

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



**\* e-TENDER\***

**FOR**

**ANNUAL MAINTENANCE CONTRACT OF ELECTRICAL, AUDIO, HVAC and CIVIL  
INSTALLATIONS AT NIA CAMPUS.**

**2026 - 2028**

**Through Online Mode Only**

**NIA E-Procurement Website is – <https://www.tenderwizard.com/NIA>**

**ANNUAL MAINTENANCE CONTRACT OF ELECTRICAL,AUDIO,HVAC & CIVIL  
INSTALLATIONS AT NIA CAMPUS 2026 - 2028**

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**E -TENDER NOTICE**  
**FOR**  
**ANNUAL MAINTENANCE CONTRACT OF ELECTRICAL,AUDIO,HVAC & CIVIL  
INSTALLATIONS AT NIA CAMPUS (2026 - 2028)**

National Insurance Academy, Pune, an autonomous Institution established by the Life Insurance Corporation of India, General Insurance Corporation of India and the four Public Sector Insurance Companies New India Assurance Co Ltd., National Insurance Co Ltd., Oriental Insurance Co Ltd. and United India Insurance Co Ltd. having its office at 25, Balewadi, Baner Road, NIA P.O., Pune 411045 invites e-tender through advertised tender enquiry for the **“Operation and Maintenance of Electrical, Audio, HVAC and Civil Installations on Annual Contract Basis”** as per the details given in the **“Terms and Conditions for service contract”** of the Tender Document from reputed Individuals / Firms / Companies / Corporation / Association / Society having sound technical and financial capacity who fulfills the eligibility criteria and submits documentary evidence as per Technical Bid to Tender Document and preferably operating their business in and around Pune City.

The NIA reserves its right to reject one or all tenders without assigning any reasons and also to extend the date of tender, if required.

**DIRECTOR**  
**NIA, PUNE**

**TECHNICAL BID**

Electrical, Audio, HVAC & Civil AMC

## **ELIGIBILITY CRITERIA**

### **SCANNED COPIES OF REQUIRED DOCUMENTS TO BE UPLOADED ONLINE**

- 1)** The Tenderer should have the minimum experience of **five years** as on **31.03.2026** in the similar type of services, out of which three years' experience should be for any Public Sector Undertaking (PSU), Govt. Organization, educational institution like college, university, or any other commercial training centers, etc. The tenders of those Tenderers who lack this experience are liable for rejection.
- 2)** The Tenderer must have a valid Electrical Contractor's License issued by Industries, Energy & Labour Department, Govt. of Maharashtra.
- 3)** The Tenderer must have a minimum cumulative turnover of **Rs. 6.00 crore** for the last three financial years i.e., 2022-23, 2023-24 and 2024-25.
- 4)** The Tenderer should not have been debarred/blacklisted. Undertaking should be enclosed.
- 5)** The Tenderer shall pay Tender cost of **Rs.1000.00 + GST** and EMD of **Rs.1,00,000.00** through online e-Payment mode on NIA e-Procurement Website. The e-Payment Gateway is available on NIA e-Procurement Site. Tender without Tender cost and EMD will be summarily rejected. No exemption will be granted.
- 6)** Only those Tenderers who fulfill the eligibility criteria and Technical Bid requirement shall participate in the e-tendering process. The Tender Document consists of Technical Bid and Commercial Bid. The Tenderer shall go through the Technical Bid before submitting the Tender.
- 7)** The Tenderer/s shall keep his / their offer valid for a period of at least 4 months (120 days) from the date of opening of the tender. **If any tenderer withdraws or amends impairs or derogates from the tender conditions in any respect within the period of validity of his offer, the EMD is liable to be forfeited.**
- 8)** The Tenderer shall clearly specify whether the tender is submitted on his own behalf or on behalf of partnership / company or society etc. In case the tender is submitted on behalf of a partnership firm / company / corporation / society, then he should submit the certified true copy of the **Registered Partnership Deed, Certificate of Incorporation, Power of Attorney and Registration Certificate, whichever is applicable** etc. along with the tender document. If these documents are not submitted or if any such documents are found to be not in order or invalid, the tender of such Tenderer shall be treated as invalid and liable for rejection.

**9)** The Tenderer whether an Individual / Sole Proprietor, a Partnership Firm or a Limited / Private Limited Company or Corporation or Society, if they want to act through their agent / authorized representative or individual / Partner, should submit along with the tender, a **Power of Attorney** duly stamped and authenticated by a Notary Public or by the Magistrate in favour of the specific person whether he / they be individual / partner and in case of the Company / Society, a **resolution of the company** / society duly authorizing such representative to submit the tender, sign agreements and to receive money and manage the contract etc. The tender document shall be signed by such authorized representative of the Tenderer duly indicating their full name and status below the signature along with official stamp of the Proprietorship / Partnership firm / company / society etc. Those tenders which do not accompany such Power of Attorney, Resolution etc. shall become invalid and or liable for rejection.

**10)** The ACADEMY may at any time after opening of the tender, depute a team of its' officials to the site / workplace / office of the Tenderer to get the credentials of the information furnished by the Tenderer verified by collecting the spot information as to the status, workmanship & quality of the services rendered by them. If any information furnished by the Tenderer is found to be incorrect, the tender of such Tenderer shall be liable for rejection.

**11)** The successful Tenderer whose tender is accepted shall, within seven days from issuing / receiving the Letter of Acceptance, be required to deposit an amount of **Rs.5,00,000.00 (Rupees Five Lakhs Only)** by Demand Draft/RTGS/NEFT in the Name of National Insurance Academy, payable at Pune as a Security deposit till end of defect liability period 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 tender 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 shall stand forfeited, without prejudice to ACADEMY's right to rescind the contract and other rights and remedies warranted by the law.

**In the event of refusal to carry out work by the successful Tenderer on any grounds during the contract tenure, its EMD / security deposit shall be forfeited.**

**12)** The **Security Deposit of Rs.5,00,000.00 (Rupees Five Lakhs Only)** shall be refunded to the Tenderer within 60 days of completion of the contract or termination subject to satisfactory performance of the Tenderer's obligations under the contract and subject to such deductions as may be necessary for making up Academy's claims against the Tenderer.

**13)** The National Insurance Academy reserves the right to accept any tender or to accept tenders in part; to reject any or all tenders without assigning reasons thereof.

**14)** The Tenderer should note that non-compliance of the following instructions should render the tender liable for rejection:

- a. Online submission of the Technical Bid along with supporting documents, receipts of EMD and Tender cost are uploaded.
- b. The Tenderer should ensure that the tender is submitted before the due date and time specified in the Key Dates of online tender.
- c. The Tenderer should fill in all the relevant information in the prescribed templates/forms and put his Digital signature on the relevant places as required in the e-tendering System.
- d. The schedule of Quantities should be filled in as per the format given in the online e-Tender.
- e. The Tenderer should note that he is to quote RATES only in the BOQ on online portal.
- f. No liability whatsoever will be admitted nor claim allowed in respect of errors in the submitted tender due to missing / duplicate uploaded documents.
- g. The Proforma of Articles of Agreement should not be filled in by the tenderer. While the contract shall be deemed to have come into existence on issue of letter of acceptance to the successful tenderer, formal agreement shall be signed thereafter with the successful tenderer on non-judicial stamp paper of requisite value as per the Proforma of Articles of Agreement.
- h. The Earnest Money accompanying the tender will be accepted only through online e-Payment mode which is e-Payment Facility and available on NIA e-Procurement Website and not in favour of any other Authority or location. Any tender, which is not accompanied by Earnest Money Deposit, shall be summarily rejected. No interest will be paid for the period during which the earnest money lies in deposit with the NIA.
- i. The tender shall be accompanied by a certified true copy of Power of Attorney in favour of the signatory to the tender documents. If the tender is submitted on behalf of a firm, it must be signed either by all partners or a person holding valid power of attorney from all partners constituting the firm. The person signing the tender on behalf of another partner(s) or on behalf of a firm on Company shall attach with the Tender a proper Power of Attorney duly executed in his favour by such other person(s) or by all the partners in accordance with the Constitution of the Company / Articles of Association, stating that he has the authority to sign on behalf of such other person(s) of the firm or the Company as the case may be, in all

matters pertaining to the contract including the Arbitration Clause. The tenderers can submit the scan copy of the same on the online portal.

- j. Tenderers are warned that Cash, or Encashable Cheque, or Bank or Insurance Guarantee, or Fixed Deposit receipt in lieu of the aforementioned form of Earnest Money remittance will not be accepted.
- k. Tenders containing errors are liable to be considered non-bonafide at the discretion of the Director, NIA.
- l. The National Insurance Academy reserves the right to accept any tender or to accept tenders in part; to reject any or all tenders without assigning reasons thereof.**
- m. Canvassing in any form shall make the tender liable for rejection.

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## **TECHNICAL BID**

### **E -TENDERING PROGRAMME SYSTEM**

The Tenderer must submit the Tender as below:

#### **I. Technical Bid:**

The Tenderer shall fill in the form and upload the supporting documents / attachments. The scanned copy of the Online paid transaction details / receipts of Tender cost and EMD shall be uploaded in Technical Bid.

Tender cost of **Rs. 1000.00 + GST** (non-refundable) and EMD of **Rs.1,00,000.00** through online e-Payment mode on NIA e-Procurement Website. The e-Payment Facility is available on NIA e-Procurement Site. (No Physical Demand Draft will be accepted). The Tenderer should pay Tender cost and EMD through online e-Payment mode only.)

#### **II. Commercial Bid:**

Commercial Bid consists of documents and schedule of quantities. The Tenderer shall download the documents, fill in their relevant information, sign and stamp the documents and upload them to the portal. The item rate in words and figures shall be quoted in each item of work in the schedule provided. No other document, conditions shall be uploaded along with documents of commercial bids.

#### **Note:**

- a. Any Tenderer applying and fulfilling the eligibility criteria may not be considered for enlistment if unsatisfactory performance report/s is / are received for the completed AMCs / Service Contracts from their previous Employer.
- b. **The Director, NIA reserves the right not to open commercial bid of the Tender or any / all bids at sole his sole discretion without assigning any reason whatsoever.**
- c. If submitted documents filed by the Tenderer are found false / forged or fabricated during verification / evaluation process and / or after opening of commercial bid, not only Earnest Money Deposit will be forfeited in totality but also, they will be debarred from NIA from participating of tendering for a period of 3 years and such information will also be shared with other organizations.

<b>Key Dates:</b>		
Publication of NIT	<b>09.02.2026</b>	
Date of uploading of tender document on online e-tendering portal: <a href="https://www.tenderwizard.com/NIA">https://www.tenderwizard.com/NIA</a>	<b>09.02.2026</b>	
Period of Downloading of tender document	<b>From 12.00 Hrs on 09.02.2026 up to 17.00 Hrs on 23.02.2026</b>	
Pre-bid Meeting	<b>On 13.02.2026 @ 11.30 Hrs.</b>	
Date of corrigendum, amendments if any.	<b>Up to 17.30 Hrs. on 17.02.2026</b>	
Last Date, Time for online submission of Tender forms and documents.	<b>Up to 17.00 Hrs. on 23.02.2026</b>	
Tender Fee	<b>Rs.1000.00+ GST</b>	<b>Non refundable</b>
EMD	<b>Rs.1,00,000.00</b>	
Date & Time of Opening of Technical Bid Online	<b>24.02.2026 - 11.00 A.M.</b>	
Date & Time of Opening of Commercial Bid Online	<b>Shall be intimated at a later date to the Tenderers, who qualify in the Technical Evaluation.</b>	

**III. Information & instructions to the bidders:  
FOR USING ONLINE ELECTRONIC TENDERING SYSTEM (ETS).**

Special Conditions & instructions for using online Electronic Tendering System (eTS) through portal (website) <http://www.tenderwizard.com/NIA> adopted by National Insurance Academy, Pune as given in the subsequent pages will over-rule the conditions stated in the tender documents, wherever relevant and applicable.

Tenderers are required to enrol for Vendor Registration on the NIA e-Procurement Tender wizard Portal [**URL: <https://www.tenderwizard.com/NIA>**] by clicking on the link “Registration” on the home page of e- Portal, which is chargeable. (**Rs.1000/- + GST 18%, Non-Refundable**) to be paid online through e-payment gateway].

**Note: The e-Payment Gateway is available on e-Procurement Portal for making the Online Vendor Registration Payment.**

**Note: Information about e-Procurement Portal.**

More useful information for submitting online bids on the NIA e-Procurement Tender wizard Portal may be obtained at: <https://www.tenderwizard.com/NIA>.

Tenderers are requested to refer to the Vendor's manual by downloading the Vendor's Manual by visiting on home page of <https://www.tenderwizard.com/NIA> and following KEY INSTRUCTIONS for TENDERERS by clicking on “Latest

**Circulars/Formats/Help Manuals/FAQs". The complete Step by Step Vendors Help Manual For e-Procurement / e-Tendering Process, Vendors Registration Process, System Settings Requirements & JAVA Settings Manuals, e-Payment Guidelines & Digital Signature Certificate Process** are available on e-Auction Website regarding the e-Auction.

Online Support / Web Support / E-Mail Support / Phone Support are also available for Bidders as well as Dept. Officials. Online support will be provided through "Team viewer" or "Ammy Admin" Remote software only.

For Downloading this software, the downloading software links are available on home page of e-Auction Website.

**• Registration of the Vendors / Bidders:** All the bidders intending to participate in the tenders floated online using Electronic Tendering System (ETS) are required to get registered on the e-Tender Portal (website) <http://www.tenderwizard.com/NIA>. After successful Registration on above mentioned portal, bidders will get a User ID and Password to access the website.

**• Viewing of Online Tenders:** The vendors/bidders can view tenders floated on online Electronic Tendering System (ETS) hereinafter referred as "e-Tendering System" through portal (website) at <http://www.tenderwizard.com/NIA>. They can view the details like Tender Notice, Terms and Conditions, drawing (if any) and any other information. To download the tender, they need to login on to the above portal and can download the tender documents of an e-Tender.

**• Key Dates:** The vendors/bidders can view the Online Scheduled dates of e-tendering System (time schedule) hereinafter referred as "**Key Dates**" for all the tenders floated using the online electronic tendering system on above mentioned portal (Website) <http://www.tenderwizard.com/NIA>

The bidders are strictly advised to follow dates and time as mentioned in Key Dates of a particular tender. The date and time will be binding on all the bidders. The bidders are required to complete the stages within the stipulated time as per the schedule (Key Dates) to continue their participation in the tender. All online activities are time tracked and the system enforces time locks that ensure that no activity or transaction can take place outside the start and end dates and time of the stage as defined. The bidder should ensure that the status of a particular stage should be shown as "Completed" before the expiry date and time of that particular stage and they should possess a copy of receipt of completion of each stage to be performed from their end which should match with the status with their offer on online portal. It will be the sole responsibility of the bidder if the status of a particular stage is "Pending" till the expiry date and time of that stage, and he will not be able to proceed further in the e-Tendering process. The Key dates are subject to change in case of any amendment in schedule due to any reason stated by the Department.

• **Obtaining a Digital Certificate and its Usage:** On e-Tendering System the bids should be Encrypted and Signed electronically with a Digital Signature Certificate (DSC) to establish the identity of the bidder on online Portal. The Digital Signature Certificate (DSC) has two keys i.e., Public Key and Private Key. The Public Key is used to Encrypt (code) the data and Private Key is used to decrypt (decode) the data. The Encryption means conversion of normal text into coded language whereas decryption means conversion of coded language into normal text.

**Note:** Digital Signature Certificates: **Class III** Signing + Encryption Digital Signature Certificate is required for e-Tendering. (DSCs) are issued by an approved Certifying Authority, by the Controller of Certifying Authorities (CCA India), Government of India.

• The contractors may obtain Class II/III digital certificate from any Certifying Authority or Sub certifying Authority authorized by the Controller of Certifying Authorities on the portal <http://cca.gov.in> or may obtain information and application format and documents required for issue of digital certificate from our Service Provider for Electronic submission.

#### **E-Tendering System (ETS):**

E-Tender helpdesk  
#24, Sudha Complex,  
03rd Stage, 04th Block,  
Basaveshwaranagara,  
Bangalore - 560079  
dscprocessingunit@yahoo.com  
Help Desk Contact Details:  
Tel: 080-40482000/121/133/140  
Mobile: 9686115304/9686115323  
E-mail: [lokesh.hr@antaressystes.com](mailto:lokesh.hr@antaressystes.com)  
[raghuprashanth@antaressystems.com](mailto:raghuprashanth@antaressystems.com)

• The Bid (Online Offer) for a particular e-Tender may be submitted only using the Digital Signature Certificate (DSC), which is used to Encrypt (codified) the data and sign the Hash (Impression of your data) during the stage of Bid Preparation and Hash submission. In case, during the process of a particular e-Tender, the user loses his Digital Certificate (i.e., due to virus attack, hardware problem, operating system problem), he may not be able to submit the bid online. Hence, the users are advised to keep their Digital Signature Certificates in safe custody.

• In case of online Electronic Tendering, if the Digital Certificate issued to the authorized user of a firm is used for signing and submitting an online bid, it will be considered equivalent to a no objection certificate/power of attorney to that User. The firm has to authorize a specific individual via an authorization certificate signed by all partners to use the Digital Certificate as per Indian Information Technology Act

2000 and its amendments. Unless the certificates are revoked, it will be assumed to represent adequate authority of the user to bid on behalf of agency for NIA Office Pune, as per Information Technology Act 2000 and its amendments. The Digital Signature of this authorized user will be binding on the firm. It shall be the responsibility of management / partners of the registered firms to inform the certifying authority or Sub Certifying Authority; in case of change of authorized user and that a fresh digital certificate is procured and issued an "Authorization Certificate" for the new user. The procedure for application of a Digital Certificate will remain the same for the new user.

- The same procedure holds true for the authorized users in a private/Public limited company. In this case, the authorization certificate will have to be signed by the directors of the company.
- Bidders participating in e-tendering shall check his/her validity of Digital Signature Certificate before bidding in the specific work floated online at the e-Tendering Portal (website) through <http://www.tenderwizard.com/NIA>.

**NOTE: -**

NIA AND TENDERWIZARD will not entertain any reasons/claims of Tenderer on account of Net Connection Failure/Power Connection Failure and any issues during the submission of tender online. Tenderer shall be solely responsible for all those facts and failure of Net Connectivity, Electricity Current Connectivity etc.

For Registration and for further details on e-tendering, please visit website above mentioned portal (website) or below mentioned address: -

E-Procurement Helpdesk Officials details.

Office Address: E-Tender helpdesk, # 24, Sudha Complex, 03rd Stage, 04the block, Basaveshwaranagara, Bangalore-560079

**Help Desk Contact Details: -**

- 1) **Mr. Sanjay K. Chandak, (Pune & Mumbai Maharashtra) (E-mail: [sanjay.kc@antaressystems.com](mailto:sanjay.kc@antaressystems.com)) Or [sanjay.kc@etenderwizard.com](mailto:sanjay.kc@etenderwizard.com) Ph: 9665721619.**
- 2) **Mr. Lokesh, (E-mail: [lokesh.hr@antaressystems.com](mailto:lokesh.hr@antaressystems.com)) Ph: 09686115304 & 080-40482140**
- 3) **Mr. Raghu Prashant, (E-mail: [raghuprashanth@antaressystems.com](mailto:raghuprashanth@antaressystems.com)) Ph: 09686115323**
- 4) **Mr. Vinay B P (E-mail: [vinaybp@antaressystems.com](mailto:vinaybp@antaressystems.com))**

#### **IV. SUBMISSION OF TECHNICAL BID**

**The Enrolment Form along with the Annexure A1, A2 and B to H 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 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 online in the e-tendering portal in capital letters or and typed.
  2. Full address of the site of work, owner or authority under whom the works have been carried out should be given (Please refer Annexure D & E).
  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 in Annexure D
  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.

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## TECHNICAL BID

<b>INDIVIDUAL / FIRM / COMPANY PROFILE</b>		
<b>Sr. No.</b>	<b>Required Information (QUERY)</b>	<b>ANSWER</b>
<b>1</b>	Name and registered address of the Individual/firm/company.	
<b>2</b>	Cost of Tender Document Deposited. Upload online payment receipt of <b>Rs.1000.00 + GST</b>	
<b>3</b>	Earnest Money Deposit - Upload online payment receipt of <b>Rs.1,00,000.00</b>	
<b>4</b>	<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> <p>Upload Affidavit in case of Sole Proprietor as per <b>Annexure A1</b></p> <p>Fill in and upload enclosed <b>Annexure A2</b></p>	
<b>5</b>	<p>Name, designation, and telephone nos. of the contact person / persons. Mobile Nos. Fax No. E-mail id</p>	
<b>6</b>	<p>Month and Year of commencement of service business in present name. (Experience of Five years as on 31/03/2026)</p>	
<b>7</b>	Particulars of Sister Concern / Firm, if any.	

<b>8</b>	<p>Statutory details  <b>(Photocopies of following documents to be Uploaded)</b></p> <ul style="list-style-type: none"> <li>• Registration number of the firm. (As per Shop and Establishment act.)</li> <li>• <b>Registration number under the Contract Labour Act. Central (LIN) (Any One certificate of latest three previous years, if available)</b></li> <li>• Registration number under Labour Welfare Act.(MLWF)</li> <li>• Workman's Compensation Insurance Policy- Latest.</li> <li>• PAN No.</li> <li>• Goods and Service Tax No</li> <li>• Registration with EPF and Details</li> <li>• Registration with ESIC and Details</li> <li>• Any other Quality Certificate / ISO Certificate, if any</li> <li>• Electrical Contractor's License No.</li> <li>• Electrical Supervisor's License No.</li> <li>• Any other License, if yes License No. Copy to be uploaded.</li> <li>• <b>Registration of Firm with Bureau of Energy Efficiency as Accredited Energy Auditor if any</b></li> <li>• <b>Registration of any of the partners, proprietors, employees with Bureau of Energy Efficiency as Energy Auditor or Energy Manager</b></li> <li>• Existing manpower with Documentary Evidence to be uploaded.</li> </ul>	
<b>9</b>	Fill in and enclose <b>Annexure B</b> giving details of enrolment with NIA in the past and with other organizations.	
<b>10</b>	Fill in and upload <b>Annexure – C</b> giving full particulars about Electrical / HVAC contracts / Service contracts 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.		
<b>11</b>	Fill in and upload a List giving full particulars about ongoing / current Conservancy contracts /Service contracts as per <b>Annexure D</b> with documentary evidence.		
<b>12</b>	Fill in and upload Full information regarding permanent administrative and technical staff employed as per <b>Annexure E</b> .		
<b>13</b>	Annual Turn Over for last three years. (Upload self-attested statements of last three consecutive years duly certified by Chartered Accountant with Registration Number, as <b>Annexure F</b> . (The tenderer should have a cumulative turnover of <b>Rs. 6.00 Crores</b> (Rupees Six Crores Only) during the last three years.	<b>F.Y.</b>	<b>Annual Turn Over</b>
		<b>2022-2023</b>	
		<b>2023-2024</b>	
		<b>2024-2025</b>	
<b>14</b>	Declaration as per <b>Annexure G</b>		
<b>15</b>	Name and complete postal address of bankers.		
	Name of Bank		
	Branch		
	Account No		
	IFSC Code		

**TERMS AND CONDITIONS FOR SERVICE CONTRACT OF OPERATION AND MAINTENANCE OF ELECTRICAL,AUDIO,HVAC INSTALLATIONS AT NIA CAMPUS, BALEWADI, PUNE - 411 045**

**A. GENERAL CONDITIONS**

1. The contracting party whether it be a Proprietor / Individual, Partnership firm, Company / Corporation, Society, they shall be, for the purpose of this contract, be known as "the Tenderer" and the National Insurance Academy shall be known as "Academy".
2. The contract will be initially for a **period of two years**. However, the Contract may be extended for a further period of **up to one year** subject to satisfactory performance of the Tenderer during the original term of the contract without any levy of penalty on account of any breach of terms and conditions. The Director of the Academy will alone have absolute discretion in this regard, and the Tenderer shall have no vested right to seek extension of the contract.
3. The Academy, however, reserves the right to terminate the said contract at any time on the grounds of ineffective services rendered by the Tenderer. The Academy will be the sole judge to determine these facts. The contract could be terminated by the Agency by giving One month' notice.
4. During Technical evaluation, NIA may request the shortlisted bidders to make a presentation on their proposal to an Evaluation Committee to be constituted for the purpose at NIA, Pune. It is, however, clarified that, subject to other provisions of this document, every bidder will have to comply with the minimum technical specifications laid down in the tender document for being qualified technically. In order to assist in the examination, evaluation and comparison of Bids, NIA may at its discretion ask the bidder for a clarification regarding its bid. The clarification shall be given in writing immediately, but no change in the price shall be sought, offered or permitted.
5. During Commercial evaluation, the commercial Bids of only technically qualified bidders shall only be opened for further processing. The successful bidder is selected based on the total lowest price including taxes and freight charges and any other expenses. In case more than one tenderer is found as L1 then committee will be appointed by Director, and its recommendation will be submitted to Director, whose decision will be final and binding on all tenderers in this regard.
6. The Tenderer must obtain for himself on his own responsibility and at his own expenses all the information which may be necessary for the purpose of tendering and for entering into a contract and must inspect the site of work and acquaint

himself with all local conditions means of access to the work, nature of work and all matters appertaining thereto.

7. Immediately, on receipt of intimation from the ACADEMY the acceptance of tender, the successful Tenderer will commence the work as per the instructions of NIA Engineer and the written acceptance of the tender will constitute a binding contract between ACADEMY and the Tenderer so tendering. It will be the responsibility of the Tenderer to thoroughly examine the electrical installations in all respects before taking over and bring to the notice of ACADEMY any shortcoming or short supply in the installations being handed over. Once taken over it will become the sole responsibility of the Tenderer to guarantee completion and effective functioning of the systems.
8. In the event of refusal to carry out work by the successful Tenderer on any grounds, its earnest money / security deposit shall be forfeited.
9. All the payments of bills for the work shall be made online through RTGS / NTFS transfers only. Payment will be made on monthly basis on production of hard copies bill / Tax Invoice by Tenderer along with attendance sheet of personnel deployed and also along with the work report of Tenderer's Engineer, compliance documents, bank statements; after being duly certified by NIA Engineer.
10. The material required for replacement of damaged electrical and other parts, bulbs, tube lights, fittings etc. shall be entirely supplied by ACADEMY. The Tenderer shall, however, be required to deposit the damaged / burnt parts with the NIA Engineer.
11. Cost of any consumables and other components required in case of emergency shall be reimbursed to the Tenderer against production of cash memo/invoice. The Tenderer has to take prior approval of ACADEMY before doing such type of work.
12. If it is observed that due to poor maintenance / unsatisfactory work any part or equipment is found damaged / required to be replaced, the same will have to be attended and replaced by the Tenderer at its own cost. In this regard ACADEMY's decision will be final.
13. The Tenderer and the Academy shall make every effort to resolve any dispute or disagreement amicably by direct informal negotiations. However, in case of any unresolved issues / disagreements / disputes in connection with the contract, the same shall be settled through Arbitration or through Court of Law within the jurisdiction of Pune. The resultant contract will be interpreted under Indian Laws.
14. It shall be the responsibility of the Tenderer to meet transportation, food, medical and any other requirements in respect of the workers engaged by it (Tenderer) at NIA PUNE and ACADEMY shall have no liabilities in this regard.

15. For all intents and purposes, the Tenderer shall be the "Employer" within the meaning of different Labour Legislations in respect of workers so employed and engaged in ACADEMY under this contract. The workers deployed by the Tenderer in ACADEMY shall not have claims of any Master and Servant relationship nor have any principal and agent relationship with or against ACADEMY.
16. The Tenderer shall be solely responsible for the redressal of grievances /resolution of disputes relating to workers engaged by them. ACADEMY shall, in no way, be responsible for settlement of such issues whatsoever.
17. The Academy shall not be responsible for any damage, losses, theft, claims, financial or other injury to any workers deployed by service providing Tenderer in the course of their performing the functions / duties, or for payment towards any compensation.
18. The workers deployed by the Tenderer shall not claim nor shall they be entitled to pay, perks and other facilities admissible to casual, adhoc, regular / confirmed employees during or after expiry of the contract period.
19. Under technical bid of tender, Tenderer should submit full details of previous experience along with certificate of the client with their address; concerned person (under whose control the work was done); values and nature of work. Tenderers should also submit full details of their office service setup indicating Nos. of Engineers and technicians, tools and plants etc. available with them.
20. In case of termination of this contract on its expiry or otherwise, the workers engaged by the Tenderer shall not be entitled to and shall have no claim for any absorption nor for any relaxation for absorption in the regular / otherwise capacity in the Academy.
21. The Tenderer shall also be liable for depositing all taxes, levies, cess, etc. on account of services rendered by it to ACADEMY to concerned tax collection authorities from time to time as per extant rules and regulations on the matter.
22. The Tenderer has to enclose certified copy of Tax Challan, PAN Card No. Income tax as applicable from time to time will be deducted while making every payment. GST or any other tax will be the responsibility of the Tenderer. Bill should be tax invoice. It will have to comply with KYC (Know your Customer Document).
23. In case, the Tenderer fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof the Academy is put to any loss / obligation, monetary or otherwise, Academy shall be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the Tenderer, to the extent of the loss or obligation in monetary terms.

24. If any worker wants to go on leave, they shall inform well in advance to the officer in advance of Maintenance at the Academy and alternative proper arrangements shall be made by the Contract Tenderer.

25. Successful Tenderer should provide **two sets of uniforms** and also the **shoes** for the staff employed at the Academy. It will be the responsibility of the Tenderer to insist on the staff carrying **their Identity Cards** while on duty at the Academy. At present Sub-station is generally operated on round the clock basis.

26. Operation and general maintenance of Electrical Installation is presently through an agency. In case of award of work, the prospective Tenderer will coordinate with present agency for taking over installations and entire installation will be deemed to be taken over by prospective Tenderer for regular operation and maintenance.

27. Tenderer's offer should be inclusive of all taxes and duties including GST or any other tax etc., as applicable, no additional payment will be made by NIA, and neither any exemption certificate (towards duty, GST, etc.) will be issued by NIA.

28. Tenderers should plan and advise NIA to stock sufficient spares at substation or at office; so that operation and maintenance of Electrical Installation including preventive maintenance servicing is not affected for want of spares.

29. NIA may occasionally need minor electrical works, from time to time. (Like providing additional power points for computer workstation tables and servers etc.). For such requirements necessary materials will be arranged by NIA. However, the available manpower of Tenderer will be utilized by NIA without any extra payment. (Unless additional manpower for this work is exclusively asked for by NIA.)

**B. STATUTORY COMPLIANCE BY THE TENDERER:**

1. The Tenderer should obtain the requisite license for running the establishment from authorities such as Municipality, Local Authority, State / Central Government Departments. etc. at its' own cost. The Academy shall not be responsible in any way for any breach of these rules and regulations by the Tenderer.
2. The Tenderer shall comply with all the statutory requirement in respect of engaging the personnel, their service condition, rules and regulation and all liabilities under the various labour law and other statutory obligations like PF, Bonus, workmen's compensation, gratuity and also comply with the provisions of Minimum Wages Act, Payment of Wages Act etc. shall be that of the Tenderer, and Academy shall in no way be responsible or liable in case of any dispute, prosecution or awards made by court of law or other authorities.

3. The Tenderer shall obtain separate code for deposit of PF dues, if applicable, with the PF authority concerned directly.
4. The Tenderer shall obtain and keep it in force throughout the term of the agreement, necessary / valid labour license from the Licensing authority under The Contract Labour (R&A) Act 1970, and the rules framed there under and produce the same to Academy before commencement of the services under the contract and also take step for getting the agreement registered under the act. The Tenderer shall also indemnify ACADEMY from and against any claims under the aforesaid act and the rules and shall continue to have a valid license until completion of the contract period or any extended period. Any failure to fulfill this requirement shall attract the penal provisions of the contract arising out of the resultant non-performance of the work.
5. The Tenderer shall keep the Academy indemnified against all the losses, damage or liability arising out of or imposed in pursuance of any violation by the Tenderer of / under labour laws & the rules there under or of any prosecution or award made by court of law or other authorities specifically under the Industrial disputes Act-1947.
6. The Academy shall be indemnified from all the liabilities, whatsoever created under the workmen compensation Act / ESI Act in respect of any injury suffered by the worker employed by the Tenderer or resulting in death / fatal accident etc.
7. The Tenderer must strictly follow the provisions of Payment of Wages Act 1936 and the rules made there under and further the Tenderer shall strictly adhere to the provisions of The Minimum Wages Act-1948 and the rules made there under from time to time revising the wages payable to the workmen.
8. All labour and / or personnel employed by the Tenderer shall be engaged by him / them as his / their own employees in all respect implied or expressed .The responsibilities whatsoever, incidental or direct , arising out of or for compliance with or enforcement of the provisions of various labour laws of the country shall be that of the Tenderer and the Academy shall, in no way, be responsible or liable for their wages, salaries, bonus, gratuity or any other allowances, leave salary, wages for holidays or any compensation, notice pay etc. The Tenderer shall specifically ensure compliance with the provisions of following labour laws / acts and their enactment / amendments.
  - a. The payment of wages Act1936
  - b. The payment of Minimum wages Act 1948
  - c. The factories Act,1948
  - d. The workmen's compensation Act, 1923
  - e. The Employee's State Provident Fund Act,1952
  - f. The contract Labour (Regulation & Abolition)Act,1970
  - g. The payment of Bonus Act,1965
  - h. The payment of Gratuity Act,1976

- i. The Equal Remuneration Act,1976
- j. The employee state Insurance Act,1948
- k. The Industrial Disputes Act ,1947

The Tenderer shall pay to the labour employed by him / them wages as per provision of the aforesaid act and the rules, wherever applicable.

9. The Tenderer shall fully indemnify the Academy against all the payments, claims and liabilities whatsoever, incidental or direct, arising out of or for compliance with or enforcement of the provision of any of the labour laws to the extent they are applicable to the establishment / work at ACADEMY premises.
10. In every case in which, by virtue of the provision of the aforesaid acts or the rules, the Academy is obliged to pay any amount of wages to the personnel employed by the Tenderer in execution of the work or to incur any expenditure in proving welfare, Health & safety amenities required to be provided under the aforesaid act and rules or to incur any expenditure on account of contingent liability of the Academy due to the Tenderer's failure to fulfill his statutory obligation under the aforesaid act or the rules, the Academy shall be at liberty to withhold from the bills of the Tenderer the amount of the wages as paid or the amount of expenditure so incurred, and without prejudice to the rights of the Academy under section 20(2) and section 21(4) of the aforesaid act, the Academy shall be at liberty to recover such amount or part thereof by deducting it from Security Deposit and / or from any sum payable by the Academy to the Tenderer. The decision of the Academy regarding the amount recoverable from the Tenderer as stated above shall be final and binding on the Tenderer.
11. The Tenderer shall not employ any person below the age of 18 . The Tenderer shall indemnify the Academy from and against all claims and penalties which may be suffered by the Academy because of any default on the part of Tenderer to observe and / or in the performance of the provisions of Employment of Children Act XXVI of 1938 OR any re-enactment or modification of the same.
12. The Tenderer shall at all-time indemnify the Academy against all claims which may be made under the Workmen's Compensation Act 1923 or any statutory modification thereof or otherwise for or in respect of any damages or compensation payable in consequences of any accident, injury sustained by any labour / servant or person in his employment and engaged in the performance of contract. If any such accident occurs which may involve any such liability under the Act, the Academy shall be at liberty of withholding such amount from the bills of the Tenderer and deposit the same with Commissioner under the W.C. Act.
13. The Tenderer shall be responsible for the compliance with the provisions of the hours of employment regulation in respect of the staff employed by him in the manner decided upon by the appropriate authority.

### **C. DUTIES AND RESPONSIBILITIES OF THE TENDERER:**

1. The Tenderer shall carry out all work with utmost care, giving due consideration to safety which shall not be compromised under any circumstance. It will be responsibility of the Tenderer to promote an electrically safe workplace free from unauthorized exposure to electrical hazards for all its employees and outsourced personnel so as to prevent accidents to themselves, the public (community) and the Academy's property.
2. The Tenderer shall be responsible for taking good care of all specialized equipment, tools and tackles used for its maintenance activities. It should bring to the notice of the Academy the repair and maintenance work that are required to be undertaken from time to time. In case any damage is caused to the equipment due to the gross negligence of any of the employees of the Tenderer, Tenderer undertakes to indemnify the academy for such damages. The amounts of damages quantified at the discretion of the Academy shall be final & binding on the Tenderer. The Academy shall be at liberty of deducting such amounts of damages from any dues payable to the Tenderer.
3. The Tenderer shall ensure that the employees engaged in electro-mechanical maintenance activities in the premises shall, while working, take all reasonable care in handling the internal as well as external items such as furniture, fans and fixtures, equipment including all electrical installations and the Tenderer shall be solely responsible for the safety and security of all such furniture, fixtures and equipment and installations. If it is found that any such items of furniture, fixtures, equipment and installations are damaged and or missing due to the negligence of the employees of the Tenderer, the Tenderer shall take the responsibility of making good the same failing which, the Academy reserves its' right to impose penalty to the extent of damage assessed and the amount of such penalty shall be recovered from the monthly payments of the Tenderer.
4. It shall be the responsibility of the Tenderer to ensure that switches of all electrical appliances such as lights, fans, etc. are put on and off properly at the areas whenever instructed by ACADEMY officials. If at any time, it is found that the staff of the Tenderer entrusted for doing this job is negligent leaving the electrical switches of fans, lights etc. on and the doors were closed resulting into wastage of energy, the Tenderer shall be imposed with a penalty in the range of Rs.100 to Rs.1000/- as may be assessed in this regard.
5. It will be the responsibility of the Tenderer to store the materials purchased & provided to them that are kept in safe custody, and they shall keep a proper record of its receipts, stock, and disposals etc., which shall be subject to inspection & verification by the authorized representative of the Academy.
6. On completion of the contract period or upon premature termination of the contract for whatsoever reasons, the Tenderer shall promptly return to the Academy all material and equipment supplied by the Academy to it and shall discontinue use of and hand over

peaceful possession of the Academy's premises together with fixtures and articles in good condition, to the satisfaction of the Academy.

7. The quality of work at all stages should be as per the standards laid down and explained to the Tenderer by the Academy. It is made clear that there cannot be any compromise in the quality of work and it shall be the responsibility of the Tenderer to ensure that the standards laid down from time to time are strictly maintained.
8. The Tenderer shall ensure that it fully complies with all provisions of labour laws and rules and regulations laid down there under from time to time which are applicable to the present contract and more particularly notified under "STATUTORY COMPLIANCE" which include obtaining requisite/valid license from the appropriate authorities of Central/State Govt. or local body and to keep the same in force till completion of the contract. In case of any default or failure to comply with such requirement, this contract shall automatically stand terminated. In the event of such a termination, the Tenderer shall not be entitled to make a claim for any compensation or damages against the Academy, and the Academy shall not be liable to pay any such compensation or damages to the Tenderer.
9. The status of the staff/labour/workmen employed by the Tenderer shall always be the employees of the Tenderer itself for all purposes under the labour & service laws and the Academy shall, in no way, be responsible or liable for their wages, salaries, bonus, gratuity or any other allowances, leave salary, wages for holidays or any compensation, notice pay etc. and the employees of the Tenderer shall have no right to claim any benefit under the establishment of the Academy.
10. The Tenderer will give a declaration as per draft letter (ANNEXURE H) attached that he has read and understood the above conditions and the same shall remain binding upon him in case the work is entrusted to him.
11. The amounts specified hereinabove are inclusive of all costs, expenses, wages and other expenses including ex-gratia payment to workman or payment of their legal dues that may be incurred by the Tenderer and the Tenderer shall not be entitled to make any other demands monetary or otherwise from the Academy during the term of this contract. **It is expressly agreed that in the event there is a revision of minimum wages or special allowance, then the amount payable in clause hereinabove shall be suitably modified.**
12. The Tenderer shall at all-time indemnify the Academy against all claims for compensation under the provisions of any law for the time being in force / brought into force, by or in respect of any workmen employed by the Tenderer in carrying out the contract and against all costs and expenditure incurred by the Academy in connection therewith. The Academy shall be entitled to deduct any amount due, from all the money paid or payable by way of compensation as aforesaid and costs or

expenses in connection with any claim thereto. For this purpose, an indemnity bond will have to be executed.

13. The Tenderer shall not assign the contract. He shall not sublet any portion of the contract. In case of breach of this condition, ACADEMY will serve a notice in writing on the Tenderer rescinding the contract where upon the security deposit shall stand forfeited to ACADEMY without prejudice to other remedies against the Tenderer.
14. The Tenderer itself must be a qualified electrical engineer (either DEE or BE in Electrical Engineering) and should have working experience of handling such jobs. The Tenderer and his Supervisors / Electricians must hold a valid government license to carry out electrical works throughout the tenure of the contract.
15. The Tenderer shall be responsible for taking good care of all equipment. They will employ **only those electricians who have qualified as ITI's electrician trade with NCTVT and worked at least two years**. The Tenderer will have to intimate the details of people employed at ACADEMY along with a passport size photograph and Aadhar cards with medical reports.

16. The Tenderer shall employ following required number of employees for carrying out the jobs specified in the tender and as per following shifts for rendering satisfactory services. There is a requirement of 2 Electricians / Lecture Hall Attendants for day-to-day arrangement of Lecture Halls and the required management of various teaching gadgets / assets.

Worker	1 <sup>st</sup> Shift	2 <sup>nd</sup> Shift	3 <sup>rd</sup> Shift	General
Timings	07AM – 03 PM	02PM – 10:00 PM	10 PM – 7 AM	10 AM – 6 PM
<b>Electrical Maintenance</b>				
Engineer				1
Electrician	2	2	1	1
Helper	1	1	1	1
<b>Audio</b>				
AV Technician	1	1		
<b>HVAC Maintenance</b>				
AC Mechanic	1	1		
<b>Total(ShiftWise)</b>	<b>5</b>	<b>5</b>	<b>2</b>	<b>3</b>

17. The employees engaged by the contracting Agency should observe the discipline and should see that the decency and decorum are maintained within the course of their employment.

18. The Tenderer should furnish the maintenance schedule every week.

19. All personnel employed by the Tenderer should be medically fit and in good health.

**20. The Tenderer's employees will wear proper uniforms, raincoats and safety shoes provided by the Tenderer at its own cost while on duty.** Any employee found improperly dressed or unsatisfactory in performance would be asked to leave the premises. The Tenderer will provide immediate replacement in such cases; appropriate penalty will be imposed by deduction of proportionate payment from the monthly bill of the Tenderer.

**21. All the licenses, permits etc. from statutory authorities required for running of this contract will be in the name of the Academy. However, all formalities required for obtaining / renewing them will be done by the Tenderer on behalf of the Academy.**

**22. Annual inspection / approval of the entire installation or part thereof from the local electrical inspector (PWD/ CPWD) or any other statutory body shall be the responsibility of the Tenderer. This work also includes annual testing of electrical installations and submission of Test Reports required for Annual Inspection.**

**23. The Tenderer shall indemnify Academy against all claims which may be made upon the employer whether under Workmen's Compensation Act or any other statutes in force during the currency of this contract shall at his own expenses effect and maintain a policy of insurance in the joint names of the Academy and the Tenderer against such risks and deposit such policy or policies with Academy.**

**24. The Tenderer shall ensure that it fully complies with and observe all the provisions of the Contract Labour Act (Regulation and Abolition Act) 1970, the Minimum Wages Act, 1948, **Under minimum wage act 1948**, Payment of Wages Act, 1936, Employees Provident Fund and Miscellaneous Provisions Act **1952**, the E.S.I. Act and such other statutory enactments, rules and regulations laid down by the government or local body in force / coming into force which may apply to this agreement and any liability on account of non-compliance or violation thereof shall be the Tenderer's responsibilities.**

**25. The employees employed by the Tenderer shall be its employees and the Academy shall in no way be responsible or liable for their wages, salaries, bonus, gratuity or any other allowance, leave salary, wages for holidays or any other compensation notice pay etc.**

**26. The Tenderer shall regularly make payment to the Provident Fund, Family Pension, Employees State Insurance Contribution, Deposit Linked Insurance Scheme and all other statutory dues that may become due or payable by the Tenderer for the labour employed by it and maintain all such records as may be statutorily required and present the same to the officers of the Academy as and when required.**

**D. DEPLOYMENT OF STAFF BY THE TENDERER:**

- 01.** The Tenderer shall deploy enough employees/workmen as stated above to ensure rendering satisfactory services round the clock in three shift basis including shift-wise relievers, as may be required by the Academy. The Academy reserves its right to reduce or increase the number of the workmen from time to time depending upon the requirement on actual basis. The Tenderer shall not have right to claim compensation or damages from the Academy on account of reduction of employees at any time.
- 02.** The Tenderer shall deploy such of their personnel who are courteous, trained, well-mannered and disciplined. The personnel deployed by the Tenderer should always observe strict discipline during the contract period and should see that the decency and decorum are maintained during the course of their work. They shall abide by the disciplinary procedures; rules, regulations, guidelines, Standing Orders laid down by the Academy and shall strictly follow the instructions given by the representative or officer in charge of the Academy from time to time.
- 03.** The Tenderer shall take suitable measures in the event of any of his personnel failing to observe discipline and decency in the campus as may be brought to the knowledge of the Tenderer and shall make immediate replacement of such of the personnel who are habitually indulging in commissions & omissions of acts which would render the services of the Tenderer ineffective. In case of failure to do on the part of the Tenderer, the Academy would be at liberty to restrict the entry of such personnel inside the campus and in such an event, necessary deduction shall be affected from the monthly bills of the Tenderer.

**E. SCOPE AND STYLE OF WORK - ELECTRICAL MAINTENANCE:**

The Tenderer should have satisfactorily carried out at least three AMC jobs for 22 KV Substation comprising of HT/LT Panels, Transformers, DG sets ,Audio Equipments and Set ups and all other electrical installations in institutions, banks, major hotels and commercial complexes or multistoried office buildings with a minimum connected load of 500 KW or more.

The operation and maintenance of the entire Electrical, Audio, HVAC installations is to be carried out in 3 shift basis plus general shift. Tenderer will employ workmen with qualifications and experience as mentioned in Duties and Responsibilities of the Tenderer.

- **DETAILS OF ELECTRICAL & HVAC INSTALLATIONS:**

NIA Campus basically contains following buildings/structures.

<b>Buildings Area</b>	<b>Built-up Area in M<sup>2</sup></b>
<b>Academy Complex</b>	<b>2620</b>
Lecture Halls - 14 Nos. and Syndicate Rooms -10 Nos.	
<b>Computer Centre</b>	
FAIR Park 1 Block	<b>355</b>
Peter Drucker Park 1 Block	<b>75</b>
<b>Administrative Block</b> (Including all offices, passage, pantries, conference hall)	<b>1015</b>
<b>Alma Mater Library</b> (Including office, reading room, research cubicles, stacks)	<b>1600</b>
<b>Hostel 1 – Sarojini</b> 28 rooms of 19 M <sup>2</sup> each	<b>1400</b>
<b>Hostel 2 – Saraswati</b> 40 rooms of 19 M <sup>2</sup> each	<b>1400</b>
<b>Hostel 3 – Solomon</b> 40 rooms of 19 M <sup>2</sup> each	<b>1400</b>
<b>Hostel 4 – Sandipani</b> 48 rooms of 13.5 M <sup>2</sup> each	<b>1790</b>
<b>Hostel 5 – Sarvapalli</b> 62 rooms of 25 M <sup>2</sup> each	<b>2987</b>
<b>Dining &amp; Reception Block</b> 4 dining halls of 144 M <sup>2</sup> each	<b>288</b>
<b>Dining hall attached to hostel block - 5</b> 1 dining hall of 200 M <sup>2</sup>	<b>200</b>
<b>Cafeteria (Lloyd's Café)</b> With separate kitchen	<b>175</b>
<b>Conference Hall (Auditorium)</b>	<b>970</b>
<b>Multipurpose Hall (Jubilee Park)</b>	<b>550</b>
<b>Meditation Hall (Niranjana)</b>	<b>250</b>
<b>APJ A K Open Air Theatre</b>	<b>225</b>
<b>Gymnasium/Health Club</b>	<b>455</b>
<b>Community Facilities</b> (including bank, dispensary and post office)	<b>335</b>
Tapovan	<b>120</b>
Upavan	<b>120</b>
<b>Residences</b>	
<b>A Type - 1 No.</b> 250 M <sup>2</sup>	<b>250</b>
<b>B Type - 30 Nos.</b> 180 M <sup>2</sup> Each	<b>5400</b>
<b>C Type - 32Nos.</b> 82 M <sup>2</sup> Each	<b>2624</b>
The other areas are Substation Building, Amphitheaters,	

Pump House, Overhead and Underground water tanks, roads, etc.	
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All the Buildings and Structures as indicated above contain electrification works in one form or another. Roads and pathway are provided with Street lights and Post Top Lantern Poles and other types of exterior lighting system. Electrical Installations covered under the above work can be broadly classified in following categories.

- Elect. Substation Equipment (Including 1 x 500 KVA + 1 x 125 KVA+ 1 x 380 KVA DG Sets).
- General Electrification works. (Comprising of M.V. Panels, Distribution Boards, Lighting Fixtures, Ceiling Fans, Exhaust Fans, Geysers, LED TVs, Electric Kettles, point wirings for lighting /fan/socket outlets, power points for ACs, cables, earthing, lighting protection etc.)
- Streetlights and other exterior lighting
- Fire alarm system and Fire Extinguishers.
- Telecommunication / Networking system, Audio set ups, Smart Classrooms
- Public Address System, LCD / DLP / Over Head /Slide / Direct Projectors and Integrated AV systems. (Operation and routine maintenance only)
- 2x40 KVA UPS system and 2 x12 KVA UPS system with battery banks
- STP motors
- Lifts(Construction in progress)
- CCTV cameras and entire Setup.
- Solar Grid Connected System(In Construction)
- **DETAILS OF ELECTRICAL SUBSTATION EQUIPMENTS.**

1.	22 KV, four pole structure. Metering point of MSEDCCL is in open HT yard (Near Substation) This yard contains Four Pole Structure, 22KV strain insulators, 22KV/ 400A, 3 Phase gang operated horizontal make/break type off Load Air Break switch complete with all the accessories including 60A drop out fuse, 22 KV pin insulators, lighting arrestors, plate earth stations with G.I. strip for earthing and 22 KV, 3C x 120 Sq.mm. XLPE Cable. etc.	1 Set.
2.	Kirloskar Electric Co. make 22 KV, 630A, 26.2 KA, 3 Ph, 3 Wire, 50 Hz, 3 Panel SF6 Breaker Switch Board.	1 Set.
3.	22/0.433 KV, 500 KVA and 1000 KVA Delta Star Distribution Transformers	2 Nos.
4.	30 Volts DC, 100 AH SMF batteries and battery charger with DC DB for 22 KV, SF6	1 Set

	Breaker Panel.	
5.	LT Panels	3 Sets
6.	Emergency Panels	2 Sets
7.	125 / 380 KVA D.G. Set with 'AMF' panel and 24 volts battery. (Operation and day to day routine and preventive maintenance only. However, it is expected that the Tenderer's personnel are capable of fault finding in the control logic of AMF panels and DG Sets.) <b>DG Set service contract for all DG sets has been awarded to M/s. Trident Services Private Limited., Pune.</b>	4 Sets.
8.	Feeder Pillars	18 sets
9.	L.T. Underground Cable distribution system.	Entire Power and Emergency Supply Network.
10.	Street / Pathway and boundary lighting	24 W LED /70 /100 W LED Lights
11.	Solar Water Heating System	Total Capacity of about 18000 Litres.
12.	Bore wells, Pump houses – water supply system and Swimming Pool Filtration Plant.	Various water pumps from 1.0 H.P. to 15 H.P.
13.	Videocon D2h Dish TV network of 200 connections and telephone cabling network	Entire network.
14.	LAN and UPS cable system etc.	Entire network.
15.	Internal electrification at all the buildings at ACADEMY.	Distribution boards at various buildings, Power, Normal and Emergency Supply arrangements through MCB DBs.
16.	Various gadgets, equipment, panels, teaching aids at the Academy buildings.	Routine maintenance of TVs / LCD Projectors / P.A. Systems / PCs / Visualizers / OHPs / Gym and Kitchen Equipment etc.

## 1. Operation of Electrical Substation Equipment:

a) N.I.A at present has 1 HT supply point at 22 KV Four Pole Structure. There are two distribution transformers of the 500 KVA and 1000 KVA ratings for catering electricity to entire ACADEMY Campus including Housing Complex. The Tenderer's responsibility would be to carry out the routine and preventive maintenance and operation work of the existing systems and equipment as per the instructions of NIA Engineer.

**b)** Details of Substation Equipment with its related accessories are indicated above. Continuous satisfactory operation and performance of these equipment including related accessories is under the scope of Tenderer.

**c)** Substation Equipment are be operated and monitored on Round-the-clock basis on all the days of the year including Sundays and Public Holidays. Maintaining daily log sheet, recording performance of all equipment. To maintain all documents required to be maintained by ACADEMY as HT consumers.

**d)** Tenderer will deploy the manpower for Operation of Substation Equipment.

- One I.T.I qualified and experienced Substation operator per shift on "Round the Clock" basis throughout the year for all days of the year including Sundays & Public Holidays. There must be minimum 15 minutes overlapping between two shift operators to get familiarize with the status of Equipment.
- One Helper per shift on "Round the Clock" basis throughout the year for all the days of the year including Sundays and Public Holidays. Helper will assist the Substation operator for day-to-day operation of substation equipment and accessories and to assist him for keeping equipment in neat and tidy condition.

**e)** Responsibility of Substation Operator

- Substation operator will be responsible for satisfactory operations and performance monitoring of substation equipment including DG sets. He will also test run both DG sets at least once a day to ensure their readiness for smooth operation at the time of mains power failure. In case of any abnormality, he will immediately report the matter to his Engineer for further action. Similarly, any malfunctioning in the system will be immediately reported by him to his Engineer for suitable corrective action; irrespective of time of occurrence of malfunctioning/abnormality in the system.
- Substation operator will take hourly readings of all the parameters of substations like 22 KV Panel Board, Main M.V. Panel, DG control panel etc. including checking physical condition of Transformers, DG sets etc. All the readings will be recorded by him in logbook register. Any abnormality in the system including time of Switch On/Off of particular item will be clearly recorded by him in the logbook register.
- Substation operator will also check streetlights & availability of power supply to all the buildings including pump house. In case of power failure, he will ensure that the required DG sets are immediately switched "On".
- The responsibility of NIA towards power supply lies up to 22 KV metering kiosk of MSEDCL, local electricity authority (in HT four pole yard located nearly). From there onwards responsibility of power supply for various equipment / accessories / controls etc. including power supply within Substation Building ties with

**Tenderer. In case of power failure due to certain faults on 22 KV HT line or at the premises of four pole structure, liassioning with MSEDC to get the power supply restored will also be the responsibility of the Tenderer.**

**f) Responsibility of Helper**

- The helper will assist Substation operator for day-to-day smooth operation of substation equipment including DG sets. He will be responsible for keeping all the equipment in clean and tidy condition. He will also carry out general cleaning of all equipment including Electrical panels on regular basis.
- Helper will work under control of Substation operator and will always ensure that unusable junk materials are not allowed to be kept in substation rooms. Under such eventuality, he will report the matter to the operator, who in turn will take suitable action including reporting the matter to his Engineer.

**g) All the logbook registers will be arranged by Tenderer. Logbook register duly paged and bound will be as per practice of reputed firms and will be maintained in good condition by Tenderer.** Tenderers should provide the daily complaint register to all the people deployed for work and ask them to maintain the logbook on daily basis.

**h) All the necessary tools and other materials required for operation and performance monitoring of Substation Equipment should be kept by Tenderer in a cupboard under the control of Substation operator. Cupboard will be arranged and provided by Tenderer. Required testing instruments / tools like Tong tester, Electrical tool kit, Multimeter, Insulation tester (megger), Test lamp, Line tester, insulated Cutting pliers & Screw drivers, Torque Wrench, First Aid Box, Artificial respirator etc. should be always available with Substation operator. All these tools are necessarily to be provided by the Tenderer.**

**i) Substation operator & helper should always wear shock proof shoes; during duty, wearing any sort of chappals will not be permitted by NIA.**

**j) In case of any operator / helper being on leave, Tenderer will immediately take advance action and provide substitution so that minimum manpower as indicated above is not reduced on any day. In case a particular shift duty operator or helper does not turn up due to any reasons, the earlier duty person will continue to make sure that Electrical substations Equipment never remains unattended.**

**2. Maintenance of Electrical Substation Equipment:**

**a) Details of installations are as indicated above. Maintenance of all the equipment / accessories is under the scope of Tenderer.**

**b) Maintenance work under scope of Tenderer includes preventive maintenance, servicing, attending complaints, replacement of worn out or defective components**

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and consumables like indicating lamps / meters / wires / cables etc. as and when need arises. Consumable or any other items will however be supplied by NIA from the available stock on intimation by the Tenderer. However, no extra payment towards servicing, repairs will be made by NIA towards efforts involved in fault finding, repairs, procurement of any specialized material, or labour cost etc.

Arranging all major components requiring repair/replacement with prior consent and approval of the authorized NIA engineer. (Only cost of the components shall be reimbursed. The effort involved in procurement and replacement charges shall be deemed to have been included in the contracted amount of this contract.

The contracting Tenderer shall guarantee prompt repairs/replacement of components to minimize interruption. Probably the Tenderer will be required to arrange repair and/or replacement of such damaged components the same day.

- c) The tender will be always responsible during the entire period of contract for satisfactory performance of entire system (including accessories) with minimum down time. During emergency or breakdown nature of work, especially for Substation equipment & various MV panels, Tenderer's Engineer along with related technicians should be available immediately even though it may be beyond normal working hours or on public holidays till equipment is restored back into normal satisfactory condition. Response time for attending routine complaints should not exceed 4 hours. In case of receipt of routine complaint by Tenderer on late evening, it should be positively attended next day but with temporary restoration of power supply to the affected area.
- d) Defective/ worn out components should be replaced only by genuine and original parts. OEM or its authorized dealer's invoice should be submitted as proof of using genuine parts for reimbursement. In case OEM's does not exist by any chance or production of components have been stopped by OEM; then only use of components of other reputed make will be permitted with prior approved of concerned engineer of NIA.
- e) Preventive Maintenance and servicing of major equipment & accessories etc. should be done by Tenderer on holidays in a planned manner in consultation with concerned engineer of NIA.
- f) Preventive maintenance and service should be done as per the recommendations / guidelines of various OEMS ( A format of same is to be got approved by Tenderer from concerned Engineer of NIA, for adaptation)
- g) Major servicing & overhauling of equipment like DG sets and HV/MV panels should be done by Tenderer once a year. This work should be planned and done during holidays. There is separate AMC (Single Point Service Contract) for all the DG sets and their B check is being carried out as per the OEM's recommendations. Servicing of LT

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breakers from OEM, HT/LT relay testing, transformer oil filtration and DG set servicing will be arranged by NIA as and when required as per the schedules, however getting the said work done will be the responsibility of the Tenderer's Engineer.

- h)** Painting of all equipment including street light poles, four pole structure, Electrical panel boards etc. shall be done by NIA as per the need however the Tenderer's engineer will supervise the said job and arrange for necessary shut down of HT supply as per the necessity.
- i)** In case any repair / services of equipment of electrical installation are to be carried out by Tenderer through OEM (or their authorized dealer), all the arrangements including tools, spares etc. will be the total responsibility of Tenderer.
- j)** Tenderer will arrange and maintain separate logbook registers for services / maintenance of various installations as indicated above. Special care is to be taken by Tenderer for replacement of lamps; tube lights, chokes, and all other consumable items supplied by NIA, wherein clear record for replacement should be maintained and got countersigned by NIA Engineer. All defective materials should be handed over by Tenderer to NIA Engineer or his representative. Records of work done for services / maintenance repairs etc. will be recorded by Tenderer engineer in the registers. These registers should be always with updated records and should be produced to NIA engineers on weekly basis or as and when required by him.
- k)** Tenderer should arrange and maintain sufficient stock of spares, especially consumable issued by NIA at site (Substation) which can be kept by Tenderer in cupboards to be arranged by them. Similarly, all necessary tools & instruments required for the purpose of servicing / maintenance; routine testing etc. should be arranged by Tenderer and should be available at site at all times. Ladders for street light servicing will be arranged by NIA.
- l)** Normally repairs / servicing works should be done by Tenderer at site up to maximum possible extent. However, in case any equipment or accessories essentially required to be taken by Tenderer out of NIA premises for repairing / servicing; all necessary arrangements including to and fro transportation will be the responsibility of Tenderer. Tenderer will also inform concerned engineers of NIA for doing procedural formalities (like issue of gate pass etc.); prior to taking out the materials out of NIA premises.
- m)** **Tenderer will be fully responsible for safety of his personal at all times.** Tenderer will also be responsible for all the safety precautions at all the times especially during servicing / preventive maintenance and repairs of substation equipment and Electrical Panel Boards etc.
- n)** **Tenderer will deploy one Engineer (common for operation & maintenance) who should be Graduate or Diploma in Electrical Engg. with adequate experience**

**(minimum 3 years) in the field of operation and maintenance of Electrical installations as indicated above.**

The deployment of one Engineer is minimum and is in addition to the manpower indicated

for "Operation of Substation Equipment and maintenance of other allied works"

The Engineer should always be available in NIA in General Shift from Monday to Saturday, to attend day to day routine complaints; checking the status of all Electrical installations & taking corrective measures whenever necessary; to attend routine & emergency repairs, servicing and preventive maintenance of installations including monitoring their performance on day-to-day basis and to allot the maintenance activities to the staff deputed by the Tenderer. The responsibility of breakdown maintenance would be responsibility of the Tenderer, and the services of engineer should be made available at NIA during emergency and breakdown calls.

- o)** Technicians & helpers engaged by the Tenderer will wear uniform with nameplates for easy identification, while being within NIA premises.
- p)** Tenderer's engineer will be focal point for NIA. He should report to NIA Engineer daily for taking necessary instructions and to update the status of Electrical Installations, on daily basis.
- q)** Fire Alarm system, Telecommunications / Networking system, Access control System, Public Address system will be checked by Tenderer's Engineer along with respective OEM/ specialized Tenderer and same will be recorded by Tenderer's Engineer. Any deficiency or defect noticed during such joint inspection / servicing will be notified by Tenderer's engineer immediately to NIA Engineer.
- r)** Regarding UPS systems, once a day reading of all the UPS systems will be taken & recorded by Tenderer's Engineer in the register and at least once in a month complete UPS system should be checked by Tenderer through OEM in presence of NIA Engineer. This is in addition to attending complaints about erratic performance etc. All Batteries of UPS systems should be checked by Tenderer at least once a week; so that defective batteries details can be recorded and new batteries can be arranged by NIA for replacement.
- s)** In case NIA desires, Tenderer will also procure required material for which extra payment will be made by NIA on production of Invoice by Tenderer. This should have approval from NIA Engineer.
- t)** Electricians & Helpers deployed by Tenderer in any shift duty should also always wear shock proof shoes; Chappals of any sort will not be permitted.
- u)** Each Electrician in general shift duty should always have a toolkit with him containing necessary tools including measuring tape, for routine servicing/maintenance works (This is in addition to the tools, which should be available with substation shift

operator) Other instruments like Tong tester, Multimeter, insulation tester (megger), earth megger etc. should be always available with Tenderer Engineer.

v) Tenderer will be responsible at all times during the entire period of contract for satisfactory performance of various installations more than 95 % uptime. If same is not maintained, then 10% of amount of monthly bill against respective head will be deducted from the bill.

### 3. General maintenance of installations:

A brief list of work to be carried out under this contract of operation and maintenance of electrical installations at the N.I.A campus (Day to Day maintenance) including the preventive and corrective maintenance of entire set up of external and internal electrical / mechanical set up, to be carried out is as under:

1. Day to day maintenance of entire electrical equipment, machines, motors, water pumps, panels, cables, earthing system, replacement and repairs of small components, wires, glands, packing and all sorts of hardware.
2. Maintain on site minimum and one month's inventory of all consumables, hardware and other small value components.
3. To furnish the concerned ACADEMY's Engineer, details of important inventory, necessary to be maintained on site for ensuring smooth functioning of the system.
4. Attending and solving the day-to-day complaints received from the Institutional buildings, hostel buildings and residential blocks in the campus.
5. Changing of fused bulbs, tube lights in the institutional buildings, hostels, and common areas in residential buildings and for streetlights in the campus.
6. In case of development of faults in the system anywhere in the campus, finding out the reasons of faults by using necessary test meters and other equipment (required special, if any) owned by the Tenderer.
7. Adjusting timer switches/photocells of streetlights from time to time.
8. Checking all electrical equipment and gadgets owned by the Institute whenever instructed and changing of minor parts like burnt coils, thermostats, switches etc.
9. All the wiremen's and electrician's jobs shall normally be carried out as and when instructed by the NIA Engineer without charging any extra amount under the maintenance contract although the work asked to be carried out is new. Refusal to carry out any such or other work shall mean violation of contract terms and NIA shall be free to terminate the contract and the extra expenditure incurred by the

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Institute due to such refusal shall be recovered through the security deposit of the Tenderer.

- 10.** Periodical cleaning of all the electrical light fixtures, ceiling and exhaust fans, streetlights, DG set, water supply pumps etc., and periodical checking, testing of all the electrical equipment owned by the Academy.
- 11.** Any type of minor electrical work within the Academy premises as and when instructed by the NIA Engineer shall have to be attended.
- 12.** Getting the services of the supplier/erection Tenderer during and after the guarantee period for rectification, major breakdown and proper functioning of the equipment and system.
- 13.** Supply of Diesel for DG sets; supply of UPS batteries for replacement whenever necessary and replacement of defective telephone instrument, and any other item required for the repairs / replacement shall be arranged by NIA.
- 14.** Starting and closing of water pumping sets as and when required.
- 15.** To visit each residential quarter and each hostel room and note their complaints about switches, sockets, fans, tube lights, geysers, TVs, telephones etc. and attend to these complaints and take the signature of the occupants.
- 16.** Maintenance of earth pits including watering them at regular intervals and measuring earth resistance of individual earth pits as also earth grids. Measuring IR values of HT/LT switchgear and cables and submitting annual test reports to ACADEMY.
- 17.** The Tenderer will coordinate and arrange the annual inspection of installations by electrical inspector of PWD (State or Central Government) or any other statutory authorities as may be required. Inspection fees / DG electricity duty will directly be paid by the ACADEMY.

#### **4. List of Tools and Tackle to be provided by the Tenderer at Site.**

The Tenderer must provide following tools and tackles for day-to-day operation and routine maintenance.

<b>S.N.</b>	<b>Description</b>	<b>Qty</b>	<b>Remark</b>
01	Set of screw drivers, pliers, strippers, line testers.(For on duty persons)	15	Available with each person when on duty.
02	Line Tester (electronic	04	Everyday
02	Megger 1000 Volts	1 set	Everyday
03	Megger 5000 Volts	1 set	Everyday

04	Earth Tester 0-10-100 Ohms	1 set	Everyday
05	Clamp on Meter 1 Amp to 750 Amps A.C./D.C.	1 set	Everyday
06	Crimping Tool 1.5sq.mm to 16 sq.mm	1set	Everyday
07	Crimping Tool 25 sq.mm to 400 sq.mm	1 set	Everyday
08	Krone Tool	1 set	Everyday
09	Spanner sets (Ring, D spanners and Box Spanner) and hammers.	2 sets	Everyday
09	Specific Gravity Hydrometer	2 sets	Everyday
10	LED Torch	2 Sets	Everyday
11	HT Gloves(22KV Standard)	2 Sets	Everyday
12	Multimeter	2 Sets	Everyday
13	Clamp On Meter(1000A range big cable size)	01	Everyday
14	Hammer Drill machine with breaker Mode	01	Everyday
15	Battery operated screwing machine	01	Everyday

## **F. SCOPE AND STYLE OF WORK – Audio Maintenance:**

### **1. Smart Classroom Operations:**

- Operate and manage complete Smart Classroom audio visual systems.
- Ensure daily readiness of classrooms before academic sessions.
- Load and manage system presets for lectures, presentations, and hybrid classes.
- Support faculty during live sessions, examinations, and special events.

### **2. Audio System Management:**

- Operate microphones (lapel, handheld, podium/gooseneck) ensure clear, feedback-free sound.
- Configure and monitor DSPs/mixers including gain structure, EQ, compression, gating, and AEC.
- Manage classroom and auditorium speakers for optimal sound coverage and clarity.
- Operate and maintain audio amplifiers, ensuring proper power levels and system safety.

### **3. Video & Display Systems**

- Operate projectors, LED displays, interactive flat panels, and projection screens.
- Handle source switching (PC, Laptop, HDMI, visualizer, document camera).
- Align, focus, and troubleshoot projector image and display issues.
- Ensure proper startup and shutdown procedures to extend equipment life.

### **4. Digital & Online Platforms Support**

- Configure audio/video devices for recording, live streaming, and hybrid teaching.
- Monitor audio and video quality during sessions and recordings.
- Assist with lecture capture, storage, and retrieval of recorded content.

### **5. Equipment Readiness & Inventory**

- Conduct daily equipment checks including microphones, batteries, cables, and power supplies.
- Maintain inventory of AV equipment and accessories.
- Ensure safe handling, labeling, and storage of all AV assets.

## **6. Preventive Maintenance & Troubleshooting**

- Perform routine preventive maintenance as per schedules (daily, monthly, quarterly).
- Identify, troubleshoot, and rectify faults in AV systems promptly.
- Coordinate with OEMs, vendors, and IT teams for advanced or warranty repairs.
- Maintain backup DSP configurations and system settings.

## **7. Safety & Compliance**

- Follow electrical safety, earthing, ESD, and cable management standards.
- Ensure safe operation of motorized screens, ceiling-mounted projectors, and racks.
- Maintain neat, hazard-free classroom environments.

## **8. Documentation & Reporting**

- Maintain daily readiness checklists and incident logs.
- Document technical issues, resolutions, and preventive maintenance records.
- Prepare monthly performance and uptime reports for management.
- Update system changes logs and configuration backups.

## **9. Event & Examination Support**

- Provide AV support for seminars, webinars, exams, conferences, and institutional events.
- Operate PA systems, recording devices, and live-streaming setups for events.
- Support extended hours and on-call AV requirements as assigned.

## **10. User Support & Training**

- Assist faculty, staff, and students in using classroom AV facilities.
- Provide basic operational guidance for microphones, displays, and digital platforms.
- Support onboarding sessions and handover training for new users.

## **G. SCOPE AND STYLE OF WORK – HVAC Maintenance:**

- A brief list of works to be carried out under contract of operation and maintenance of HVAC installations within the N.I.A campus (Day to Day maintenance) is as under:
  1. Operation and maintenance of the entire HVAC installations on 2 shift basis. Contractor will employ workmen with qualifications and experience as mentioned in Contractor's Responsibilities.
  2. Day to day maintenance of entire Air-conditioning and Refrigeration equipment, Heat Pumps and its related electricity supply systems, machines, motors, water pumps, panels, cables, earthing system, replacement and repairs of small components, wires, glands, packing and all sorts of hardware etc.
  3. Maintaining daily log sheet, recording performance of every equipment.
  4. Arranging all major components requiring repair/replacement with prior consent and approval of the authorized NIA engineer.  
(Only cost of the components shall be reimbursed. The effort involved in procurement and replacement charges should be deemed to have been included in the contracted amount of this contract.
  5. The agency shall guarantee prompt repairs/replacement of components referred to under (4) above to minimize interruption. In all probability the Agency will be required to arrange repair and/or replacement of such damaged components on the same day.
  6. Maintain on site minimum and one month's inventory of all consumables, hardware and other small components within the contracted amount.
  7. To furnish the concerned NIA Engineer, details of important inventory, necessary to be maintained on site for ensuring smooth functioning of the system.
  8. Attending and solving the day-to-day complaints received from the Institutional buildings, hostel buildings and residential blocks (Guest Houses) on the campus.
  9. In case of development of faults in the HVAC system anywhere in the campus, finding out the reasons of faults by using necessary test meters and other equipment (required special, if any) owned by the contractors.
  10. All the AC Mechanic's or Refrigeration Mechanic's jobs shall normally be carried out as and when instructed by the Engineering Services Department without charging any extra amount under the maintenance contract although

the work asked to be carried out is new. Refusal to carry out any such or other work shall mean violation of contract terms and N.I.A. shall be free to terminate the contract and the extra expenditure incurred by the Institute due to such refusal shall be recovered through the security deposit of the contractor.

- 11.** Periodical servicing and cleaning of all the Window / Split ACs, packaged air-conditioners, air-coolers, refrigeration equipment and other centralized air-conditioning systems and periodical checking, testing of all the equipment owned by the Academy.
- 12.** Getting the services of the supplier/erection agency during the guarantee period for rectification, major breakdown and proper functioning of the equipment and system.
- 13.** Starting and closing of water pumping for Spray Pond etc. as and when required.
- 14.** To visit each office cabin and each hostel room and note the complaints about Air-conditioners and attend to these complaints and take the signature of the occupants.
- 15.** The air conditioning and chilling equipment as mentioned would be maintained and serviced by you, as a part of this contract.
- 16.** You will have to deploy qualified AC Mechanics (ITI – Air-conditioning and Refrigeration). The AC mechanics should have a minimum of two years of work experience towards Operation and Maintenance of AC and Refrigeration Equipment.
- 17.** You will have to carry out bi-monthly servicing of all the chilling equipment installed at the MDP/ PGDM dining halls and cafeteria and all the window / split air conditioners and water coolers. The date of service will be decided in mutual consultation with our officials. In addition, you will have to attend all the breakdown calls after receiving intimation or complaints from NIA.
- 18.** All minor repairs required for these equipment during the servicing and supplying all the electrical accessories, spares, fan motor and its rewinding would be part of this contract. Cost of such repairs will be paid on case-to-case basis like rewinding of fan motors, supply of spares etc.
- 19.** Any major repairs like replacement of compressor will also be paid to you separately subject to the approval of NIA. NIA will have a choice to get the repairs done from outside agency if your estimate for repairs finds it to be on higher side.

20. Any terms and conditions stipulated by you shall not be binding on us unless and otherwise accepted by us in writing.
21. You will have also to operate other air conditioning equipment, whenever required. Some of the equipment's are recently acquired by NIA and are under warranty.
22. A brief maintenance schedule for all the equipment is enclosed herewith, which will also be part of contract document. You will have to observe the schedule strictly for carrying out routine and preventive maintenance work.
23. Maintenance of the equipment as applicable in this contract means that the faults of all Electro-Mechanical Service included in the schedule of work are attended and rectified in time and put the same in working condition. Wherever maintenance schedule is prescribed, the same is to be carried out and breakdowns are attended promptly within the time limits specified. Routine checkups and maintenance are to be carried out including replacement of components as specified in each case.
24. In case of faults beyond the capacity of the staff provided, the Contracting agency/firm/company shall immediately provide extra - specialized work force so as to attend and clear the fault with minimum down time.
25. In case of emergency contracting agencies shall be made available at site on short notice and make all efforts to bring the situation to normal at the earliest.

• **Equipment covered under HVAC Maintenance**

**ROUTINE AND PREVENTIVE MAINTENANCE**

S.N.	ITEM DESCRIPTION	QTY	LOCATION
1	Four door refrigerators	3 Nos.	
2	Bottle cooler	2 Nos.	
3	Deep Freezer	2 Nos.	
4	<b>Window Air conditioners</b>		
	Voltas Make, Vertis 1.5 Ton	16 Nos.	
	Voltas Make, Vertis 1.0 Ton	26 Nos.	
	Voltas Make, Platinum, 3 Star, 1.0 Ton	72 Nos.	
	Blue Star Make - 2.0 Ton	1 No.	
	Blue Star Make - 1.0 Ton	16 Nos.	
	Blue Star Make - 1.5 Ton	34 Nos.	
	Voltas air make - 1.5 Ton	3 Nos.	

<b>5</b>	<b>Split Air-conditioners</b>		
	Voltas Make – 1.0 Ton	10 Nos.	
	Voltas Make, Vertis 1.5 Ton	5 Nos.	
	Blue Star Make - 1.5 Ton	10 No.	
<b>6</b>	<b>Refrigerators</b>		
	90 Ltrs capacity Videocon Refrigerator	11 Nos.	
	Videocon make, 80 Litres Refrigerators, Model: VCL-093SH,	50 Nos.	
<b>7</b>	<b>Water Cooler Make Blue Star and Voltas</b>	15 Nos.	
<b>8</b>	Water Cooler - Voltas	3 Nos.	
<b>9</b>	Hi – Wall Mounting Split ACs 4.0 TR Capacity Voltas	8 Nos.	
<b>10</b>	Hi – Wall Mounting Split ACs 3.0 TR Capacity Voltas	2 Nos.	
<b>11</b>	Hi – Wall Mounting Split ACs 1.5 TR Capacity Voltas	1 No.	
<b>12</b>	Deep Freezer Blue Star Make HF 506	2 No.	
<b>13</b>	7.5 TR Furred IN ACs CARRIER at MP Hall	3 No.	
<b>14</b>	Hi – Wall mounting Split ACs at R.N.119 Voltas 3 TR	2 No.	

#### **DAILY OPERATION AND ROUTINE MAINTENANCE**

NO	LOCATION	AC UNIT
1	Conference Hall- 1.Conf. Hall 2.Dinning Hall 3.Meeting Room	1. Package AC – 4 No. @11 TR 2. Ductable Split AC- 1 No. @8.75 TR 3. Ductable Split AC- 1 No. @5.5 TR
2	Gymnasium	1. Ductable Split AC- 1 No. @5.5 TR
3	Hostel 4	1.Split ACs 1TR – 48 Nos
4	Fair Park 1.Office 2.Lecture Hall	1.Package AC – 2 No. @16.5 TR 2. MultiSplit AC- 1 No. @3 TR
5	Lect. Hall 3,4,5 &6	1.Package AC – 4 No. @16.5 TR
6	New Faculty Room + Syndicate Room	1. MultiSplit AC- 8 No. @3 TR
7	Window AC's	At all Hostel Rooms
8	Library	1.Package AC – 4 No. @16.5 TR

- List of tools and tackles to be provided by the tenderer at site:**

The agency must provide following tools and tackles for day-to-day operation and routine maintenance of HVAC installations.

S.N.	Description	Qty	Remark
01	Line Testers to AC Mechanics	02 Nos	With each operator when on duty.
02	Clamp Meter 1 Amp to 750 Amps	1 set	Everyday
03	General Tools, Set of screw drivers, pliers, strippers, ring and D spanners, hammers with tool bag	1 set	Everyday
04	Megger 500Volts	1 set	Everyday
05	Vacuum Pump	1 set	Everyday
06	Digital Thermometer	1 set	Everyday
07	Flaring Tool with cutter	1 set	Everyday
08	Tube bender	1 set	Everyday
09	Hand blower	1 set	Everyday
10	Brazing torch	1 set	Everyday
11	Leak detector	1 set	Everyday
12	Manifold Gauges with charging line	1 set	Everyday
13	Hacksaw frame (Mini + Standard)	1 set	Everyday
14	Freon Gas, Nitrogen Gas Cylinder – 5Kg with Ratchet tool.	1 Set	Everyday
15	Jet Pump Battery charging	1 Set	Everyday

#### **H. MAINTENANCE SCHEDULE:**

The Tenderer must submit a maintenance schedule to ACADEMY, giving all details indicating maintenance activity and its frequency for all the equipment's / installations mentioned above.

It may please be noted that any major breakdown, repairs, overhauls of the equipment's, replacement of compressors, filtration of transformer oil, rewinding of ceiling fans and motors, testing of all relays and protective devices, specialised repairs and servicing of HT/ LT breakers, air-conditioning and refrigeration equipment will be carried out separately according to necessity and time schedule and the expenditure will be borne by ACADEMY.

#### **I. TERMINATION OF THE AGREEMENT:**

During the currency of this agreement, the Academy shall have the right to terminate this agreement if it is not satisfied with the performance of the Tenderer by giving it minimum 30 days' notice in writing. For this purpose, the Academy shall be the sole Judge to decide whether the performance of the Tenderer is satisfactory or not and such decision of the Academy shall be final, conclusive and binding on the Tenderer and the Tenderer shall not be entitled to any compensation in that regard. Furthermore, if on account of non-renewal of the contract and/or termination of this contract, the Tenderer has to terminate its employees, then it shall be the responsibility of the Tenderer to pay the legal dues to its

employees. In the event of non-compliance of legal requirements, Tenderer shall be liable for all the costs and consequences.

**L. PAYMENTS:**

1. The Tenderer shall submit bills once a month, along-with all supporting documents by 15<sup>th</sup> of every month with all the necessary documents in hard copies.
2. The Tenderer has to enclose certified copy of Income Tax, PAN Card No. Income tax as applicable from time to time will be deducted while making every payment. VAT, Excise, Service Tax or any other tax will be the responsibility of the Tenderer. Bill should be tax invoice. Tenderer has to comply with KYC (Know your Customer Document).
3. Payment will be made on or before 30th of every month, after making all necessary deductions of dues & penalties as contemplated under the contract. The Certificate of the Officer In charge of the Academy as to the bill amount payable to the Tenderer after all deductions, shall be final and binding on the Tenderer. **Payment of monthly GST amount will be made only after the GST entry appears in GSTIN portal.**
4. Apart from submission of certified copies of PF/ ESIC challans along with the monthly bills, the Tenderer shall submit self-attested copy of muster roll along with the copy of Salary Register showing the receipt of payment of salary by the concerned employees duly certifying on the bottom of it by the Tenderer that the payments are made as per the provisions of Minimum Payment of Wages Act and it being a condition precedent for releasing the payment, the payment against the monthly bills of the Tenderer shall be released to the Tenderer only upon complying with this condition. The Tenderer shall have no claim by way of interest or compensation for the reason of late releasing of the payment to them on this account.
5. **Rs.2000.00 per month will be deducted from the monthly bill if the required tools and tackles as mentioned above are not provided by the agency.**

**K. MISCELLANEOUS:**

1. Any dispute arising out of this contract including any clarification as to the intent or interpretation of any of the provisions of these terms and conditions, the same shall be first referred to /sought from the Director, ACADEMY, whose decision in the matters shall be final and binding on the Tenderer. Any other matter relevant to but not covered in the contract shall also be decided by making reference to the Director, ACADEMY whose decision will be final and binding on the Tenderer.
2. If the Dispute is not resolved through the reference made to the Director, ACADEMY, a reference of the same shall be made to an Arbitrator to be appointed by the Director ACADEMY Pune for adjudication of the same in accordance with the provisions of

Arbitration & Conciliation Act-1996 and any statutory modification there under from time to time. There shall be no objection if the Arbitrator to be appointed is a Competent Officer of ACADEMY in the discretion of the Director ACADEMY Pune.

3. **The quoted rate of the contracting Tenderer shall be deemed to have taken into account all the conditions mentioned above. The Tenderer shall visit the ACADEMY premises and properly assess the scope of work. It shall be presumed the Tenderer had inspected the premises and made proper assessments and requirements. Once the rate is quoted and accepted, then subsequently, the Tenderer shall not raise any dispute that the rate quoted was less without considering the actual requirements.**
4. The penalties towards certain lapses of the Tenderer on account of inadequate manpower, non-compliance of statutory requirements, non-performance and unsatisfactory services, non wearing of uniform, non-display of identity card, misuse of any place including hostel room/ entry of unauthorised person, non-receipt of call by substation attendant, non-switching on / off water pumps and electricity, pilferage / damage / loss to Academy in any manner etc. would be imposed by the academy. The Academy's decision in this regard will be final and binding on the Tenderer.

**Full Name and Address:**

**Designation**

**Date:**

**Place:**

**TERMS AND CONDITIONS FOR SERVICE CONTRACT OF CIVIL SERVICES ON ANNUAL  
CONTRACT BASIS AT ACADEMY, BALEWADI, PUNE - 411 045**

**A. GENERAL CONDITIONS**

1. The contracting party whether it be a Proprietor / Individual, Partnership firm, Company / Corporation, Society, they shall be, for the purpose of this contract, be known as "the Agency" and the National Insurance Academy shall be known as "Academy".
2. The contract will be for a period of two years. However, the Contract may be extended for a further period of up to one year subject to satisfactory performance of the Agency during the original term of the contract without any levy of penalty on account of any breach of terms and conditions. The Director of the Academy will alone have absolute discretion in this regard, and the Agency shall have no vested right to seek extension of the contract. The Academy, however, reserves the right to terminate the said contract at any time on the grounds of ineffective services rendered by the Agency. The Academy will be the sole judge to determine these facts.
3. The Agency must obtain for himself on his own responsibility and at his own expenses all the information which may be necessary for the purpose of tendering and for entering into a contract and must inspect the site of work and acquaint himself with all local conditions means of access to the work, nature of work and all matters appertaining thereto.
4. Immediately, on receipt of intimation from the ACADEMY for the acceptance of tender, the successful Agency will execute the work as per the instructions of Engineering Department and the written acceptance of the tender will constitute a binding contract between ACADEMY and the Agency so tendering. It will be the responsibility of the Agency to thoroughly examine the PLUMBING AND CARPENTRY installations in all respects before taking over and bring to the notice of ACADEMY any shortcoming or short supply in the installations being handed over. Once taken over it will become the sole responsibility of the Agency to guarantee completion and effective functioning of the systems.
5. In the event of refusal to carry out work by the successful Agency on any grounds, its earnest money / security deposit shall be forfeited.
6. All the payments of bills for the work shall be made online through RTGS / NTFS transfer s only.
7. If it is observed that due to poor maintenance / unsatisfactory work any part or equipment is found damaged / required to be replaced, the same will have to be attended and replaced by the Agency at its own cost. In this regard ACADEMY's decision will be final.
8. The Agency and the Academy shall make every effort to resolve any dispute or disagreement amicably by direct informal negotiations. However, in case of any unresolved issues / disagreements / disputes in connection with the contract, the same shall be settled through Arbitration or through Court of Law within the jurisdiction of Pune. The resultant contract will be interpreted under Indian Laws.

9. It shall be the responsibility of the Agency to meet transportation, food, medical and any other requirements in respect of the workers engaged by it (Agency) at NIA PUNE and ACADEMY shall have no liabilities in this regard.
10. For all intents and purposes, the Agency shall be the "Employer" within the meaning of different Labor Legislations in respect of workers so employed and engaged in ACADEMY under this contract. The workers deployed by the Agency in ACADEMY shall not have claims of any Master and Servant relationship nor have any principal and agent relationship with or against ACADEMY.
11. The Agency shall be solely responsible for the redressal of grievances /resolution of disputes relating to workers engaged by them. ACADEMY shall, in no way, be responsible for settlement of such issues whatsoever.
12. The Academy shall not be responsible for any damage, losses, theft, claims, financial or other injury to any workers deployed by service providing Agency in the course of their performing the functions / duty, or for payment towards any compensation.
13. The workers deployed by the Agency shall not claim nor shall they be entitled to pay, perks and other facilities admissible to casual, ad hoc, regular / confirmed employees during or after expiry of the contract period.
14. In case of termination of this contract on its expiry or otherwise, the workers engaged by the Agency shall not be entitled to and shall have no claim for any absorption nor for any relaxation or for absorption in the regular / otherwise capacity in the Academy.
15. The Agency shall also be liable for depositing all taxes, levies, cess, etc. on account of services rendered by it to ACADEMY to concerned tax collection authorities from time to time as per extant rules and regulations on the matter.
16. The Agency has to enclose certified copy of Tax Challan, PAN Card No. Income tax as applicable from time to time will be deducted while making every payment. GST or any other tax will be the responsibility of the Agency. Bill should be tax invoice. It will have to comply with KYC (Know your Customer Document).
17. In case, the Agency fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof the Academy is put to any loss / obligation, monetary or otherwise, Academy shall be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the Agency, to the extent of the loss or obligation in monetary terms.
18. If any worker wants to go on leave, they shall inform well in advance to the officer in charge of Maintenance at the Academy and alternative proper arrangements shall be made by the Contract Agency.
19. The successful Agency shall provide two sets of uniforms and also the shoes to the staff deployed at the Academy. It will be the responsibility of the Agency to insist the staff to carry their Identity Cards while on the duty at the Academy.
20. The material required for replacement of damaged plumbing and carpentry and other parts, nails, screws, fittings & fixtures etc. shall be entirely supplied by ACADEMY. The Agency shall however, be required to deposit the damaged parts with the Engineering Department.

**21.** Cost of any consumables and other components required in case of emergency shall be reimbursed to the Agency against production of cash memo/invoice. The Agency has to take prior approval of ACADEMY before doing such type of work.

**B. STATUTORY COMPLIANCE BY THE AGENCY:**

01. The Agency should obtain the requisite license for running the establishment from authorities such as Municipality, Local Authority, State / Central Government Departments. etc at its' own cost. The Academy shall not be responsible in any way for any breach of these rules and regulations by the Agency.
02. The Agency shall comply with all the statutory requirement in respect of engaging the personnel, their service condition, rules and regulation and all liabilities under the various labour law and other statutory obligations like PF, ESIC, Bonus, workmen's compensation, gratuity and also comply with the provisions of Minimum Wages Act, Payment of Wages Act etc. shall be that of the Agency, and Academy shall in no way be responsible or liable in case of any dispute, prosecution or awards made by court of law or other authorities.
03. The Agency shall obtain separate code for deposit of PF dues, if applicable, with the concerned PF authority directly.
04. The Agency shall obtain and keep it in force throughout the term of the agreement, necessary / valid labour license from the Licensing authority under The contract Labour (R&A) Act 1970, and the rules framed there under and produce the same to Academy before commencement of the services under the contract and also take step for getting the agreement registered under the act. The Agency shall also indemnify ACADEMY from and against any claims under the aforesaid act and the rules and shall continue to have a valid license until completion of the contract period or any extended period. Any failure to fulfil this requirement shall attract the penal provisions of the contract arising out of the resultant non-performance of the work.
05. The Agency shall keep the Academy indemnified against all the losses, damages or liability arising out of or imposed in pursuance of any violation by the Agency of / under labour laws & the rules there under or of any prosecution or award made by court of law or other authorities specifically under the Industrial disputes Act-1947.
06. The Academy shall be indemnified from all the liabilities, whatsoever created under the workmen compensation Act / ESI Act in respect of any injury suffered by the worker employed by the Agency or resulting in death / fatal accident etc.
07. The Agency has to strictly follow the provisions of Payment of Wages Act 1936 and the rules made there under and further the Agency shall strictly adhere to the provisions of The Minimum Wages Act-1948 and the rules made there under from time to time revising the wages payable to the workmen.
08. All labour and / or personnel employed by the Agency shall be engaged by him / them as his / their own employees in all respect implied or expressed .The responsibilities whatsoever, incidental or direct , arising out of or for compliance with or enforcement of the provisions of various labour laws of the country shall be that of the Agency and the Academy shall, in no way, be responsible or liable for their wages, salaries, bonus, gratuity or any other allowances, leave salary, wages for

holidays or any compensation, notice pay etc. The Agency shall specifically ensure compliance with the provisions of following labour laws / acts and their enactment / amendments.

- l. The payment of wages Act1936
- m. The payment of Minimum wages Act 1948
- n. The factories Act,1948
- o. The workmen's compensation Act, 1923
- p. The Employee's State Provident Fund Act,1952
- q. The contract Labor (Regulation & Abolition)Act,1970
- r. The payment of Bonus Act,1965
- s. The payment of Gratuity Act,1976
- t. The Equal Remuneration Act,1976
- u. The employee state Insurance Act,1948
- v. The Industrial Disputes Act ,1947

The Agency shall pay to the labor employed by him / them wages as per provision of the aforesaid act and the rules, wherever applicable.

9. The Agency shall fully indemnify the Academy against all the payments, claims and liabilities whatsoever, incidental or direct, arising out of or for compliance with or enforcement of the provision of any of the labor laws to the extent they are applicable to the establishment / work at ACADEMY premises.
10. In every case in which, by virtue of the provision of the aforesaid acts or the rules, the Academy is obliged to pay any amount of wages to the personnel employed by the Agency in execution of the work or to incur any expenditure in proving welfare, Health & safety amenities required to be provided under the aforesaid act and rules or to incur any expenditure on account of contingent liability of the Academy due to the Agency's failure to fulfill his statutory obligation under the aforesaid act or the rules, the Academy shall be at liberty to withhold from the bills of the Agency the amount of the wages as paid or the amount of expenditure so incurred, and without prejudice to the rights of the Academy under section 20(2) and section 21(4) of the aforesaid act, the Academy shall be at liberty to recover such amount or part thereof by deducting it from Security Deposit and / or from any sum payable by the Academy to the Agency. The decision of the Academy regarding the amount actually recoverable from the Agency as stated above shall be final and binding on the Agency.
11. The Agency shall not employ any person below the age of 18 years. The Agency shall indemnify the Academy from and against all claims and penalties which may be suffered by the Academy by reason of any default on the part of Agency to observe and / or in the performance of the provisions of Employment of Children Act XXVI of 1938 OR any re-enactment or modification of the same.
12. The Agency shall at all time indemnify the Academy against all claims which may be made under the Workmen's Compensation Act 1923 or any statutory modification thereof or otherwise for or in respect of any damages or compensation payable in consequences of any accident, injury sustained by any labour / servant or person in his employment and engaged in the performance of contract. If any such accident occur

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which may involve any such liability under the Act, the Academy shall be at liberty to withhold such amount from the bills of the Agency and also deposit the same with Commissioner under the W.C. Act.

13. The Agency shall be responsible for the compliance with the provisions of the hours of the employment regulation in respect of the staff employed by him in the manner decide upon by the appropriate authority.

#### **C. DUTIES AND RESPONSIBILITIES OF THE AGENCY:**

27. The Agency shall carry out all work with utmost care, giving due consideration to safety which shall not be compromised under any circumstance. It will be responsibility of the Agency to promote an electrically safe workplace free from unauthorized exposure to electrical hazards for all its employees and outsourced personnel so as to prevent accidents to themselves, the public (community) and the Academy's property.
28. The Agency shall be responsible for taking good care of all specialized equipments, tools and tackles used for its maintenance activities. It should bring to the notice of the Academy the repair and maintenance works that are required to be undertaken from time to time. In case any damage is caused to the equipments due to the gross negligence of any of the employees of the Agency, Agency undertakes to indemnify the academy for such damages. The amount of damages quantified at the discretion of the Academy shall be final & binding on the Agency. The Academy shall be at liberty to deduct such amount of damages from any dues payable to the Agency.
29. The Agency shall ensure that the employees engaged in plumbing and carpentry maintenance activities in the premises shall, while working, take all reasonable care in handling the internal as well as external items and the Agency shall be solely responsible for the safety and security of all such fixtures and equipments and installations. If it is found that any such items of fixtures, equipments and installations are damaged and or missing due to the negligent of the employees of the Agency, the Agency shall take the responsibility of making good the same failing which, the Academy reserves its' right to impose penalty to the extent of damage assessed and the amount of such penalty shall be recovered from the monthly payments of the Agency.
30. It shall be the responsibility of the Agency to ensure that switches of all electrical appliances such as lights, fans, etc. are put on and off properly at the areas while doing maintenance activities. If at any time, it is found that the staff of the Agency entrusted for doing the job is negligent leaving the electrical switches of fans, lights etc. on and the doors were closed resulting into wastage of energy, the Agency shall be imposed with a penalty in the range of Rs.100 to Rs.1000/- as may be assessed in this regard.
31. It will be the responsibility of the Agency to store the materials purchased & provided to them if any, are kept in safe custody and they shall keep a proper record of its' receipts, stock, and disposals etc. which shall be subject to inspection & verification by the authorized representative of the Academy.
32. On completion of the contract period or upon premature termination of the contract for whatsoever reasons, the Agency shall promptly return to the Academy all material and equipments supplied by the Academy to it and shall discontinue use of and hand over

peaceful possession of the Academy's premises together with fixtures and articles in good condition, to the satisfaction of the Academy.

33. The quality of work at all stages should be as per the standards laid down and explained to the Agency by the Academy. It is made clear that there cannot be any compromise in the quality of work and it shall be the responsibility of the Agency to ensure that the standards laid down from time to time are strictly maintained.
34. The Agency shall ensure that it fully complies with all provisions of labour laws and rules and regulations laid down there under from time to time which are applicable to the present contract and more particularly notified under "STATUTORY COMPLIANCE" which include obtaining requisite/valid license from the appropriate authorities of Central/State Govt. or local body and to keep the same in force till completion of the contract. In case of any default or failure to comply with such requirement, this contract shall automatically stand terminated. In the event of such a termination, the Agency shall not be entitled to make a claim for any compensation or damages against the Academy and the Academy shall not be liable to pay any such compensation or damages to the Agency.
35. The status of the staff/labour/workmen employed by the Agency shall always be the employees of the Agency itself for all purposes under the labour & service laws and the Academy shall, in no way, be responsible or liable for their wages, salaries, bonus, gratuity or any other allowances, leave salary, wages for holidays or any compensation, notice pay etc. and the employees of the Agency shall have no right to claim any benefit under the establishment of the Academy.
36. The Agency will give a declaration as per draft letter (ANNEXURE I) attached that he has read and understood the above conditions and the same shall remain binding upon him in case the work is entrusted to him.
37. The amounts specified hereinabove are inclusive of all costs, expenses, wages and other expenses including ex-gratia payment to workman or payment of their legal dues that may be incurred by the Agency and the Agency shall not be entitled to make any other demands monetary or otherwise from the Academy during the term of this contract. **It is expressly agreed that in the event there is a revision of minimum wages or special allowance, then the amount payable in clause hereinabove shall be suitably modified.**
38. The Agency shall at all-time indemnify the Academy against all claims for compensation under the provisions of any law for the time being in force / brought into force, by or in respect of any workmen employed by the Agency in carrying out the contract and against all costs and expenditure incurred by the Academy in connection therewith. The Academy shall be entitled to deduct any amount due, from all the money paid or payable by way of compensation as aforesaid and costs or expenses in connection with any claim thereto. For this purpose, an indemnity bond will have to be executed.
39. The Agency shall not assign the contract. He shall not sublet any portion of the contract. In case of breach of this condition, ACADEMY will serve a notice in writing on the Agency rescinding the contract where upon the security deposit shall stand forfeited to ACADEMY without prejudice to other remedies against the Agency.
40. The Agency itself must be a qualified engineer (either Diploma or BE in Engineering) and should have working experience of handling such jobs. The Agency must hold a valid

government license to carry out plumbing maintenance works throughout the tenure of the contract.

41. The Agency shall be responsible for taking good care of all equipments. They will employ only those Plumbers and carpenters who have qualified ITI's related trade with NCTVT and worked at least for two years. The Agency will have to intimate the details of persons employed at ACADEMY along with a passport size photograph.
42. The Agency shall employ following required number of employees for carrying out the jobs specified in the tender and as per following shifts for rendering satisfactory services:

<b>Timings</b>	<b>1st Shift</b>	<b>2nd Shift</b>	<b>General Shift</b>
	<b>8 am - 4 pm</b>	<b>12 pm - 8 pm</b>	<b>10 am to 6 pm</b>
<b>Plumber</b>			
(Monday to Friday)	1	1	
On Saturday			1
On Sunday			1
<b>Carpenter</b>			
(Monday to Friday)	1	1	
On Saturday			1
On Sunday			1
<b>Mason</b>			2
<b>Total</b>	<b>6</b>		
<b>On all days including Sundays and Holidays</b>			

43. The employees engaged by the contracting Agency should observe the discipline and should see that the decency and decorum are maintained within the course of their employment.
44. The Agency should furnish the maintenance schedule every week.
45. All personnel employed by the Agency shall be medically fit and in good health.
46. The Agency's employees will wear proper uniforms and shoes provided by the Agency at its own cost while on duty. Any employee found improperly dressed or unsatisfactory in performance would be asked to leave the premises. The Agency will provide immediate replacement in such cases; appropriate penalty will be imposed by deduction of proportionate payment from the monthly bill of the Agency.
47. All the licenses, permits etc. from statutory authorities required for running of this contract will be in the name of the Academy. However all formalities required for obtaining / renewing them will be done by the Agency on behalf of the Academy.
48. The Agency shall indemnify Academy against all claims which may be made upon the employer whether under Workmen's Compensation Act or any other statutes in force during the currency of this contract shall at his own expenses effect and maintain a policy of insurance in the joint names of the Academy and the Agency against such risks and deposit such policy or policies with Academy.

49. The Agency shall ensure that it fully complies with and observe all the provisions of the Contract Labor Act (Regulation and Abolition Act) 1970, the Minimum Wages Act, 1948, Under minimum wage act 1948, Payment of Wages Act, 1936, Employees Provident Fund and Miscellaneous Provisions Act 1952, the E.S.I. Act and such other statutory enactments, rules and regulations laid down by the government or local body in force / coming into force which may apply to this agreement and any liability on account of non-compliance or violation thereof shall be the Agency's responsibilities.

50. The employees employed by the Agency shall be its employees and the Academy shall in no way be responsible or liable for their wages, salaries, bonus, gratuity or any other allowance, leave salary, wages for holidays or any other compensation notice etc.

51. The Agency shall regularly make payment to the Provident Fund, Family Pension, Employees State Insurance Contribution, Deposit Linked Insurance Scheme and all other statutory dues that may become due or payable by the Agency for the labour employed by it and maintain all such records as may be statutorily required and present the same to the officers of the Academy as and when required.

**D. DEPLOYMENT OF STAFF BY THE AGENCY:**

01. The Agency shall deploy the Plumber and Carpenter as stated above to ensure rendering satisfactory services in two shift basis including shift-wise relievers, as may be required by the Academy. The Academy reserves its right to reduce or increase the number of the workmen from time to time depending upon the requirement on actual basis. The Agency shall not have right to claim compensation or damages from the Academy on account of reduction of employees at any time.

02. The Agency shall deploy such of their personnel who are courteous, trained, well-mannered and disciplined. The personnel deployed by the Agency should observe at all times during the contract period, strict discipline and should see that the decency and decorum are maintained during the course of their working. They shall abide by the disciplinary procedures; rules, regulation, guidelines, Standing Orders laid down by the Academy and shall strictly follow the instructions given by the representative or officer in charge of the Academy from time to time.

03. The Agency shall take suitable measures in the event of any of his personnel failing to observe discipline and decency in the campus as may be brought to the knowledge of the Agency and shall make immediate replacement of such of the personnel who are habitually indulging in commissions & omissions of acts which would render the services of the Agency ineffective. In case of failure to do on the part of the Agency, the Academy would be at liberty to restrict the entry of such personnel inside the campus and in such an event, necessary deduction shall be affected from the from the monthly bills of the Agency.

**E. SCOPE AND STYLE OF WORK**

A brief list of works to be carried out under contract of maintenance of Plumbing and Carpentry installations within the N.I.A campus (Day to Day maintenance) is as under:

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24. Maintenance of the entire installations on 2 shift bases. Contractor will employ workmen with qualifications and experience as mentioned in Contractor's Responsibilities.
25. Day to day maintenance of entire installations including replacement and repairs to sanitary and plumbing and furniture items.
26. Maintaining daily log sheet of each and every installation.
27. Arranging all major components requiring repair/replacement with prior consent and approval of the authorized NIA engineer.  
(Only cost of the components shall be reimbursed. The effort involved in procurement and replacement charges shall be deemed to have been included in the contracted amount of this contract).
28. The agency shall guarantee prompt repairs/replacement of components referred under (4) above to minimize interruption. In all probability the Agency will be required to arrange repair and/or replacement of such damaged components the same day.
6. Maintain on site minimum and one month's inventory of all consumables, hardware's and other small components within the contracted amount.
7. To furnish to the concerned NIA Engineer, details of important inventory, necessary to be maintained on site for ensuring smooth functioning of the system.
8. Attending and solving all the day-to-day complaints received from the Institutional buildings, hostel buildings and residential blocks (Guest Houses) in the campus.
9. In case of development of faults in the plumbing / sanitary / carpentry anywhere in the campus; rectifying the same by using necessary tools and tackles (required special, if any) owned by the contractors.
10. All the Plumber's / Carpenter's jobs shall normally be carried out as and when instructed by the Engineering Services Department without charging any extra amount under the maintenance contract although the work asked to be carried out is new. Refusal to carry out any such or other works shall mean violation of contract terms and N.I.A. shall be free to terminate the contract and the extra expenditure incurred by the Institute due to such refusal shall be recovered through the security deposit of the contractor.
11. Periodical cleaning and checking of all the installations owned by the Academy.
12. Getting the services of the supplier/erection agency during the guarantee period for rectification, major break down and proper functioning of the equipment and system.
13. Starting and closing of water pumping for Spray Pond etc. as and when required.
14. To visit each office cabin and each hostel room and note the complaints about Furniture and Plumbing installations and attend to these complaints and take the signature of the occupants.
15. You will have to deploy qualified Plumber and Carpenter (ITI/ NCTVT) They should have a minimum of two years of work experience towards related maintenance work.

16. Any terms and conditions stipulated by you shall not be binding on us unless and otherwise accepted by us in writing.

**F. MAINTENANCE SCHEDULE:**

A brief maintenance schedule is given below. You will have to observe the schedule strictly for carrying out routine and preventive maintenance work.

**(PLUMBING WORK)**

<b>Sr.no.</b>	<b>Job description of preventive maintenance</b>	<b>Plumbing work</b>
1	Inspection of overhead water tanks at Residences & Hostels	Once in a month
2	Inspection of overhead water tanks at Institutional & Hostels	Once in a month
3	Inspection of water taps & other plumbing installations in residences	Twice in a month
4	Inspection of sewerage system & other sanitary installations in residential buildings	Once in a month
5	Inspection of water taps & other plumbing installations in hostels & institutional buildings	Twice in a month
6	Inspection of sewerage system & other sanitary installations in hostels & institutional buildings	Once in a month
7	Testing of all inlet & outlet connections	Quarterly
8	Inspection of all water coolers	Weekly
9	Inspection of MIDC pipe line	Once in a month
10	Inspection of PMC pipe line	Once in a month
11	Inspection of common toilet block & pantries at all institutional buildings	Daily

**(CARPENTRY WORK)**

<b>Sr.no.</b>	<b>Job description of preventive maintenance</b>	<b>Carpentry work</b>
1	Inspection of floor springs at Dining hall & Hostels	Once in a month
2	Inspection of Door closer at Institutional & Hostels	Once in a month
3	Inspection of Office furniture	Twice in a month
4	Inspection of furniture in hostels & institutional buildings	Once in a month
5	Inspection of aluminum door installations in hostels & institutional buildings	Twice in a month
6	Inspection & servicing of locks/ latches/ hardware in hostels & institutional buildings	Once in a month
7	Inspection & repairing of all hostel beds, mirrors & fly wire shutters	Quarterly

8	Inspection of all signage at NIA campus	Once in a month
9	Servicing & Oiling of all door hinges of classroom doors	Quarterly
10	Servicing & Oiling of all door hinges of other than classroom doors	Half yearly
11	Servicing & Oiling of all sliding doors of hostel wardrobes and aluminum windows	Quarterly

### **(CIVIL WORK)**

<b>Sr.no.</b>	<b>Job description of preventive maintenance</b>	<b>Carpentry work</b>
1	Inspection of floor at Dining hall & Hostels	Once in a month
2	Inspection of Pathways at Institutional & Hostels	Once in a month
3	Inspection of Offices & Toilet blocks tiles	Twice in a month
4	Inspection of civil related in hostels & institutional buildings	Once in a month
5	Inspection of swimming pool tiles & other civil works	Twice in a month
6	Inspection & repairing of stone pitching.	Once in a month
7	Inspection & repairing storm water drains.	Quarterly
8	Inspection of all signage at NIA campus	Once in a month
9	Inspection & repairing road kerbing.	Quarterly
10	Inspection & repairing waterproofing work.	Half yearly

### **G. TERMINATION OF THE AGREEMENT**

During the currency of this agreement, the Academy shall have the right to terminate this agreement if it is not satisfied with the performance of the agency by giving it minimum 30 days notice in writing. For this purpose, the Academy shall be the sole Judge to decide whether the performance of the agency is satisfactory or not and such decision of the Academy shall be final, conclusive and binding on the agency and the agency shall not be entitled to any compensation in that regard. Furthermore if on account of non-renewal of the contract and/or termination of this contract, the agency has to terminate its employees, then it shall be the responsibility of the agency to pay the legal dues to its employees. In the event of non-compliance of legal requirements agency it shall be liable for all the costs and consequences.

### **H. LIST OF TOOLS AND TACKLES TO BE PROVIDED BY THE AGENCY AT SITE:**

The agency has to provide following tools and tackles for day to day operation and routine maintenance of HVAC installations.

<b>S.N.</b>	<b>Description</b>	<b>Qty</b>	<b>Remark</b>
01	General Tools, Set of screw	02 Sets	With each Plumber, Mason

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	drivers, pliers, strippers, ring and D spanners, hammers with tool bag		and Carpenter while on duty.
02	Hacksaw frame (Mini + Standard)	2 sets	Plumber + Carpenter + Mason
03	Die Set	1 set	Plumber
04	Oil Can	2 sets	Plumber + Carpenter
05	Plane & Plumb bob	1 set	Carpenter + Mason
06	Spirit Level	2 sets	Plumber + Carpenter + Mason
07	Measuring Tape (Steel)	2 sets	Plumber + Carpenter + Mason
08	Nail Puller	1 Set	Carpenter
09	Wood Chisel / Stone Chisel	1 Set	Carpenter + Mason
10	Pipe Wrench (Required Size)	1 Set	Plumber
11	Angle Grinder	1 Set	Carpenter
12	Hammer Drill machine	1 No	Plumber+Carpenter

## **I. PAYMENTS**

1. The Agency shall submit bills once a month, along-with all supporting documents by 15th of every month.
2. The Agency has to enclose certified copy of Income Tax, PAN Card No. Income tax as applicable from time to time will be deducted while making every payment. GST or any other tax will be the responsibility of the Agency. Bill should be tax invoice. Agency has to comply with KYC (Know your Customer Document).
3. Payment will be made on or before 30th of every month, after making all necessary deductions of dues & penalties as contemplated under the contract. The Certificate of the Officer In charge of the Academy as to the bill amount payable to the Agency after all deductions, shall be final and binding on the Agency. **Payment of monthly GST amount will be made only after the GST entry appears in GSTIN portal.**
- 4.. Apart from submission of certified copies of PF/ ESIC challans along with the monthly bills, the Agency shall submit self-attested copy of muster roll along with the copy of Salary Register showing the receipt of payment of salary by the concerned employees duly certifying on the bottom of it by the Agency that the payments are made as per the provisions of Minimum Payment of Wages Act and it being a condition precedent for releasing the payment, the payment against the monthly bills of the agency shall be released to the Agency only upon complying with this condition. The Agency shall have no claim by way of interest or compensation for the reason of late releasing of the payment to them on this account.
5. Rs.1000.00 per month will be deducted from the monthly bill if the required tools and tackles as mentioned in item H above are not provided by the agency.

## L MISCELLANEOUS.

5. Any dispute arising out of this contract including any clarification as to the intent or interpretation of any of the provisions of these terms and conditions, the same shall be first referred to /sought from the Director, ACADEMY, whose decision in the matters shall be final and binding on the Agency. Any other matter relevant to but not covered in the contract shall also be decided by making reference to the Director, ACADEMY whose decision will be final and binding on the Agency.
6. If the Dispute is not resolved through the reference made to the Director, ACADEMY, a reference of the same shall be made to an Arbitrator to be appointed by the Director ACADEMY Pune for adjudication of the same in accordance with the provisions of Arbitration & Conciliation Act-1996 and any statutory modification there under from time to time. There shall be no objection if the Arbitrator to be appointed is a Competent Officer of ACADEMY in the discretion of the Director ACADEMY Pune.
7. The quoted rate of the contracting Agency shall be deemed to have taken into account all the conditions mentioned above. The Agency shall visit the ACADEMY premises and properly assess the scope of work. It shall be presumed the Agency had inspected the premises and made proper assessment and requirements. Once the rate is quoted and accepted, then subsequently, the Agency shall not raise any dispute that the rate quoted was less without considering the actual requirements.
8. The penalties towards certain lapses of the Agency on account of inadequate manpower, non-compliance of statutory requirements, non-performance and unsatisfactory services, non wearing of uniform, non display of identity card, misuse of any place including hostel room/ entry of unauthorised person, non-receipt of call by substation attendant, non switching on / off water pumps and electricity, pilferage / damage / loss to Academy in any manner etc. would be imposed by the academy. The Academy's decision in this regard will be final and binding on the Agency.

**Signature of the Agency .....**

**ANNEXURE – A1**

**Note: Scanned copy of below Affidavit should be uploaded online.**

**AFFIDAVIT**

(On Non-Judicial Stamp paper of Rs. /- in case the individual who is the sole proprietor of the firm)

I

..... s/o  
..... age ..... years, occupation business r/o  
..... do hereby state on oath as under:

That I am residing in ..... locality of District..... since last ..... years.

That I am the sole proprietor of a proprietary concern name and style as "....." having its office at..... District ..... dealing in business of Government, electrical contracts and ancillary works attached, therefore.

Hence this affidavit.

Deponent

**Note: This Affidavit should be notarized.**

**ANNEXURE-A2**

**CONSTITUTION OF FIRM – SOLE  
PROPRIETORSHIP/PARTNERSHIP/LTD. CO. /OTHER**

S.N.	Name of sole partner or Director / other High Officials	Age	Share	Technical Experience			Whether power of attorney Holder
				Year to Year	As Employee	As contractor	
1	2	3	4	5	6	7	8

**SIGNATURE OF TENDERER**

Electrical, Audio, HVAC & Civil AMC

**ANNEXURE – B**

**PARTICULARS OF ENROLMENT WITH NIA AND OTHER ORGANIZATION**

**1. Enrolment with NIA**

Name of works for Which enrolled by NIA, in the past	1
	2
	3
	4
Sr. Nos. for which tenders Were submitted:	
Sr. Nos. for which work-order Was received:	

**2. Enrolment with other Organisation.**

Sr. No.	Name & Address of Authority with whom you are enrolled	Year to year	Is copy Of letter enclosed	Year to year	Class or Category	Limit (Rs.in Lac)	Is copy of Letter enclosed
1	2	3	4	5	6	7	8

**SIGNATURE OF TENDERER**

Electrical, Audio, HVAC & Civil AMC

**ANNEXURE – C**

**PARTICULARS OF TOOLS, PLANT AND MACHINERY**

<b>Sr. No.</b>	<b>Item</b>	<b>Specification</b>	<b>Quantity</b>	<b>Estimated Value</b>	<b>Remarks</b>
<b>I</b>	<b>II</b>	<b>III</b>	<b>IV</b>	<b>V</b>	<b>VI</b>
<b>1</b>					
<b>2</b>					
<b>3</b>					
<b>4</b>					
<b>5</b>					
<b>6</b>					
<b>7</b>					
<b>8</b>					
<b>9</b>					
<b>10</b>					

**SIGNATURE OF TENDERER**

**ANNEXURE – D**

**LIST OF AMCS COMPLETED DURING LAST THREE YEARS FROM THE DATE OF PUBLICATION OF E-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.	No. of persons deployed by your firm / company / co-operative society.	Nature of Work.
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

**SIGNATURE OF TENDERER**

**ANNEXURE – E**

**WORK IN HAND / ONGOING AMCS/SERVICE CONTRACTS**

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 is awarded.	No. of persons deployed by your firm / company / co-operative society.	Nature of Work.
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

**SIGNATURE OF TENDERER**

**ANNEXURE – F**

**PARTICULARS OF PERMANENT ADMINISTRATIVE AND TECHNICAL STAFF**

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Age</b>	<b>Academic Qualification</b>	<b>Service with the Firm</b>	<b>Details of Experience Year to Year</b>
<b>1</b>						
<b>2</b>						
<b>3</b>						
<b>4</b>						
<b>5</b>						
<b>6</b>						
<b>7</b>						
<b>8</b>						
<b>9</b>						
<b>10</b>						
<b>11</b>						
<b>12</b>						
<b>13</b>						
<b>14</b>						
<b>15</b>						
<b>16</b>						
<b>17</b>						
<b>18</b>						
<b>19</b>						
<b>20</b>						
<b>21</b>						
<b>22</b>						
<b>23</b>						
<b>24</b>						
<b>25</b>						

**SIGNATURE OF TENDERER**

**ANNEXURE-G**

**ANNUAL TURNOVER FOR LAST THREE YEARS.**

**Name of Tenderer**

<b>S. No.</b>	<b>Financial Year</b>	<b>Total Contract amount received</b>	<b>IT certificate enclosed Yes/ No</b>	<b>Audited balance sheet copy enclosed. Yes/ No</b>	<b>Remarks</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5)</b>	<b>(6)</b>
1	<b>2022-23</b>				
2	<b>2023-24</b>				
3	<b>2024-25</b>				

**SIGNATURE OF TENDERER**

## ANNEXURE-H

### DECLARATION

With respect to the tender published by NIA, I / We hereby submit my / our tender in a required format.

I / We have adhered to the requirements prescribed by NIA Pune. I / We have carefully gone through the guidelines / terms and conditions, and I / We accept the same without any alternations / modifications.

I/We agree to notify the NIA of any changes in the foregoing particulars as and when they occur and to verify and confirm. I/We understand and agree that the Director, National Insurance ACADEMY has the right as he may decide, not to open Financial Bid tender in any particular case and also to suspend, remove or blacklist my/our name from NIA's list of contractors in the event of my/our furnishing false particulars in the Technical Bid form or submitting non-bonafide tenders or for technical or other delinquency in regard to which the decision of Director, NIA shall be final and conclusive.

I/We certify that the particulars furnished in the Technical bid forms are correct and that should it be found that I/We have given a false certificate or that if I/We fail to notify the fact of my/our subsequent amalgamation with another contractor or firm, the National Insurance Academy may disqualify my/our name from the opening Financial bid.

PLACE:

DATE:

SIGNATURE OF TENDERER

(To be executed by the Contracting Agency on a Non-Judicial Stamp Paper of ₹.500/00, as per the draft.)

### **AGREEMENT**

Agreement made at Pune on ----- between National Insurance Academy, Baner Road, Balewadi, NIA P.O., Pune - 411 045 hereinafter called '**Academy**' represented by the Chief Administrator, Authorized Representative, on the one part and M/s. -----  
----- address -----  
-----, hereinafter called the '**Agency**' (Which expression shall be deemed to include his / their representative heirs, assigns, executors. etc.) represented by its Director **Shri**. -----  
----- address ----- on the other part.

Whereas the Agency has agreed to perform all the jobs/services set forth in the tender document and its' annexures, which shall be treated as an integral part of this agreement, upon the terms and conditions governing the contract annexed.

In consideration of the payment to be made by the Academy, the Agency shall duly perform the work set forth in the tender documents and its annexure and shall execute the same with great promptness, care and diligence in a prudent manner to the satisfaction of the Academy and will carry out the performance in accordance with the terms and conditions of contract with effect from ----- to ----- and will observe, fulfill and honour all the conditions herein mentioned (which shall be deemed and taken to be part of this contract as if the same had been fully set forth herein) and the Academy hereby agrees that if the Agency observes and honours the said terms and conditions of the contract, the Academy will pay or cause to be paid to the Agency for the performance, on the completion thereof, the amount due in respect thereof at the rates accepted.

IN WITNESS WHEREOF BOTH THE PARTIES HAVE SET THEIR HAND TO THIS AGREEMENT AT PUNE ON THE DAY, MONTH AND YEAR WRITTEN FIRST ABOVE.

WE HAVE CAREFULLY READ EACH AND EVERY WORD OF THIS AGREEMENT AND HEREBY AGREE TO EXECUTE THE CONTRACT ACCORDINGLY.

**Chief Administrator**

**M/s. \_\_\_\_\_.**

NIA

WITNESS:

WITNESS:

1. \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

2. \_\_\_\_\_

Electrical, Audio, HVAC & Civil AMC

## INDEMNITY BOND

(On ₹.500/- Stamp Paper)

### FOR ELECTRICAL, AUDIO, HVAC and CIVIL MAINTENANCE ON CONTRACTUAL BASIS AT NIA.

This deed of indemnity executed at Pune at this ----- day of the month on ----- the year 2016. Between National Insurance Academy registered under the Public Trust Act having its office at the chief place of business at Baner Road, Balewadi, Pune 411 045. (Herein after called as the "First Party") represented by Mr. -----

AND

M/s. -----, having its office and place of business at -----.(herein after called as the "Second Party") represented by Mr.-----.

WHEREAS THE FIRST PARTY AND THE SECOND PARTY have signed an agreement on ----- 2016 for providing -----service at NIA to the First party by the Second Party

AND WHEREAS the First Party wanted the second party to execute an indemnity bond in order to indemnify the First party against all claims for compensation under the provision of any law for the time being in force brought into force by or in respect of any workmen employed by the Second Party while carrying out the contract and against all costs and expenditure incurred out the contract and against all costs and expenditure incurred by the First Party in the said connection.

NOW THIS DEED OF INDEMNITY WITNESSED THAT, the Second Party hereby agrees and undertakes to indemnify and keep indemnified the First Party / against all the claims for compensation under the provision of any law for the time being in force brought into force by or in respect of any of the workman employed by the Second Party in connection with execution of the contract and against all costs and expenses incurred by the First Party in connection therewith. The First Party Shall intimate in writing immediately any such damage, loss or costs incurred by it to the Second Party stating the quantum thereof along with the detailed particulars or as to how and in what circumstances the said costs, damage or loss was incurred. The First Party shall further be entitled to deduct any loss due from the Second Party from all the money paid or payable by way of

Compensation as aforesaid and costs or expenses in connection therewith.

This indemnity bond shall be in force from \_\_\_\_\_ to \_\_\_\_\_

IN WITNESS THEREOF THE PARTIES HAVE SIGNED THE INDEMNITY BOND ON THIS ----- DAY  
OF \_\_\_\_\_ MONTH OF \_\_\_\_\_ YEAR.

**For NIA, Pune**

FIRST PARTY

**For \_\_\_\_\_**

SECOND PARTY

WITNESS: -

1. \_\_\_\_\_ 1. \_\_\_\_\_  
2. \_\_\_\_\_ 2. \_\_\_\_\_

WITNESS: -

1. \_\_\_\_\_  
2. \_\_\_\_\_

**COMMERCIAL / PRICE BID**

**MONTHLY CHARGES TOWARDS OPERATION AND MAINTENANCE OF  
ELECTRICAL,AUDIO,HVAC & CIVIL AMCINSTALLATIONS.**

**MINIMUM RATES OF WAGES APPLICABLE TO THE SCHEDULED EMPLOYMENT OF "CONSTRUCTION AND MAINTENANCE OF BUILDINGS AND ROADS" – ZONE A**

S.N.	PARTICULARS	AMOUNT In Rs.	PERCENT AGE %	STATUTORY REQUIREMENT AS PER CENTRAL / STATE GOVT.
<b>I</b>	<b>ENGINEER (Highly Skilled)</b>			
1	Basic Pay - Minimum	18018.00		Rs.693/- per day x 26 days
2	Special Allowance	9672.00		Rs.372/- per day x 26 days
3	Additional Allowance if any	1000.00		
4	House Rent Allowance (Basic + VDA* + Additional Allowance)	1434.50	5%	
5	Provident Fund	1950.00		Ceiling cap amount of Rs. 15000/- fixed X 13% {12% EE + 1% Admin charges})
6	Leave with Wages on 5.85% Basic +VDA*}	1619.87	5.85%	
7	Pay on National Holidays on 1.11% Basic	307.36	1.11%	
8	Supervisory charges for handling civil, electrical ,plumbing works.	5000.00		
	<b>Sub - Total - I</b>	<b>39001.73</b>		
S.N.	PARTICULARS	AMOUNT In Rs.	PERCENT- AGE	STATUTORY REQUIREMENT AS PER CENTRAL / STATE GOVT.
<b>II</b>	<b>A.V. TECHNICIAN / ELECTRICIAN /PLUMBER/CARPENTER/MASONER/A.C. TECHNICIANS/AUDIO TECHNICIANS (Skilled Labor)</b>			
1	Basic Pay - Minimum	16562.00		Rs.637/- per day x 26 days
2	Special Allowance	8944.00		Rs.344/- per day x 26 days
3	House Rent Allowance (Basic + VDA * + Additional Allowance)	1275.30	5%	
4	Provident Fund	1950.00		Ceiling cap amount of Rs. 15000/- fixed X 13% {12% EE + 1% Admin charges})
5	Leave with Wages on 5.85% {Basic +VDA *}	1492.10	5.85%	
6	Pay on National Holidays on 1.11% {Basic +VDA *}	283.12	1.11%	

	<b>Sub - Total - II</b>	<b>30506.52</b>		
<b>S.N.</b>	<b>PARTICULARS</b>	<b>AMOUNT In Rs.</b>	<b>PERCENT- AGE</b>	<b>STATUTORY REQUIREMENT AS PER CENTRAL / STATE GOVT.</b>
<b>III</b>	<b>HELPER (Un-Skilled Labor)</b>			
1	Basic Pay - Minimum	13598.00		Rs.523/- per day x 26 days
2	Special Allowance	7332.00		Rs.282/- per day x 26 days
3	House Rent Allowance (Basic + VDA * + Additional Allowance}	1046.50	5%	
4	Provident Fund - Ceiling cap amount of Rs. 15000/- fixed X 13% {12% EE + 1% Admin charges)	1950.00		
5	Leave with Wages on 5.85% Basic +VDA *}	1224.41	5.85%	
6	Pay on National Holidays on 1.11% Basic +VDA *}	232.32	1.11%	
<b>Sub - Total - III</b>		<b>25383.23</b>		

- 1) The amount towards Leave with Wages and National Holidays will be reimbursed on monthly basis subject to submission of documentary evidence.
- 2) The bonus @ 8.33% on basic salary with a cap as per Govt. Notification will be reimbursed at the end of the year / contract period.
- 3) ESIC payment will be applicable for those employees whose wages (Basic + D.A.+ A.A + HRA + LWW + NH) are up to Rs.21000.00 per month.
- 4) In excess of the wages beyond Rs.21000.00 the contractor has to obtain Employees Compensation Policy with medical extension benefit. Premium of EC policy would be reimbursed on production of proper premium receipt and copy of the policy. The premium of such policy with the monthly cap of 3.25% of (Basic + DA + HRA) per year would only be reimbursed.
- 5) Under such circumstances, the monthly ESIC contribution payable to the contractor will be withdrawn by the Academy.
- 6) \*VDA rates will be changed as per revision of Central Labor Minimum Wages.

**Signature and seal of Tenderer**

Electrical, Audio, HVAC & Civil AMC

Date:

**COMMERCIAL / PRICE BID**

**MONTHLY CHARGES TOWARDS OPERATION AND MAINTENANCE OF  
ELECTRICAL,AUDIO,HVAC & CIVIL AMCINSTALLATIONS.**

**MINIMUM RATES OF WAGES APPLICABLE TO THE SCHEDULED EMPLOYMENT OF "CONSTRUCTION AND MAINTENANCE OF BUILDINGS AND ROADS" - ZONE I**

S.N.	Description (A)	Number of Personnel to be deployed (B)	Rate per month per personnel (Rs.) ( C )	Amount per month (Rs.) (D = B x C)	Amount per annum (Rs.) (E = D x 12)
I	ENGINEER	1	39001.72	39001.72	468020.76
II	ELECTRICIAN (Skilled Labor)	7 (including reliever)	30506.52	213545.64	2562547.68
III	AV TECHNICIAN / (Skilled Labor)	2	30506.52	61013.04	732156.48
III	AC MECHANIC(Skilled Labor)	2	30506.52	61013.04	732156.48
IV	PLUMBERS(Skilled Labor)	2	30506.52	61013.04	732156.48
V	CARPENTERS(Skilled Labor)	2	30506.52	61013.04	732156.48
VI	MASONERS(Skilled Labor)	2	30506.52	61013.04	732156.48
VII	HELPER (Un-Skilled Labor)	4.5 (including reliever)	25383.23	114224.53	1370694.36
VIII	Total of (I + II + III + IV+V+VI+VII)	22.5		671837.09	8062045.08
IX	Monthly Service Charge Monthly Service Charge of the tender also includes its administrative cost + overheads + profit etc. <i>(Note: The service charge below 3% of the above amount will lead to disqualification of the bidder.)</i>			%-----	
	Service Charges Quoted :				
	Total VIII+X				
	GST as applicable ( 18 % )				
	Gross Total				

**Signature and seal of Tenderer**

Date:

Electrical, Audio, HVAC & Civil AMC