



CAO/EST/EXT/2025-26/148

September 16, 2025

NIBM Post Office, Kondhwe Khurd, Pune 411 048 (India)
Telephone: 0091-20-26716000 (EPABX)
E-mail: nibmweb@nibmindia.org Website: www.nibmindia.org

Soni Philip
Chief Administrative Officer

Dear Sir / Madam,

Sub: Inviting Sealed Quotations for Reinstallation of the existing Exhaust System to the new Cafeteria Kitchen at NIBM, Pune with required changes

National Institute of Bank Management (NIBM) is an apex level institute for Education, Training, Consultancy and Research Work in the Banking Industry. NIBM is an autonomous institute established by the Reserve Bank of India and other Public Sector Banks in India.

NIBM invites sealed quotations in the prescribed format for Reinstallation of the existing Exhaust System at our new Temporary Kitchen at NIBM, Pune. Your quotation should be addressed to 'The Director, National Institute of Bank Management, Kondhwe Khurd, NIBM Post Office, Pune 411 048.' Quotations should be submitted at the Purchase/ Stores at NIBM Main Building between 10.00 a.m. to 5.00 p.m. on any working day (Mon-Sat) on or before September 30, 2025 (except Bank Holidays).

1. Terms for tendering quotation are as follows:

- a) Your Quote should be inclusive of all involved charges such as taxes, packing, delivery / transport, loading / unloading, etc. No other charges shall be entertained at later stage.
- b) Quotation should be sent only in sealed envelope on or before September 30, 2025 with subject title 'Quotation for Shifting and repairing of the existing Exhaust System from the old cafeteria to the new Temporary Kitchen at NIBM, Pune, Only Quotations in Sealed Envelope either hand-delivered or submitted through Post / Courier and received before due date will be considered. Quotations sent by email / fax shall not be considered.
- c) The site visit is mandatory to understand the site requirements and detail scope of work. The arrangement for site visit can be made with prior appointment of JE (Civil) of NIBM at NIBM at 020-69046100 / 690246103 or through EPABX 020- 69046000. The attached site visit form jointly signed by NIBM officials and agency as per annexure to be submitted along with quotation. Failure to undertake a site visit will result in the automatic rejection of the submitted quotation.
- d) NIBM has the right to accept the quotation, in total and/or alter the given quantity numbers. NIBM reserves the right to accept or reject all or any quotation/tender without assigning any reason thereof.

2. Payment Terms are as follows:

- a) No advance or part-payments shall be made.
- b) Payment terms, delivery schedule must be mentioned in clear terms and conditions of the works / services.
- c) The payment shall be maid subject to GST compliance as below:
 - GST Retention Clause: The Institute shall be entitled to retain GST component of each payment payable to the service provider/ vendor until the GST amount is reflected in GSTR 28. In cases, where the service provider / vendor has collected applicable GST and not deposited the same with the GST/Tax Department due to which the Institute losses the GST credits, the Institute shall reserve the right to recover such losses from the service provider/ vendor along with applicable interest and penalty.

- Blacklisting: The Institute has all the right to cancel / terminate the contract on an immediate basis and withheld the balance payment payable if the service provider/ vendor is blacklisted or its rating (as per the rating system announced by the government for GST compliance) is downgraded below accepted level due to noncompliance or its actual or alleged act, failure to act, error, or omission in the performance.
- Indemnity Clause: The service provider/vendor agrees to defend, indemnify and hold harmless the institute with respect to any claim arising from the service provider/vendor's actual or alleged act, failure to act, error, or omission in the performance of its obligation under this agreement / work order or any governing law or regulation including relating to the GST law.

Thanking you.

Yours sincerely,


Soni Philip

Encls. : (i) Format for Quote

(ii) GST Information Form to be submitted along with Quote - duly stamped & signed

(iii) Vendor Details Form to be submitted along with Quote - duly stamped & signed

BoQ FOR EXHAUST SYSTEM

| SR. NO. | DESCRIPTION | QTY | UNIT | RATE | AMOUNT |
|---------|--|-----|------|----------------|--------|
| 1 | Dismantling & cleaning of Existing Exhaust system | 1 | Job | | |
| 2 | Supply installation of new ducting of atleast size 16"x 16" or more including cleaning of old fittings/ equipment (which is to be reuse), install Canvas and all necessary fittings required to make it good all complete as per the institutes requirement and direction of engineer in charge. | 1 | Job | | |
| 3 | Supply and installaion of SS hood of approximate size 6' x 19' or more including all necessary fittings all complete as per the institutes requirement and direction of engineer in charge. | 1 | Job | | |
| 4 | Supply and installation of MS structure /Stand for motor including necessary welding, nut-bolting, painting with primer etc all complete as per the institutes requirement and direction of engineer in charge. | 1 | Job | | |
| | | | | Total | |
| | | | | GST | |
| | | | | G.Total | |

Note: Site visit is compulsory

Terms & Conditions -

| | | | |
|---|--|----|--|
| 1 | GST Percentage | : | |
| 2 | Work Completion Period | : | |
| 3 | Guarantee / Warranty of Completed Work | : | |
| 4 | Payment Terms, if any | : | |
| 5 | Other Charges/Conditions, if any : | a) | |
| | | b) | |

Agency's Stamp with Signature

National Institute of Bank Management, Pune

Site Visit Form

With respect to the RFQ published by NIBM, I / We hereby submit my / our quotation in a required format.

Before submitting our offer, I / We have visited the site under consideration on ____ / ____ /20____, in presence of Mr. _____, _____ to understand the total requirement.

Checklist:

1. Scope of work as mentioned in tender documents aligned with the site requirement/condition
2. Availability of site
3. Site accessibility / feasibility
4. Water and Electricity – arrangement
5. Labour / Material provisions

Sign for NIBM

Seal & Signature of Vendor

Form to be filled for getting registration on NIBM vendor list

| Sr. No | Particulars | Details |
|--------|--|---------|
| 1 | Name of the Vendor | |
| 2 | Name in which GST registration has been obtained | |
| 3 | GST No (supported by GST certificate) | |
| 4 | PAN (supported by scanned copy of PAN card) | |
| 5 | Bank Details | |
| | - Account No | |
| | - Name of the Account | |
| | - Name and address of the bank branch | |
| | - IFSC of the bank branch | |
| 6 | Name of the Contact Person | |
| 7 | Mobile No. of the Contact Person | |
| 8 | Email id of the Contact person | |
| | | |

GST INFORMATION FORM

Date: _____

To
Chief Administrative Officer
NIBM
Pune 411048.

Dear Sir/Madam

I / We, _____, owner / proprietor of M/s _____
_____, located at _____
_____, having GST No _____

confirm that the GST billed / charged by me/us in my/our invoices and thereafter paid to me/us by NIBM, will be uploaded by me/us on the GST portal, Form No Trans 1, under NIBM's GST No 27AAATN0040P1ZJ within 15 days of raising the invoices so that NIBM is able to claim GST credit in time.

I/We also undertake to pay / allow NIBM to recover/to reimburse the GST amount in case the same is not paid by me/us to the Government under NIBM's GST No within 15 days of raising the invoices.

Thanking you,

Authorised Signatory
(Name & Signature with office seal)