formal clarification notes
- Tender evaluation: technical assessment of bids, bid comparison matrix, and written recommendation report
- Good-for-Construction (GFC) drawing set post-award, incorporating all pre-bid clarifications
- Shop drawing review and approval: AV racks, custom millwork, stage elements, acoustic ceiling panels

2.5 Phase E – Construction Supervision & Project Management

- Minimum bi-weekly site visits by senior consultant (min. 4 hours/visit); inspection report within 48 hours of each visit
- Weekly progress meetings with contractor and NIA; structured minutes issued within 24 hours with action items

- Project master schedule, 3-week look-ahead, material delivery schedule, risk register, and RFI/issue log
- Monthly progress report to NIA Management: milestone status, SPI/CPI metrics, upcoming critical activities
- Material inspection and approval on-site; installation inspection at all key commissioning milestones
- Deficiency (snag) list preparation and follow-up monitoring through project closeout

2.6 Phase F – Testing, Commissioning & Project Closeout

- Factory Acceptance Test (FAT) protocol preparation; attendance at key FATs for AV and electrical equipment
- Site Acceptance Test (SAT) protocols for complete integrated system testing
- Post-installation acoustic verification: RT60 and STI measurement vs. design targets (formal report)
- Full audio, lighting, and videoconferencing commissioning; integrated system testing in all event modes
- As-Built drawings for all disciplines in AutoCAD (.dwg) and PDF formats
- Operation & Maintenance (O&M) manuals for all installed systems (indexed and bookmarked PDF)
- On-site training sessions for NIA facility management staff on all installed systems
- Defect Liability Period (DLP) support for 12 months post Practical Completion

2.7 Phase G – Project Timeline

Stage	Activity	Timeline
Stage 1	Survey, Audit & Concept Design	4–6 weeks
Stage 2	Detailed Design & Tender Documentation	6–8 weeks
Stage 3	Tendering & Contractor Finalisation	4–6 weeks
Stage 4	Execution & Supervision	6–7 months
Stage 5	Testing, Commissioning & Handover	4–6 weeks

- The consultant shall be responsible for periodic progress monitoring, reporting to NIA, and ensuring adherence to timelines, quality standards, and project objectives throughout the project lifecycle

SECTION 3 – ELIGIBILITY CRITERIA

All bidders must satisfy the following minimum eligibility conditions on a Pass / Fail basis. Failure to meet any criterion shall result in outright disqualification before technical evaluation commences.

3.1 Legal & Professional Status

- Registered firm under applicable Indian law (Sole Proprietorship, Partnership, LLP, or Company)
- Valid GST registration
- Valid Professional Indemnity Insurance of minimum Rs. 50 lakhs per occurrence
- At least one key team member must hold a valid Certificate of Practice from the Council of Architecture (COA) or be a registered member of the Institution of Engineers (India) or an equivalent recognised professional body

3.2 Experience (Pass / Fail Thresholds)

- Minimum 10 years of continuous operation as an architectural / engineering consultancy firm as on the bid closing date
- Minimum 5 completed auditorium / assembly hall projects (as defined in Section 3.4.1) in the last 10 years
- At least 2 of the above completed projects must involve auditoriums / assembly halls of 200 seats or more
- Multi-disciplinary capability: the firm or its proposed team must have demonstrated experience in acoustic design, AV system design, and stage lighting design – either in-house or through named, qualified sub-consultants forming part of the proposed team

3.3 Financial Capacity

- Average annual turnover from consultancy services of not less than Rs. 50 lakhs per annum over the last 3 financial years (supported by audited financial statements or CA-certified turnover certificate)
- No winding-up proceedings, insolvency, or bankruptcy declared against the firm in the last 5 years

3.4 Definitions

3.4.1 Qualifying “Auditorium / Assembly Hall Project”

An Auditorium/Assembly Hall is an enclosed built environment designed for the assembly of audiences for speech, music, theatre, presentations, or multi-purpose performance, where the

design includes intentional acoustic treatment and integration of technical systems (AV, lighting, etc.) for performance or conference use. Minimum qualifying size: 100 seats or 150 sq.m. hall floor area.

3.4.2 Qualifying Role (anyone qualifies)

- Lead Consultant – directly appointed by the client
- Associated / Sub-Consultant – engaged through prime architect or PMC, provided Substantial Scope Involvement is demonstrated
- Specialist Consultant – e.g., acoustics, AV, or lighting specialist engaged by the lead architect

3.4.3 “Substantial Scope Involvement” (mandatory for a project to count in scoring)

The bidder must demonstrate documented involvement in at least 4 of the following 8 disciplines within the same project:

- Acoustic design (room acoustics, treatment, simulation)
- Audio system design (speaker system, mixing console, DSP, cabling)
- Video / display system design (projectors, screens, AV matrix, streaming)
- Stage craft design (stage effect lighting, drapery, fly systems, DMX control)
- Seating and sightline planning
- HVAC noise coordination (NC target achievement)
- Fire-fighting / life safety integration (sprinklers, alarms, evacuation)
- Electrical system design specific to the auditorium facility

Projects involving only aesthetic/interior colour and finishes inputs without documented technical system design shall NOT qualify.

3.4.4 Acceptable Proof of Experience

- Architectural / engineering drawings, calculations, or specifications bearing the bidder's name or stamp
- Client or prime architect certificate clearly stating the bidder's scope and role
- Signed contract extract or appointment letter confirming the defined technical scope

SECTION 4 – TECHNICAL BID – SUBMISSION REQUIREMENTS

The Technical Bid shall comprise all documents listed below, uploaded in PDF format on the e-tender portal. Submissions missing any mandatory document shall be summarily rejected without evaluation.

Sr.	Document / Submission Required	Format
1	Covering Letter on firm letterhead – unconditional acceptance of all NIT terms and conditions	PDF
2	Firm Profile: history, services, organisational structure, office locations, total staffing	PDF
3	Certificate of Incorporation / Firm Registration / Partnership Deed (as applicable)	PDF
4	Valid GST Registration Certificate	PDF
5	Professional Indemnity Insurance Policy (current; min. Rs. 50 lakhs coverage)	PDF
6	COA Certificate of Practice / IEI Membership of proposed key professionals	PDF
7	Audited Financial Statements (last 3 years) OR CA-certified turnover certificate	PDF
8	Project List – Annexure A format – all qualifying auditorium / assembly hall projects	PDF
9	Experience certificates / client letters / contract extracts for every project in Annexure A	PDF
10	CVs of all proposed Key Personnel as per Section 4.2 format	PDF
11	Project Organisation Chart: roles, reporting lines, time commitment per phase	PDF
12	Technical Approach & Methodology – project-specific, max. 20 pages (see Section 4.3)	PDF
13	Conflict of Interest Declaration – Annexure B (signed and stamped)	PDF
14	Notarised Affidavit certifying correctness of all information and documents submitted	PDF
15	EMD payment receipt (through TenderWizard e-payment gateway)	PDF
16	Tender Document Fee payment receipt	PDF

4.2 Proposed Team – Minimum Key Personnel

The following key personnel must be proposed and their CVs submitted. Post-appointment changes to key personnel require prior written approval from NIA.

Role	Minimum Qualification	Minimum Experience
Project Director / Lead Consultant	B.Arch / B.E. (relevant discipline)	15 years; auditorium/institutional projects
Senior Architect / Interior Designer	B.Arch / M.Arch	10 years; auditorium/performance venue experience
Acoustic Engineer	B.E./M.E. Acoustics/Mech. or ICA/ASA membership	7 years; min. 5 auditorium acoustic projects
AV Systems Designer	B.E. Electronics/Electrical or CTS-D (AVIXA) certified	7 years; min. 5 professional AV design projects
Stage Lighting Designer	B.E./Diploma + PLASA/ESTA cert. preferred	5 years; stage and entertainment lighting projects
Electrical Engineer	B.E. (Electrical), licensed / IEI member	7 years; institutional/large venue electrical design
Site Supervision Engineer	B.E. / Diploma (relevant)	5 years; construction supervision, auditorium/institutional

4.3 Technical Approach & Methodology

Each consultant shall submit a project-specific Technical Approach document (max. 20 pages, excluding CVs and project data sheets) covering:

- Understanding of the specific project scope, site conditions, and NIA's stated requirements and aspirations
- Proposed design philosophy and technical approach for acoustic, AV, lighting, and architectural design
- Proposed project schedule with key milestones, durations, and deliverables
- Quality assurance and quality control methodology
- Key project risks identified and proposed mitigation strategies

Generic boilerplate content without project-specific analysis will receive low scores. Consultants are strongly advised to visit the site and study the brief before preparing this document.

SECTION 5 – EVALUATION METHODOLOGY (QCBS 70:30)

Evaluation shall be on Quality and Cost Based Selection (QCBS): 70% Technical, 30% Financial. Consultants scoring below 75/100 in Technical Evaluation shall not have their Financial Bids opened.

5.1 Technical Evaluation – 100 Marks

Criterion	Max.	Scoring Methodology
A. Volume of Relevant Auditorium Projects	30	3 marks per 10 qualifying projects (Section 3.4). Pro-rata for fractions. Formula-based, objective, fully auditable. Cap: 30 marks.
B. Depth of Acoustic Consultancy Experience	20	2 marks per 10 projects where acoustic design formed a primary or specialised scope (documented). Cap: 20 marks.
C. Integrated Multi-Discipline Design Experience	15	3 marks per 5 projects demonstrating 5 or more integrated disciplines (Sec. 3.4.3). Pro-rata. Cap: 15 marks.
D. Large Auditorium Experience (≥200 seats)	10	2 marks per qualifying project of 200 seats or more. Cap: 10 marks.
E. Quality & Performance Verification	15	Document review + optional reference calls. 3 marks each for: acoustic performance achieved; AV system functionality; stage/lighting usability; coordination quality; client feedback. Each sub-criterion scored with written justification.
F. Design Approach & Methodology	5	Clarity, project-specific relevance, understanding of NIA's requirements, absence of generic boilerplate.
G. Proposed Team Strength	5	Presence of qualified professionals across all required disciplines; CVs demonstrating direct relevance to auditorium renovation.
TOTAL	100	Minimum qualifying score: 75 / 100 to open Financial Bid

5.2 Financial Evaluation – 20 Marks

- L1 (lowest bid among technically qualified consultants): 20 marks
- Other technically qualified consultants: $20 \times (L1 \text{ fee} \div \text{Bidder's quoted fee})$

- Financial bids shall be evaluated only for consultants achieving a minimum Technical Score of 75/100

5.3 Final Combined Score & Award

Final Score = (Technical Score × 0.70) + (Financial Score × 0.30)

The consultant with the highest Final Combined Score shall be recommended for appointment. NIA reserves the right to negotiate the fee with the recommended consultant before award.

5.4 Anti-Inflation & Integrity Verification

- Duplication: the same project claimed under multiple roles shall be counted only once
- Scope verification: projects without proof of Substantial Scope Involvement (Section 3.4.3) shall be excluded from scoring with documented reasoning
- Right to inspect: NIA reserves the right to conduct reference checks and inspect documentation for up to 2 projects per bidder, including site visits if required
- Misrepresentation: any false or misleading claim shall result in immediate disqualification, EMD forfeiture, and 3-year debarment from NIA tenders
- Sub-consultant credit: projects executed as associated or sub-consultant shall be fully counted, provided Substantial Scope Involvement is demonstrated through verifiable documents (Section 3.4.4)

SECTION 6 – FINANCIAL BID FORMAT

All consultants shall submit a consolidated lump-sum professional fee (exclusive of GST) through the e-tender portal, structured phase-wise as below. All amounts shall be in Indian Rupees.

Ph.	Phase / Description	% Weight	Amount Quoted (Rs.)	Payment Milestone
A	Site Survey, Technical Audit & Acoustic Assessment Report	10%	Rs. _____	Submission & acceptance of Assessment Reports by NIA
B	Concept Design, Presentations & Concept Freeze	15%	Rs. _____	Concept approval by NIA Management
C	Detailed Engineering Design, Drawings & BoQ	25%	Rs. _____	Submission of complete GFT drawing set and BoQ
D	Tender Documentation, Pre-bid & Evaluation Support	10%	Rs. _____	Completion of contractor tendering & award
E	Construction Supervision & Project Management	25%	Rs. _____	Monthly pro-rata over construction period
F	Testing, Commissioning, As-Built Drawings & O&M Manuals	10%	Rs. _____	Practical Completion Certificate issued
G	Defect Liability Period (DLP) Support – 12 Months	5%	Rs. _____	Expiry of 12-month DLP
	TOTAL CONSOLIDATED FEE (excl. GST)	100%	Rs. _____	

Note: Bidders are advised to submit their quotations with due consideration to the project budgeted cost specified on Page 3. Please note that a ceiling limit of **5% of the total project cost** has been established and must not be exceeded

SECTION 7 – GENERAL CONDITIONS OF CONTRACT

7.1 Applicable Laws & Standards

- All designs shall comply with National Building Code of India (NBC) 2016, relevant IS/BIS codes, CPWD specifications, local municipal byelaws, and applicable fire safety and electrical safety regulations. All the necessary approvals should be obtained by the appointed consultant required time to time without any extra cost to NIA
- The consultant shall ensure all designs are code-compliant; NIA shall provide necessary facilitation for statutory approvals

7.2 Earnest Money Deposit (EMD)

- EMD of Rs. 25,000/- shall be deposited through the Tender Wizard e-payment gateway at bid submission
- EMD of technically disqualified consultants: returned within 30 days of declaration of technical evaluation results
- EMD of technically qualified but unsuccessful consultants: returned within 15 days of award of work
- EMD of the successful consultant: returned on submission and acceptance of the Security deposit of 5% of the quoted price
- No interest shall be paid by NIA on the EMD or security deposit.
- EMD shall be forfeited if: (a) bid is withdrawn during validity; (b) unilateral revision made during validity; (c) LOA/LOI not accepted; (d) selected consultant fails to sign agreement or furnish Performance Security within stipulated time; (e) any false statement or document is found

7.3 Performance Security

Within 15 days of the Letter of Award (LOA), the consultant shall furnish a Security deposit of 5% of the total awarded consultancy fee from a scheduled, nationalised or reputed private-sector bank, valid for the full contract period till the end of defect liability period plus 30 days. Failure to do so shall render the LOA liable for cancellation and the EMD forfeited.

7.4 Commencement of Services

The date of start of services shall be reckoned from the 10th working day after issue of the LOA/LOI. The consultant shall intimate the designated Project Director and all key personnel within 7 days of the LOA date.

7.5 Confidentiality

The consultant and all team members shall treat all NIA information – facilities, operations, plans, and data – as strictly confidential. No drawings, photographs, reports, or outputs shall be shared with any third party without NIA's prior written consent. This obligation survives contract termination or completion.

7.6 Intellectual Property

All outputs produced under this contract – drawings, reports, specifications, models, simulations – shall be the exclusive property of NIA upon payment of the relevant phase fees. The consultant

shall not use any project output for marketing, portfolio display, or award submissions without NIA's prior written approval.

7.7 Sub-Contracting & Key Personnel

- Sub-contracting or assignment without NIA's prior written approval is not permitted
- Sub-consultants named in the bid (acoustic, AV, lighting) are pre-approved; changes post-award require NIA's written approval
- Replacement of any key personnel requires NIA's prior written approval; replacement must possess equal or superior qualifications

7.8 Delays & Liquidated Damages

In the event of delay attributable to the consultant, Liquidated Damages (LD) shall be levied at 1% of the total consultancy fee per week of delay, subject to a maximum of 10% of the total fee. LD shall be recoverable from dues or the Security deposit. Duly notified force majeure events shall not attract LD.

7.9 Termination

NIA may terminate the contract on 30 days' written notice. Termination due to consultant's default: Security deposit forfeited; NIA may recover documented additional costs. Termination for NIA's convenience: consultant paid fees for all work satisfactorily completed and accepted up to the termination date.

7.10 Dispute Resolution

Disputes shall first be addressed through mutual discussion within 30 days of written notice. If unresolved, disputes shall be referred to sole arbitration under the Arbitration and Conciliation Act, 1996 (as amended). Venue: Pune, Maharashtra. Governing law: laws of India. Exclusive jurisdiction: Courts at Pune.

7.11 Insurance

The consultant shall maintain valid Professional Indemnity Insurance and Public Liability Insurance throughout the contract period. Copies of all policies shall be provided to NIA at commencement and upon each renewal.

7.12 Order of Precedence of Documents

In case of conflict between contract documents, the following precedence shall apply:

1. Letter of Award / Agreement and its enclosures
2. Corrigenda, Addenda, and Clarifications issued
3. Special Conditions of Contract
4. This Tender Document (NIT, Scope, Eligibility, Evaluation Methodology)
5. General Conditions of Contract
6. Approved Drawings
7. CPWD Specifications (latest edition with correction slips)
8. Relevant IS / BIS Codes

SECTION 8 – INSTRUCTIONS FOR E-TENDERING

All bids must be submitted online only through the NIA e-Procurement Portal at <https://www.tenderwizard.com/NIA>. Physical bids shall not be accepted under any circumstances and shall be rejected outright.

8.1 Registration on Portal

- Register at <https://www.tenderwizard.com/NIA>. Registration fee: Rs. 1,000/- + GST (non-refundable), payable via e-payment gateway
- After successful registration, a User ID and Password will be issued for portal access and document download

8.2 Digital Signature Certificate (DSC)

- All bids must be digitally signed with a valid Class III DSC (Signing + Encryption), issued by a CCA-approved Certifying Authority
- Loss or damage to the DSC is the consultant's sole responsibility; NIA shall not grant extensions on account of DSC issues

8.3 Key Dates & Time Compliance

- All bid activities must be completed strictly within the published key dates and times on the portal
- The system enforces hard time locks; no submission is possible outside the scheduled window
- All stages must show 'Completed' status before the deadline; 'Pending' status at deadline constitutes non-submission
- Corrigenda and clarifications shall be published only on the portal and NIA website (www.niapune.org.in). Consultants must check both regularly

8.4 Pre-Bid Conference

A pre-bid conference shall be held on the date notified in the NIT, at NIA Campus, Pune or through video conferencing. Written queries must be submitted to estates@niapune.org.in at least 3 working days before the conference. NIA will issue a formal written clarification note to all registered bidders through the portal. Verbal responses at the conference shall be confirmed in writing.

8.5 Portal Support Contacts

Portal Technical Support	Mr. Sanjay K. Chandak Mobile: 9665721619 sanjay.kc@etenderwizard.com
NIA – Tender Content Queries	Engineering Division engineering@niapune.org.in
Site Visit Coordination	Engineering Division Minimum 3 working days' notice required

SECTION 9 – SPECIAL CONDITIONS OF CONTRACT

9.1 Site Visit (Strongly Recommended)

Consultants are strongly encouraged to visit the Prathap Oburai Convention Centre before submitting their bid. A site visit is essential for preparing a substantive, project-specific Technical Approach. Site visits shall be coordinated through the Engineering Division with at least 3 working days' advance notice.

9.2 Deliverable Standards

- All drawings: AutoCAD (latest version), submitted in .dwg and PDF formats
- All reports: MS Word and PDF formats
- BoQ: MS Excel (formula-enabled) and PDF formats
- Acoustic simulations: EASE software or equivalent professionally recognised platform
- As-Built drawings: AutoCAD (.dwg) and PDF
- O&M manuals: indexed and bookmarked PDF format

9.3 Single Point of Contact

The consultant shall designate the Project Director as the single point of contact for all formal communications with NIA. All formal communications shall be in writing (email or letter). The consultant shall attend NIA-called meetings within 3 working days' notice for urgent matters and 7 days for regular coordination.

9.4 Performance Monitoring

NIA reserves the right to conduct periodic performance reviews. Persistent failure to meet deliverable timelines or quality standards may result in a show-cause notice. If a satisfactory response is not received, NIA may invoke contract termination provisions after due process.

9.5 Governing Law & Jurisdiction

This contract shall be governed by the laws of India. Courts at Pune, Maharashtra shall have exclusive jurisdiction over all disputes arising out of or in connection with this contract.

ANNEXURE A – PROJECT LIST FORMAT

Relevant Auditorium / Assembly Hall Projects (to be filled by the Consultant)

Fill this table for all projects claimed under eligibility and scoring criteria. Attach supporting documents per Section 3.4.4. Add rows as needed.

Sr.	Project Name & Location	Client / Architect	Seating Capacity	Year Completed	Role (Lead/Sub/Specialist)	Disciplines Covered (list from Sec 3.4.3)	Consult. Fee (Rs. Lakhs)	Supporting Doc Ref.
1								
2								
3								
4								
5								
6								
7								
8								

Declaration: I/We certify that all information above is true and correct. I/We understand that misrepresentation shall result in disqualification and forfeiture of EMD.

Signature of Authorised Signatory: _____

Name & Designation: _____

Seal of Firm: _____

Date: _____

ANNEXURE B – CONFLICT OF INTEREST DECLARATION

To,
The Director,
National Insurance Academy,
25, Bale wadi, Baner Road, Pune – 411 045

Sub: Conflict of Interest Declaration – Tender No. NIA/EE/AUD/CONS/2026-27/001

We, M/s _____ (Name and address of Firm), hereby declare that:

1. We do not have any conflict of interest in this assignment and are not associated with any contractor, supplier, or manufacturer likely to participate in the execution of works arising from this consultancy.
2. None of our partners, directors, or proposed key personnel are related to any NIA official involved in this procurement process.
3. We have not paid and will not pay any fee, commission, or gratification, directly or indirectly, to any NIA official or person acting on their behalf, in connection with this tender or the resulting contract.
4. We will promptly notify NIA in writing if any conflict of interest arises at any stage during execution of the contract.
5. We acknowledge that any breach of this declaration shall be grounds for immediate contract termination, forfeiture of all security deposits, and debarment from NIA tenders.

Signature of Authorised Signatory: _____

Name & Designation: _____

Seal of Firm: _____

Date: _____

ANNEXURE C – CURRICULUM VITAE FORMAT (KEY PERSONNEL)

Submit a separate CV (maximum 4 pages) for each proposed key team member.

Full Name	
Proposed Role in This Project	
Highest Educational Qualification	
Professional Certifications / Memberships	
Total Years of Post-Qualification Experience	
Years with Current Firm	
Key Relevant Projects (Name, Client, Seats, Year, Your Role)	
Software Proficiencies (AutoCAD, EASE, Revit, etc.)	
Languages Known	
Contact Email & Mobile No.	

I certify that the above information is accurate and consent to my engagement on this project in the proposed role, subject to NIA's approval.

Signature: _____

Date: _____

ANNEXURE D – FINANCIAL BID FORMAT

(For reference only. The actual financial bid must be submitted through the e-tender portal financial bid section.)

To,
The Director,
National Insurance Academy, Pune – 411 045

Sub: Financial Bid – Comprehensive Consultancy Services for Remodelling/Renovation of Prathap Oburai Convention Centre

Ref: Tender No. NIA/EE/AUD/CONS/2026-27/001

Dear Sir/Madam,

Having examined the tender document, visited the site, and understood NIA's requirements, we hereby offer to provide the Comprehensive Multi-Disciplinary Consultancy Services for the above project at the following consolidated lump-sum professional fee:

Description	Fee Amount (Rs.)	GST @ 18% (Rs.)
Consolidated Lump-Sum Professional Fee for Phases A through G – exclusive of GST (full scope per Section 2)	Rs. _____	Rs. _____
Total Amount Payable (inclusive of GST) – In Figures	Rs. _____	
Total Amount in Words (inclusive of GST)	Rupees _____ Only _____	

We confirm that:

1. This quotation is valid for 120 days from the bid closing date
2. The above fee includes all sub-consultants' fees for the complete integrated scope
3. No conditional fee or fee contingent on project outcomes has been quoted
4. We accept all terms and conditions of the tender document without exception or deviation

Signature of Authorised Signatory: _____

Name & Designation: _____

Firm Name & GST No.: _____

Seal: _____ Date: _____