



CAO/EST/EXT/2025-26/ 224

November 28, 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 Percentage rate tenders In TWO COVER systems for Supply, Installation, Testing and Commissioning of new IP-based telephone system in Residential quarters at NIBM, Pune.

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 Percentage rate tenders in the prescribed format (In TWO COVER systems) for **SITC of new IP-based telephone system in Residential quarters 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 December 12, 2025 (except Bank Holidays).**

1. Terms for tendering quotation are as follows:

- a) **Two-bid System (Separate Technical Bid and Financial / Price Bid) shall be adopted for this tender.**
- b) Your Quote should clearly state the percentage % (above/below) of the total project/ estimated value / cost inclusive of all involved charges such as taxes, etc. No other charges shall be entertained at later stage.
- c) Tenders should be submitted in Two separate Envelopes (Part-I – Technical Bid, Part-II – Commercial Bid) should be submitted on or before December 12, 2025 with subject title **"Tender for SITC of new IP-based telephone system in Residential quarters at NIBM, Pune"**, on following address- Purchase Department, Admin Building, NIBM campus, NIBM Post Office, Kondhwe Khurd, Pune -411048.
- d) **Only Sealed Envelopes 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**
- e) The site visit is mandatory to understand the site requirements and detail scope of work.
- f) The arrangement for Pre-Bid meeting and Site Visit can be made on **December 04, 2025 at 11.00 am** with prior appointment of JE (Electrical)/System Admin (CSC) 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 Form-III to be submitted along with quotation. Failure to undertake a site visit and submit form-III will result in the automatic rejection of the submitted bid.
- g) For any clarification on the tender terms & conditions, scope of work etc. (Annexure I to IV) in respect of the subject tender, please contact System sAdmin (CSC)/JE (Electrical) /Estate-cum-Security Officer, NIBM - 020 69046235/6100/6107.
- h) **The timeline for execution of work will be 45 days from the date of issue of Work Order.**
- i) **Penalty Clause:** If the work is not completed by scheduled time or if you leave work in half complete stage, the liquidated damages will be charged or deducted 1.0% per week of the work order cost and the maximum to 10% value of work order.

- j) **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) **Security Deposit of 5% amount shall be retained for warranty period of 12 months.**
- d) **The payment shall be made 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 2B. 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 loses 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
Chief Administrative Officer

Encls.: Tender Document



**NATIONAL INSTITUTE OF BANK MANAGEMENT
PUNE**

*** TENDER ***

FOR

**Supply, Installation, Testing and Commissioning of IP-based
Communication system in Residential quarters at NIBM**

(Ref No. NIBM/Tender-06/2025-26 dated November 28, 2025)

2025 – 2026

**National Institute of Bank Management (NIBM)
NIBM Post Office, Kondhwe Khurd,
Pune – 411 048**

**Website: <https://www.nibmindia.org>
Telephone: 0091 20 6904 6000 (EPABX)
Email: purchase@nibmindia.org**

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NOTICE INVITING TENDER

National Institute of Bank Management (NIBM) was set up in 1969 by the Reserve Bank of India (RBI), in consultation with the Government of India as an apex level Institute for Training, Consultancy and Research in Banking Industry. The Institute has a self-contained campus with complete residential and educational facilities in Pune and is in the process to empanel service providers for its various requirements.

The Institute is inviting **Item rate** tenders In TWO COVER systems (Part-I – Technical Bid, Part-II – Commercial Bid) in separate sealed covers for SITC of new IP-based telephone system in Residential quarters at NIBM from reputed firms.

Two-bid System (Separate Technical Bid and Financial / Price Bid) shall be adopted for this tender.

The terms and conditions for tender are as mentioned below:

1. The details of tender document can be downloaded from the home page - **on <http://www.nibmindia.org>** under the heading "*Tender of NIBM*".
2. **It is works contract. There is no EMD & Tender cost exemption on account of MSME.**
3. The offers are invited from reputed and experienced individuals/firms/agencies/companies, preferably having similar type work experience in Govt. Institute/Banks/PSU/Educational Institute etc. with sound financial background having valid licenses/sanctions and experience in this field for a minimum period of five years along with institutional/organizational performance report.
4. For any clarification on the tender terms & conditions, scope of work etc. (Annexure I to IV) in respect of the subject tender, please contact CSC Engineer/JE- electrical/Estate-cum-Security Officer, NIBM - 020 69046235/ 69046100/6107.
5. It is mandatory for all prospective bidders to undertake a site visit before submitting their bids. The purpose of the site visit is to provide the bidders with a comprehensive understanding of the site requirements and the conditions that may affect the execution of the work. (Submit Form-III)
6. Failure to undertake a site visit and submit form-III will result in the automatic rejection of the submitted bid.
7. All bidders are requested to check our tender website regularly for any update/corrigendum, etc. with respect to this tender. No separate / individual notification will be made in such cases.
8. This notice inviting tender shall form a part of the contract document.
9. **Tenders should be submitted in Two separate Envelopes before within date & time on following address- Purchase Department, Admin Building, NIBM campus, NIBM Post Office, Kondhwe Khurd, Pune -411048**
10. The important dates for the tender process are as follows:

Sr No.	Activity		Date
(i)	Date of Tender Notice	:	November 28, 2025
(ii)	Pre-Bid meeting and Site Visit	:	December 04, 2025 at 11:00 a.m.
(iii)	Last date for Tender Submission	:	December 12, 2025 at 5:00 p.m.
(iii)	Date and time for opening of Bid	:	December 14, 2025 at 11:00 a.m.

11. The Director, NIBM, Pune reserves the right to award contract for the above services either to one party or more than one party. He also reserves the right to amend or withdraw any of the terms and conditions contained in the tender document or to reject any or all the tenders without giving any notice or assigning any reason, and is not bound to accept the lowest tender or any tender, it may receive. Incomplete or conditional offers will not be accepted. The decision of the Director, NIBM, Pune, in this regard shall be final and binding on all.
12. In the event of any dispute arising in the matter, the decision of the Director, NIBM shall be final and binding on both parties.

Thanking you

Yours faithfully

Chief Administrative Officer

Enclosures:

- Tender Annexures I to V
- Declaration form with Financial Bid - Part- II

TECHNICAL BID

ELIGIBILITY CRITERIA FOR TENDERERS

- 1) **The Item rate Tenders are invited on behalf of National Institute of Bank Management Limited for Landscape Development work near EDP at NIBM Pune.**
- 2) The Tenderer should have the minimum experience of Five years as on October 31, 2025 in the similar type of Work/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.

1.1 Financial Criteria: -

a) The bidder should have had average annual financial turnover of Rs. 40 lakhs on works during the immediate last three years ending 31st March 2025 (For the financial year 2022-25 provisional certificate issued by the CA).

b) Profit/ Loss: -

The bidder should not have incurred any loss (profit after tax should be positive) in more than two

years during available last three consecutive balance sheets.

c) Similar type of work- One similar completed works costing of value not less than 10 lakhs

OR

Two similar completed works costing each of value not less than 7 lakhs.

It should be noted that credentials for the works executed for Private Organizations shall not be considered.

- 3) The tenderers will have to pay the Earnest Money Deposit (EMD) of Rs.30,000/- (Rupees Thirty Thousand only). This payment is to be made through online payment mode (NEFT/RTGS) on NIBM's account only.

Account details:

Bank Name: Bank of Maharashtra

Acc. Holder: National Institute of Bank Management

Acc. no.: 20002400021

IFSC: MAHB000112

- 4) The bidder should not have been barred/blacklisted by the Public Sector Undertaking (PSU), Govt. Organization, or any other institute, etc., from participating in any tender, and the bar subsists as on the Bid Due Date, such bidder would not be eligible to submit the BID.
- 5) Only Tenderers who are fulfilling above criteria shall participate in the tendering process. The Tender Document consists of Technical & Commercial Bid. The Tenderer shall go through the tender documents before submitting the BID.
- 6) Tenderer/s shall keep his / their offer valid for a period of at least 60 days from the date of opening of the tender. If any Tenderer withdraws or amends impairs or derogates from the tender in any respect within the period of validity of his offer, the EMD is liable to be forfeited.

- 7) The National Institute of Bank Management (NIBM) reserves the right to accept any tender or to accept tenders in part; to reject any or all tenders without assigning reasons thereof.
- 8) The Security Deposit of **5% of Accepted Tender Value** will be retained with the Institute and refunded to the Tenderer within 45 days after completion of the Defect Warranty (i.e. for warranty period of 12 months as per the terms of contract and scope of work). Tenderer should note that non-compliance of the following instructions will render the tender liable for rejection.
- a) The Technical Bid along with supporting documents, Online Paid transaction details / receipt of EMD and Tender Fee in separate sealed envelopes marked Technical Bid is to be submitted.
 - b) No liability whatsoever will be admitted nor claim allowed in respect of errors in the submitted tender due to missing / duplicate uploaded documents.
 - c) 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.
 - d) 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 a 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.

- e) Tenderers are warned that Cash/Bearer Cheque/ Bank or Insurance Guarantee/Fixed Deposit Receipt in lieu of the aforementioned form of Earnest Money Remittance will not be accepted.
- f) Tenders containing errors are liable to be considered non-bonafide at the discretion of the Director, NIBM.
- g) The National Institute of Bank Management (NIBM) reserves the right to accept any tender or to accept tenders in part; to reject any or all tenders without assigning reasons thereof.

SPECIAL CONDITIONS FOR TECHNICAL AND FINANCIAL BID

Tenderer will be qualified technical bidder if the following conditions are fulfilled:

1. Earnest Money Deposit of **Rs.30,000/- (Rupees Thirty Thousand only)** deposited **with NIBM through online.**
2. **Minimum 35 marks out of 50 marks allotted for technical criteria evaluation.**
3. Tenderer will not be allowed to submit any further information after opening the tender.
4. Vendor Qualifications/Level of Partnership with OEM – Vendor's experience, level of partnership with the original equipment manufacturer, and strength of references is important factor for evaluation.
5. Vendor should include a statement indicating the number of years previous experience with the Network Infrastructure Equipment brand proposed indicating the level of partnership he had with the OEM.
6. For evaluation purpose, Cost of ELIGIBLE Services will be a Primary evaluation factor in comparison with Cost of INELIGIBLE Services
7. Rating will also be given for Equivalence of Technical Design / Meets Scope of Work – Conformance with general and technical specifications.
8. The original copies of the document required for the purpose of tender as mentioned for Technical Bid as per Form-II in this tender may be verified by the official of the NIBM within 3 days from the date of opening of the tender, if any original document is not available for the verification then the marks for the concerned item will be subtracted by the Selection Committee.
9. If any tenderer declares or files misleading statement, misrepresentation then he will be disqualified from the process of selection.
10. NIBM will prepare merit list of eligible tenderers according to their marks of technical evaluation and financial evaluation of bid.
11. The officials of NIBM may conduct site visit at the work place of tenderers on suitable dates for verifying the present infrastructure, quality of work, quality of services and spot feedback from the concerned employer.
12. NIBM reserves right to select a tenderer on the basis of above-mentioned criteria from out of the successful bidders as per merit list of the above.

General Terms and Conditions of Supply, Installation, Testing and Commissioning of new IP-based telephone system work in Residential quarters at NIBM.

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 Institute of Bank Management shall be known as “Institute”.
2. 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.
3. Immediately, on receipt of intimation from the NIBM the acceptance of tender, the successful Agency will execute the work as per the Estate Department and CSC department instructions and the written acceptance of the tender will constitute a binding contract between NIBM and the firm so tendering. It will be the responsibility of the Agency to thoroughly examine the existing development work in all respects before taking over. Once taken over it will become the sole responsibility of the Agency to guarantee completion and effective maintenance of the infrastructure.
4. In the event of refusal to carry out work by the successful Agency on any grounds, its earnest money / security deposit shall be forfeited.
5. All the payments of bills for the work shall be made online through RTGS / NTFS transfers only.
6. The Agency and the Institute 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.
7. 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 NIBM, PUNE and Institute shall have no liabilities in this regard.
8. For all intents and purposes, the Agency shall be the “Employer” within the meaning of different Labour Legislations in respect of workers so employed and engaged in Institute under this contract. The workers deployed by the Agency in Institute shall not have claims of any Master and Servant relationship nor have any principal and agent relationship with or against Institute.
9. The Agency shall be solely responsible for the redressal of grievances / resolution of disputes relating to workers engaged by them. Institute shall, in no way, be responsible for settlement of such issues whatsoever.
10. The Institute shall not be responsible for any damages, losses, theft, claims, financial or other injury to any workers deployed by service providing Agency in the course of their performing the functions/ duties, or for payment towards any compensation.
11. The workers deployed by the Agency shall not claim nor shall be entitled to pay, perks and other facilities admissible to casual, ad-hoc, regular/ confirmed employees during or after expiry of the contract period.

12. In case of termination of this contract on its completion 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 for absorption in the regular / otherwise capacity in the Institute.
13. The Agency shall also be liable for depositing all taxes, levies, Cess, etc. on account of services rendered by it to the Institute to concerned tax collection authorities from time to time as per extant rules and regulations on the matter.
14. 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).
15. In case, the Agency fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof the Institute is put to any loss / obligation, monetary or otherwise, Institute 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.

B. STATUTORY COMPLIANCE BY THE AGENCY

1. 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 Institute shall not be responsible in any way for any breach of these rules and regulations by the Agency.
2. 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 Institute 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 Agency shall keep the Institute 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.
4. The Institute shall be indemnified from all the liabilities, what so ever 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.
5. 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.
6. The Agency shall fully indemnify the Institute 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 Institute premises.
7. In every case in which, by virtue of the provision of the aforesaid acts or the rules, the Institute 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 providing 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 Institute due to the Agency's failure to fulfill his statutory obligation under the aforesaid act or the rules, the

Institute 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 Institute under aforesaid acts, the Institute 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 Institute to the Agency. The decision of the Institute regarding the amount actually recoverable from the Agency as stated above shall be final and binding on the Agency.

8. The Agency shall not employ any person below the age of 18 years.
9. The Agency shall at all-time indemnify the Institute 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 which may involve any such liability under the Act, the Institute 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.
10. 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

1. 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 Institute's property.
2. The Agency 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 Institute the repair and maintenance works 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 Agency, Agency undertakes to indemnify the Institute for such damages. The amount of damages quantified at the discretion of the Institute shall be final & binding on the Agency. The Institute shall be at liberty to deduct such amount of damages from any dues payable to the Agency.
3. It will be the responsibility of the Agency to store the materials purchased by 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 Institute.
4. On completion of the work or upon premature termination of the contract for whatsoever reasons, the Agency shall promptly return to the Institute all material and equipment supplied by the Institute to it and shall discontinue use of and hand-over peaceful possession of the Institute's premises together with fixtures and articles in good condition, to the satisfaction of the Institute.
5. The quality of work at all stages should be as per the standards laid down and explained to the Agency by the Institute. 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.
6. The Agency will give a declaration as per draft letter (ANNEXURE-I) attached that it had read and understood the above conditions and the same shall remain binding upon it in case the work is entrusted to the Agency.

7. The Agency shall not sublet any portion of the contract. In case of breach of this condition, Institute will serve a notice in writing on the Agency rescinding the contract where upon the security deposit shall stand forfeited to Institute without prejudice to other remedies against the Agency.
8. The Agency shall be responsible for taking good care of all equipment. They will employ only those workers who are qualified and worked at least for two years. The Agency will have to intimate the details of persons employed at Institute along with a passport size photograph.
9. 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.
10. The Agency should furnish the schedule of work and progress of work every week.
11. All personnel employed by the Agency shall be medically fit and in good health.
12. All the tools tackles and all the ladders, scaffolding material required for work at heights shall be provided by the Agency at no cost to NIBM.
13. The quoted rate of the contractor shall be deemed to have considered all the conditions mentioned above.

D. GENERAL TERMS AND CONDITIONS OF THE CONTRACT

1. Payment Terms:

- i) No advance payment will be paid against work order.
- ii) 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)
- iii) Interim bill payment will be made against completed item of work.
- iv) Final payment will be paid after completion of the project and 5% of total cost will be kept as security deposit against the defect liability and will be released on completion of 12 months of defect liability period.

2. **Project/Work Duration:** The work shall be commenced with effect from the date of work order or from the date of site handover and shall be allowed for a **period of maximum 60 days**. In case, the work is delayed beyond the period as above (i.e. of 60 days), no additional payment over the agreed fees would be paid for the balance cost of work. Undue delay shall attract penalty charges as at clause (4).
3. **Defect Liability Period:** Defect liability period (DLP) of the work will be **12 months** from the date of actual completion of work and handing over the clear site to NIBM Pune. In case of any issue arises in function of these devices, same shall be made good by you without any charge to NIBM. During DLP period of 1 year, NIBM may call vendor for defect rectification without any restrictions on number of visits.
4. **Penalty Clause:** If the work is not completed by scheduled time or if you leave work in half complete stage, the liquidated damages will be charged or deducted 1.0% per week of the work order cost and the maximum to 10% value of work order. Necessary certified test reports are to be submitted after completion of work at vendor's cost.
5. **Non-violation of any Act in force:** You will ensure compliance of all the laws, rules and regulations in force including Provision of Contract Labour (Regulation & Abolition) Act, 1970. You will be solely responsible for any contravention or violation of such laws, rules, and regulations.

6. **Termination:** The offer can be terminated either by Institute (NIBM) or Agency by giving 7 days' notice in writing informing the other party. NIBM reserves the right to terminate the contract if the work is not up to the mark.

7. **Extra Item:** The rate for Extra Item shall be worked out in accordance with the following rules:

The rates for the extra items shall be derived from the rate of an appropriate item of similar class for which the rate already has been accepted.

The contractor shall bound to carry out any extra items of work as per site requirement with prior approval of the Institute's authority. The rate for extra items shall be derived from the rate already quoted. Where the items are not specified in Annexure-2 format, the rate shall be worked out with mutual discussion and with prior approval of competent NIBM authority.

8. **Deviation:** Additional work / any deviation beyond work order quantities requires prior approval of the competent NIBM authorities before execution of such work. The permissible overall deviation from the work order value is 10% and any such deviation should not be executed at site without prior approval of NIBM's authority.

9. **Other Terms and Conditions of contract:**

- a) If at any time during the project/work/contract period, it is observed by the Institute or by its authorized persons/representatives that the work executed by the contractor is not to the satisfaction of the Institute or any terms of the contract are violated, the Institute reserves the right to terminate the contract with prior notice. (Notice period as per Cl.no. 6 above)
- b) The contractor should ensure that all works shall be carried out in accordance with the specifications, provisions of the Statutory Acts and IS codes for the particular work/materials, and latest trend in the market - as per the requirement of the Institute.
- c) You have to submit your team authorized person's name along with their contact details, who will be actively involved in this project/work/contract.
- d) The decisions of the Institute with respect to timely and satisfactory completion of project/work/ contract shall be final.
- e) The NIBM reserves the right to engage other Contractors in connection with this work under similar general conditions. The Contractor shall afford other Contractors reasonable opportunity for the introduction and storage of their materials and execution of their work and shall properly connect and co-ordinate his work with theirs. If any part of the Contractors' or Sub-Contractor's work depends for proper execution or results upon the work of any other Contractor or Sub-Contractor, the Contractor shall inspect and promptly report to the Junior Engineer (System Admin)/Estate Officer any defects in such work that render it unsuitable for such proper execution and results. Failure of the Contractor to so inspect and report shall constitute an acceptance of the other Contractors' works as fit and proper for the reception of his work, except as to defects which may develop in the other Contractors' or Sub-Contractor's work. After the execution of his subsequent work the Contractor shall measure work already in place and shall at once report to the Junior Engineer (System Admin)/Estate Officer / NIBM of any discrepancy between the executed work and the Drawings.

E. EQUIPMENT SPECIFICATION

- 1) The preferred equipment brand **for Networking devices** is D-Link. However, equivalent brands can be quoted and will be considered. Any brands and models specified in the equipment list below is included in order to establish the level of quality and/or feature set being sought. Please include a statement with your quote

indicating the level of partnership your organization has with the original equipment manufacturer being proposed.

- 2) The L1 vendor will provide as-built documentation, including drawing of the LAB, the conclusion of the installation.
- 3) All equipment installed will be labelled by the L1 vendor using durable labels.
- 4) The quote must include all Category 6 patch cables and Fiber optic jumper cables. The patch cables should be a variety of 3 foot to 10-foot cables customized to the lengths needed in the rack space. Jumper cables should be a variety of 1 meter to 3 meters customized to the requirements of the rack space with connectors compatible with the equipment quoted.
- 5) IP Phones should be compatible with existing NEC SV9100 IP communications system installed at NIBM.
- 6) 100% Feature transparency should be available with existing NEC SV9100 IP communications system installed at NIBM.
- 7) BLF (Busy Lamp Feature) should be programmable for any IP/Analog/Digital/IP extension, SIP Trunk/ PRI trunk/ Analog Trunk.
- 8) Any Licensing required in the IP communications system will be sole responsibility of the bidder.
- 9) Bidder should have service center in Pune for local support.
- 10) Technical Specification of IP Phone – 12 programmable keys (fixed terminals)
Backlit keypad, Backlit Line keys, Hands-free, full duplex, Headset support, optional support for EHS (Electronic Hook Switch), Soft keys / LCD prompts, Directory dial key: Navigation cursor, Call history, Network support: 10/100 Ethernet
Optional Bluetooth Connection Adapter (BCA-Z) support, Wall mountable, Colour: Black
- 11) NIBM May ask bidder to conduct POC (Proof of Concept) for IP Phones during Technical evolution at NIBM premises as per schedule and within timeline define by NIBM. POC is to be conducted at bidders own cost and no separate payment will done for this
- 12) Bidder should have experience of installation and commissioning of NEC range of products, If NEC partner submit partner/OEM Certificate

I. 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, NIBM, 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, NIBM whose decision will be final and binding on the Agency.
2. If the Dispute is not resolved through the reference made to the Director, NIBM, a reference of the same shall be made to an Arbitrator to be appointed by the Director NIBM 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 Institute in the discretion of the Director NIBM Pune.
3. 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 Institute 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.

4. 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 workers, pilferage / damage / loss to Institute in any manner etc. would be imposed by the Institute. The Institute's decision in this regard shall be final and binding on the Agency.

Signature of the Agency with Company Seal

ANNEXURE-IV

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

AGREEMENT

Agreement made at Pune on ----- between National Institute of Bank Management, Kondhwe Khurd, NIBM P.O., Pune – 411 048 hereinafter called 'Institute' represented by the Chief Administrative Officer, 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 Institute, 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 Institute 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 Institute hereby agrees that if the Agency observes and honours the said terms and conditions of the contract, the Institute 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 Administrative Officer

M/s.

National Institute of Bank Management

WITNESS:

WITNESS:

1) _____

1)

2) _____

2)

ANNEXURE-V

INDEMNITY BOND

(On ₹.500/- Stamp Paper)

Supply, Installation, Testing and Commissioning of new IP-based telephone system in Residential quarters at NIBM

This deed of indemnity executed at Pune at this ----- day of the month on ----- the year 2025, between National Institute of Bank Management registered under the Public Trust Act having its office at the place of business at Kondhwe Khurd, Pune 411 048. (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 ----- 2025 for providing -----service at NIBM 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 of 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 NIBM, Pune

For

FIRST PARTY

SECOND PARTY

WITNESS: -

1. _____

2. _____

WITNESS: -

1. _____

2. _____

Form-I

(Copy with Seal and Sign to be submitted)

Date:

The Director
National Institute of Bank Management
NIBM Post Office
Kondhwe Khurd
Pune 411048

Dear Sir,

Sub: Tender for Supply, Installation, Testing and Commissioning of new IP-based telephone system in Residential quarters at NIBM, Pune.

Ref: Tender Notice No. NIBM/Tender-06/2025-26 dated November 28, 2025

With respect to the Tender Notice published on NIBM Website, we hereby submit our tender in the required forms after carefully understanding all the terms and conditions of the tender/ contract as mentioned herein.

We have understood the terms and conditions and accept the same without any alterations/ modifications. We agree to adhere to the requirements of work as prescribed by NIBM, Pune. We understand that NIBM is not bound to accept the lowest or any tender received by the Institute.

We declare that presently our firm is not blacklisted/ineligible for corrupt/fraudulent practices by any Central/State Government departments. All information given/ declarations made in our tender are correct. We will ensure that all necessary rules & regulations of the Institute are complied with under all circumstances.

Thanking you

Yours faithfully

Signature of Authorized Person

Seal of Bidder/Agency/Firm/Company

Enclosures:

Technical Bid - Annexure – I and V along with Form I and IV

Financial Bid - PART – II with Declaration

Form II
(Technical Bid)

<u>PROFILE OF AGENCY/FIRM/COMPANY</u>		
Sr.	Particulars	Details
1.0	Name of the Agency/ Firm/Company	
1.1	Legal Status (Individual / proprietor, partnership firm, limited company, corporation, cooperative society, etc.)	
1.2	Registration Number of the Agency/ Firm/ Company	
1.3	Year of Commencement of Business	
1.4	Registered Address	
1.5	Communication Address (in Pune)	
2.0	GST Number (Submit copy of GST certificate)	
2.1	Name in which GST registration has been obtained	
3.0	PAN (Submit copy of PAN card)	
4.0	Bank Details	
4.1	- Account No	
4.2	- Name of the Account	
4.3	- Name and address of the Bank	
4.4	- IFSC of the Bank	
5.0	Name of the Authorised Contact Person	
5.1	Designation of Authorised Contact Person	
5.2	Mobile No. of the Contact Person	
5.3	Alternate Contact Number/s	
5.4	Email id of the Contact person	

Sr. No	Particulars	Details		
6.0	Statutory Registrations (Photocopies to be attached)			
6.1	Registration number of the firm (As per Shop and Establishment Act)			
7.0	Financial Capabilities (Photocopies to be attached)			
7.1	Income Tax Acknowledgement for the last 3 years commencing from F.Y. 2022- 2025 along with gross taxable income declared in income tax returns.	<u>Gross Income</u>		
	• 2022-2023			
	• 2023-2024			
	• 2024-2025			
7.2	Last Three years audited statement of Accounts by C.A. from FY 2022-23 giving following details:			
	Particulars	22-23	23-24	24-25
7.2.1	Annual Turnover			
7.2.2	Net Profit			
7.2.3	Fixed Assets/ Investments/Cash and Bank balance including (FDRs) as at 31-03-2025. Confirmation certificate from Bank is required to be produced.			
7.2.4	Capital Accounts (closing balance as on 31-03-2025)			
8.0	List of present and past clients, as per the Form - II. Existing manpower deployed in such services (along with letters from these firms)			
9.0	Any Special award or recognition/certificate from PSU/Govt. Bodies/Training Institutions.			
10.0	Any other relevant information			

Signature of Authorized Person with
Seal of Bidder/Agency/Firm/Company

Date:

Check List of Statutory Registrations to be submitted/uploaded along with the Tender

1. Registration number under the Shop and Establishment Act.
2. Registration number under the Contract Labour Act
3. GST – Registration Number
4. PAN Number
5. IT Returns for last 3 years along with CA-certified Annual Turnover Certificate for last 3 years

FORM – III (A)

<u>LIST OF WORK COMPLETED DURING LAST FIVE YEARS FROM THE DATE OF PUBLICATION OF TENDER NOTICE (2020-2025)</u>					
Sr.	Name of the Organisation/ Company	Type of Work	Work Done Cost	Period of Contract (mm/yy to mm/yy)*	Name of Person/ Reference (Contact number/ Email)
1					
2					
3					
4					
5					

**Please attach copies of Purchase/ Work Orders*

Signature of Authorized Person with
Seal of Bidder/Agency/Firm/Company

Date:

FORM – III (B)
WORK IN HAND / ONGOING WORKS/CONTRACTS

Sr .	Name of the Organisation/ Company	Type of Work	Work Value	Period of Contract (mm/yy to mm/yy)*	Name of Person/ Reference (Contact number/ Email)
1					
2					
3					
4					
5					

**Please attach copies of Purchase/ Work Orders*

Signature of Authorized Person with
Seal of Bidder/Agency/Firm/Company

Date:

FORM – III (C)

PARTICULARS OF PERMANENT ADMINISTRATIVE AND TECHNICAL STAFF

Sr. No.	Name	Designation	Age	Academic Qualification	Service with the Firm	Details of Experience Year to Year
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Signature of Authorized Person with
Seal of Bidder/Agency/Firm/Company

Date:

FORM – IV
Pre-Bid Site Visit

**Supply, Installation, Testing and Commissioning of IP-Phone network in residence area at
NIBM, Pune**

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

I / We declare that I/We have visited site under consideration on / /2025, in presence of Mr.
..... Jr. Engineer / Estate Officer / NIBM Officials.

Checklist:

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

I / We certify that I/We have undertaken a site visit before submitting bids and verified particulars as above.

PLACE:
DATE:

Seal & Signature of Tenderer

PART-II
FINANCIAL / PRICE BID

Supply, Installation, Testing and Commissioning of IP-Phone network in residence area at NIBM, Pune

Sr No	Item Details				
		Qty	Unit	Rate	Amount
1	Supply and installation of 6U 550-500 CKD Wall Mount Network Rack with all accessories, Make: Netrack	8	Nos		
2	SITC of Gigabit Managed Ethernet Switch, 8 Port GE, Ext PS, 2x1GE Combo, Make: D-Link;	8	Nos		
3	SITC of 1000 Base-LX SFP Transceiver, Make: Cisco; Model: Cisco SFP model - MGBLX1 or campactable with D-link	20	Nos		
4	SITC of UPS - 600VA, Make: Zebronic/ Intex or Equivalent	8	Nos		
5	Supply and installation of Termination Box-12 core fully loaded (including Fiber splicing of all core), Make: Commscope or Equivalent	8	Nos		
6	6 Core Multi-Mode Armoured Fiber Optic (OFC) Cable Make: R&M/ Finolex/ KEI/ Molex or Equivalent	400	Mtrs		
7	I/O Box Combo Set, Single Port Face Plate, 1 Keystone Jack, Gang Box and wall mount box with design to install multiple Ethernet connections in a wall or other installation surfaces and I/O termination etc. complete. Make: R&M/ D-link/ Finolex/ Molex/USHA martin	40	Nos		
8	Supply, laying and fixing etc.of 23 AWG CAT 6 LAN Cable including casing/pvc conduits and capping including saddling etc. as per the requirement of the institute, Make: R&M/ Finolex/ KEI/ Molex or Equivalent	2440	Mtrs		
9	SITC of LC-LC MM Duplex Fibre patch cord of 1 Metre, Make - R&M/ Commscope/ Molex or Equivalent.	20	Nos		
10	Supply and installation of LAN CAT 6 patch cord of 1 Metre, Make: R&M/ Finolex/ KEI/ Molex or Equivalent	40	Nos		
11	Supply and laying of 1" HDPE Pipe as per requirement of the institute and Engineer in charge. Including excavation up to depth of 600 mm in soft and hard soil strata.	400	Mtrs		
12	SITC of IP- phone with PoE adapter. Make: NEC/equivalent	30	Nos		

13	Electrical switch/sockets of 5/16 amp as per requirement including concealed wiring work from main DB.	1	Job		
14	Any consumable other than the mentioned above, if required				
	Total Cost (Excluding GST)				
	Add GST @ 18%				
	Grand Total Cost				

TERMS & CONDITIONS

- 1.Site Visit is mandatory before submitting final offer
2. Revision in rates, if any and time period of same
3. Service time/response time if any (in days)
4. Dedicated service personnel/ technician team in 10 km radius
5. Post Service payment period

DECLARATION

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

I / We have adhered to the requirements prescribed by NIBM 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 NIBM 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 Institute of Bank Management 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 NIBM'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, NIBM 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 Institute of Bank Management may disqualify my/our name from the opening Financial bid.

PLACE:
DATE:

Seal & Signature of Tenderer