



# NATIONAL INSURANCE ACADEMY

BALEWADI, BANER-BALEWADI ROAD, PUNE - 411045

## TENDER DOCUMENT

For the Procurement of a 06-Seater Electric Golf Cart

(Front Facing)

**METHODOLOGY: TWO-BID E-TENDER SYSTEM**

<b>Tender Reference No</b>	:NIA/CAMPUS/EV-GOLF-CART/2026/04
<b>Date of Issue</b>	:May 22, 2026
<b>Last Date of Submission</b>	: June 12, 2026, by 15:00 Hours
<b>Technical Bid Opening</b>	:June 15, 2026, at 11:00 Hours
<b>Cost of Tender Document</b>	: 590/- (Can be downloaded from official E-tender website)
<b>Earnest Money Deposit</b>	: <b>INR 10,000/- (Rupees Ten Thousand Only)</b>
<b>Address for Submission:</b>	The Director, National Insurance Academy, At Post Balewadi, Taluka Haveli, Pune - 411045, Maharashtra.

## 1. Notice Inviting Tender (NIT)

National Insurance Academy (NIA), Pune invites E-tenders in a **Two-Bid Format** (Technical Bid and Financial Bid) from established, reputed, and authorized Manufacturers or Registered Dealers for the supply and commissioning of one (01) unit of a **6-Seater Front Facing (FF) Electric Golf Cart** for internal transit management within its 32-acre green campus located at Balewadi, Pune.

The procurement is planned in a phased manner. In this first phase, one (01) 6-seater cart will be acquired. Based on operational review, user feedback, and structural performance over the campus terrain, a separate procurement process for an 6/8-seater variant may be initiated in subsequent stages.

### 1.1 Schedule of Tender Events

Tender Activity / Event	Date & Time / Details
Tender Reference Number	NIA/CAMPUS/EV-GOLF-CART/2026/04
Date of Floating Tender	May 22, 2026
Pre-Bid Clarification Meeting	June 01, 2026, at 14:30 Hours (At NIA Campus)
Last Date & Time for Submission	June 12, 2026, up to 15:00 Hours
Opening of Technical Bids	June 15, 2026, at 11:00 Hours
Opening of Financial Bids	To be communicated post-technical evaluation
Validity of Tender	90 Days from the date of technical bid opening

## 2. Instructions to Bidders & Submission Guidelines

### 2.1 Two-Bid Mechanism

Bidders must submit their proposals as follows:

- Technical Bid:** Shall contain all technical details, compliance sheets, registration documents, client references, and the Earnest Money Deposit (EMD) or statutory exemption certificate. No price/commercial indications should be present in this bid.
- Financial Bid:** Shall contain the localized price schedule strictly formatted as per Section 6 of this document.

## **2.2 Earnest Money Deposit (EMD)**

An EMD of INR 10,000/- must be submitted along with the Technical Bid via a Demand Draft drawn in favor of "National Insurance Academy", payable at Pune.

## 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.

Bidders are required to enrol for Bidder 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 Bidder 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>.

Bidders are requested to refer to the Bidder’s manual by downloading the Bidder’s Manual by visiting on home page of <https://www.tenderwizard.com/NIA> and following KEY INSTRUCTIONS for BIDDERS by clicking on “Latest Circulars / Formats / Help Manuals / FAQs”. The complete Step by Step Bidder’s Help Manual For e-Procurement / e-Tendering Process, Bidder’s 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.

Mr.Sanjay K.Chandak( Project ) ( Pune ) : 9665721619 e-Mail Id : [sanjay.kc@etenderwizard.com](mailto:sanjay.kc@etenderwizard.com)

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

- **Registration of the Bidders / 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 Bidders / 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 Bidder / 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 Bidders may obtain Class 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](mailto: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)

Mr.Sanjay K.Chandak( Project ) ( Pune ) : 9665721619 e-Mail Id : [sanjay.kc@etenderwizard.com](mailto:sanjay.kc@etenderwizard.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 must 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 Bidder on account of Net Connection Failure / Power Connection Failure and any issues during the submission of tender online. Bidder 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, 04th block, Basaveshwaranagara, Bangalore-560079

**Help Desk Contact Details: -**

1) Mr. Sanjay K. Chandak, (Pune & Mumbai Maharashtra)  
(E-mail: sanjay.kc@antaressystems.com) or  
sanjay.kc@etenderwizard.com  
Ph: 9665721619.

2) Mr. Lokesh,  
(E-mail: lokesh.hr@antaressystems.com)  
Ph: 09686115304 & 080-40482140

3) Mr. Raghu Prashant,  
(E-mail: raghuprashanth@antaressystems.com)  
Ph: 09686115323

4) Mr. Vinay B P  
(E-mail: vinaybp@antaressystems.com)

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### 3. Bidder Minimum Eligibility Criteria

Bidders must fulfill the following qualification benchmarks to be eligible for technical qualification. Supporting documentation must be systematically enclosed in Envelope No. 1:

- **Legal Entity:** The bidder must be a registered partnership firm, LLP, or private/public limited company incorporated under the laws of India. (Attach Certificate of Incorporation/Registration).
- **Manufacturing/Dealer Authorization:** If the bidder is not the Original Equipment Manufacturer (OEM), a valid, current Manufacturer's Authorization Form (MAF) specific to this tender must be furnished.
- **Statutory Compliance:** The bidder must possess a valid GSTIN registration and Permanent Account Number (PAN). (Attach clean copies).
- **Financial Standing:** The bidder should have a positive net worth with an average annual turnover of at least INR 15 Lakhs during the preceding three financial years.
- **Local Service Network:** Due to continuous operational requirements on campus, the vendor must have a fully operational service center or local field support team based in Pune or the neighboring district to ensure support within 24 hours of breakdown notification.

### 4. Technical Specifications & Benchmarks

The Electric Golf Cart supplied must meet or exceed the technical capabilities outlined below. Vendors must submit a line-by-line compliance response alongside their technical documents.

Parameter	Required Benchmark Specification	Compliance (Yes/No)
Seating Capacity	06 Seater Front Facing (05 Passengers + 1 Driver)	
Battery Type	Minimum 60V Lithium-Ion Battery pack with an advanced Battery Management System (BMS) and smart connectivity	
Drive Motor	Minimum 3 kW Continuous Power, PMSM (Permanent Magnet Synchronous Motor)	
Controller	Minimum 300 Amp PMSM Controller matched to motor configuration	
Charger	Optimized intelligent smart charger matching battery architecture	
Range Per Charge	Not less than 50 - 55 km under normal loaded conditions	
Maximum Speed	Safe campus-regulated speed threshold of 20 - 25 km/h	

Parameter	Required Benchmark Specification	Compliance (Yes/No)
<b>Gradeability</b>	12 to 14 Degrees minimum (To safely negotiate interior slopes)	
<b>Payload Capacity</b>	Minimum 800 Kg structural rating	
<b>Chassis &amp; Structure</b>	Heavy-duty welded Rectangular Steel Chassis with anti-corrosion coating	
<b>Body Finish</b>	Fiber-Reinforced Plastic (FRP) layout, UV resistant. Preferred color: Off-White or options to select.	
<b>Steering &amp; Brakes</b>	Right-Hand Drive (RHD), Rack & Pinion steering; Rear-wheel hydraulic drum brakes with mechanical hand park-lock	

## 4.1 Mandatory Standard Accessories

The delivered vehicle must come pre-fitted with the following operational standard items at no additional cost:

- Heavy-duty all-weather cabin floor mats.
- Ergonomic grab handles for all passenger seats. Seats should have comfortable high quality cushioned seats with cushioned backrest.
- Dual outside rear-view mirrors plus an internal wide-angle central mirror.
- Integrated dashboard bottle/cup holders and a secure storage compartment.
- Manufacturer's standard maintenance toolkit and emergency mechanical jack.
- Fully equipped industrial-grade first aid kit and a 1 kg ABC dry powder Fire Extinguisher securely mounted.
- Transparent heavy-duty protective Rain Curtains covering all sides against monsoon downpours.

## 5. Special Commercial Terms and Conditions

- **Scope of Supply:** Rates quoted must include supply, unpacking, assembly, technical alignment, inspection, and formal commissioning directly at the National Insurance Academy Campus in Balewadi, Pune.
- **Payment Structure:**
  - **100% Final Payment:** Settled within 7 days upon successful delivery, on-site execution, physical verification by the NIA Infrastructure Team, and operational acceptance training and submission of Tax Invoice.
- **Comprehensive Warranty Bounds:**
  - **Lithium-Ion Battery Pack:** Minimum 3 Years comprehensive warranty coverage from the date of commissioning against capacity fade or internal BMS malfunctions.
  - **Powertrain Components:** Minimum 1 Year warranty on the PMSM Drive Motor, Controller, smart charger, and primary transaxle.
- **Delivery Timeline:** Bidders must state their firm delivery timeline post receipt of the advance payment which should not be more than 15 days. Delays not attributed to force majeure will attract a liquidated damages penalty of 0.5% of the total order value per week of delay, capped at a maximum of 5%.

**Institutional Directive:** The procurement process is bound by institutional procurement guidelines. NIA reserves the sole right to accept or reject any or all bids, or to cancel the entire tendering process at any stage without assigning any structural justification or liability to affected participants.

## 6. Annexure - Financial Bid Format

**NOTE: Below Commercial bid is for reference purpose only. The same commercial bid is available in Excel format on NIA e-Procurement Site, Vendors need to login and download the excel sheet and filled excel sheet should be uploaded online. NAME OF THE TENDERER is (Mandatory):**

Sr. No.	Description of Item / Configuration	Qty	Unit Base Price (INR)	Total Base Amount (INR)
1	<b>6-Seater Electric Golf Cart (Front Facing)</b> Conforming strictly to specifications in Section 4, inclusive of all mandatory standard accessories (Mats, Handles, Mirrors, Tool Kit, First Aid Kit, Fire Extinguisher, and Full Set of Rain Curtains).	01		
<b>Sub-Total Taxable Value (Excluding Taxes):</b>				
<b>Add: GST @ 5%:</b>				
<b>Add: Freight, Packing, Transport &amp; Unloading (To NIA Campus):</b>				
<b>Grand Total Inclusive Value (All-Inclusive delivered at NIA):</b>				

### Commercial Declaration by Bidder:

1. We confirm that the total price stated above represents an all-inclusive cost, firm through the entire tenure of delivery, and covers execution, standard accessories, and warranties.
2. We adhere strictly to the 100% final delivery payment milestone without any deviation.
3. The equipment will be delivered within \_\_\_\_\_ weeks from the official issuance of the Purchase Order and receipt of advance disbursement.

Date: \_\_\_\_ / \_\_\_\_ / 2026

Place: \_\_\_\_\_

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**Authorized Signature & Company Seal**

Name: \_\_\_\_\_

Designation: \_\_\_\_\_