



# INDIAN INSTITUTE OF EDUCATION, PUNE

128/2, J.P. Naik Path, Kothrud,  
Pune- 411038

Email- [iiepune1948@gmail.com](mailto:iiepune1948@gmail.com) Website- [www.iiepune.org](http://www.iiepune.org)

Contact No- 020 25436980

## **TENDER FORM OF CIVIL & INTERIOR WORK WALL FOR SEMINAR & COMMITTEE HALL**

Indian Institute of Education, 128/2 J.P. Naik Path, Kothrud, Pune- 411038

### FOR OFFICE USE

TENDER FORM NO.: \_\_\_\_\_

DATE: \_\_\_\_\_

ISSUED TO:

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### NOTE:

1. All the Tender documents and drawings issued with this Tender should be returned with the Tender bid.
2. The Documents and Drawings are the copyright of the Indian Institute of Education, Pune and reproduction in any form and manner is not permitted.

**Prepared & checked by**

**Member Secretary  
Indian Institute of Education, Pune**

**Contractor Signature**

**Employee**

# INDIAN INSTITUTE OF EDUCATION

128/2, J.P. Naik Path, Kothrud,  
Pune- 411038

**Tender No. IIE/SEMI/MAIN/CAMP 01/26**

**Date: 10/04/2026**

## TENDER NOTICE

Indian Institute of Education intends to carry out Civil & Wall Interior Works for Seminar & Committee hall at main campus of IIE, Kothrud, Pune- 411038 for which sealed tenders are invited on item rate basis.

1. The estimated cost of the work done (Civil & Wall Interior work) in the current financial year above and avail documents to prove the same. The interested parties may collect the tender forms from the INDIAN INSTITUTE OF EDUCATION or download the tender information from office website [www.iiepune.org](http://www.iiepune.org) for which the tender fee to be paid in the name of INDIAN INSTITUTE OF EDUCATION in form of D/D/ Online in separate envelope along with tender quotation in absence of D/D/ online payment bank details (transaction id) the tender will be disqualified.
2. **Eligibility Criteria as below**
  - a - Company Turnover should be more than Rs.10 Lakhs consecutive financial for 3 years.
  - b – Company should have Own team for all works.
3. Cost of Tender Forms for Civil & Wall Interior works.
  - a) Rs. 2000/- (non-refundable) in form of Demand Draft in the name of the **Indian Institute of Education/ Online**
4. Earnest Money Deposit (EMD) : Rs 50,000/- ( In words Fifty Thousand Rs. ) drawn in form of Demand Draft on clients name i.e. **Indian Institute of Education**. In absence of which the tender will be disqualified
5. Bank Security Deposit Amount: 5% of the cost of the project for shortlisted contractors in the form of B.G .for Nationalized Bank.
6. Tender Notice Date : **10<sup>th</sup> April 2026**
7. Tender sale date from :**10<sup>th</sup> April 2026**
8. Last date for submitting the Tender Form: **20<sup>th</sup> April 2026**

9. Tender opening date :02<sup>nd</sup> May 2026
10. Opening of Tenders will be in the scope of Management Indian Institute of Education.
11. **Sealed Envelope No. 1:** Technical Bid. Enclosed in separate Envelope containing Company profile & statutory details.
12. **Sealed Envelope No.2:** Commercial Bid. Enclosed in separate Envelope containing dually filed BOQ along with EMD.
13. **After Opening the technical bid, the Qualified Contractors** shall be called for opening of Price Bid for Negotiation & finalization.
14. **Indian Institute of Education** reserves the right to reject any or all tenders without assigning any reasons whatsoever.
15. **Tender should be submit with sealed envelope on or before 20<sup>th</sup> April 2026 in office time by Speed Post/ Courier/ by hand on following Office Address:**

**Member Secretary  
Indian Institute of Education,  
128/2, J.P. Naik Path, Kothrud,  
Pune- 411038**

**Contractor Signature**

**Employer Signature**

**Member Secretary  
Indian Institute of Education**

## ENVELOPE – I COMPANY PROFILE

One sealed cover should contain the Technical / Commercial Bid with following details and Documents only :

1. Name of the Company.
2. Address.
3. Constitution and profile of the Company with Bio-data of Proprietor, Partners, Directors Etc.
4. Year of Establishment & License.
5. Earnest money **Rs 50,000/- (Fifty Thousand only)** /- in the form of D/D. only of any national Bank in the name of **Indian Institute of Education/ Online**
6. Annual Turnover & Audited Balance Sheet for Past Three years with Solvency Certificate
7. G.S.T Registration Details.
8. An up to date and latest valid income tax Clearance Certificate in original or true copy therefore duly attested by the Gazetted Officer.
9. List & Details of technical and administrative staff.
10. List & Details of similar works carried out under one contract in last three years.
11. In case of Partnership Firm, attested copy of partnership deed and power of attorney.
12. Details of Plant, Machinery & Factory Infrastructure.

Applications with incomplete information are liable for rejection.

### Envelope -II PRICE BID

One sealed cover should contain the Price Bid with following details and documents only:

1. Bill of Quantities duly filled with rate and amount (inclusive of transport)
2. All the layouts & working drawings given with the tender.
3. Tax Structure.

**The information on above points is submitted on separate sheets & envelopes. Please note that Bidder will strictly not indicate or write anything about price to be offered, in the Technical Bid.**

**Contractor Signature**

**Employer Signature**

## ARTICLES OF AGREEMENT

(To be executed on Non-Judicial Stamp Paper of Rs. 500/-) Made on the \_\_\_\_\_ day of \_\_\_\_\_ 2026

Between \_\_\_\_\_

\_\_\_\_\_  
(Name and address of the owner [Hereinafter called The Employer] of the one part and \_\_\_\_\_

\_\_\_\_\_. (Name and address of the Tenderer to whom the tender is offered) [Hereinafter called the Contractor having its registered office at above place of the other part.

Whereas the employer is desirous of executing the Interior Work of \_\_\_\_\_

(Name of the work including address) and has caused drawings and specifications

Describing the work to be done prepared by \_\_\_\_\_

\_\_\_\_\_. (Name and address of the designer) the Interior Designer.

And whereas the said drawings \_\_\_ to \_\_\_ and the specifications have been signed by or on behalf of the parties hereto.

And whereas the contractor has agreed to execute upon and subject to the conditions set forth therein and to the conditions set forth in the Terms and Conditions for Contract and in the schedule of General specifications and Special Conditions and Technical specification (all of which are collectively herein referred to as 'The Said Conditions') the work shown upon the said drawings (and further detailed drawings) and/ or described in the said general and detailed specifications in Item Rate Basis for the works as shown in the enclosed plans and further detailed working drawings.

And whereas the contractor has supplied the employer with a fully prized copy of the said bills of quantities (which copy is hereinafter referred to as 'The Contract Bills'). And whereas the said drawings (hereinafter referred to as 'The Contract Drawings' and the contract bills have been signed by or a behalf of the parties hereto.

And whereas the contractor has given Bank Guarantee and Deposited the sum of Rs \_\_\_\_\_ (Rs \_\_\_\_\_) with the \_\_\_\_\_ (Name of Indian Institute of Education) for the due performance of this Agreement.

**Contractor Signature**

**Employer Signature**

**NOW IT IS HEREBY AGREED AS FOLLOWS:**

For the consideration herein after mentioned the contractor will upon the and subject to the conditions annexed carryout and complete the work shown upon the contract drawings and described by or referred to in the contract bills and in the said conditions.

1. The owner will pay the sum of Rs. \_\_\_\_\_ (Rs. \_\_\_\_\_ ) Per Room (herein referred to as The Contract Sum') or such other sum as shall become payable at the times and in the manner specified in the said conditions.
2. The term "The Interior Designer" in the said conditions shall mean the Architect of Indian Institute of Education or in the event of their death or ceasing to be the Interior Designer for the purpose of this contract, such other person as the employer shall nominate for the purpose, not being a person to whom the contract shall subject for reasons considered to be sufficient by an arbitrator appointed in accordance with the said conditions. Provided always that no person subsequently appointed to be the Interior Designer under this contract shall be entitled to disregard or over rule any certificates or opinion or decision or approval or instruction given expressed by the Interior Designer for the time being.
3. The said condition appendix thereto shall be read and constructed as forming part of this agreement, and the parties hereto shall respectively abide by, submit themselves to the conditions and perform the agreements on their parts respectively in such conditioned contained.
4. The plans, agreements and documents mentioned herein shall form the basis of the contract.
5. The contract is based on Item Rate Basis & fixed in Amount Per Room/ hall.
6. The contract shall offer every reasonable facility for the carrying out of all works relating to civil works, and shall make good any damages done to walls, floor etc. after the completion of works such as sanitation, drainage, telephone, air conditioning and other ancillary works at nominated coordination charges.
7. The employer reserves to itself the right of altering the drawing and nature of work by adding or omitting any items of work or having portions of the same carried out through other agencies without prejudice to this contract.
8. The time shall be considered as the essence of this contract and the contractor hereby agrees to commence the work soon after the site is handed over to him as provided for into the said conditions and to complete the entire work within 60 calendar days (duration of completion of project) subject nevertheless to the provision for extension of time.
9. All payments by the Employer under this contract will be made as per attached financial Annexure only at Pune as per Interior Designer's/Architect Certificate.
10. All disputes, arising out of or in any way with this agreement shall be deemed to have arisen at Pune and only courts in Pune shall have jurisdiction to determine the same.
11. Extra work executed on site will be escalated (material + labour + contingencies) and certified considering 5% contractors profit.

**Contractor Signature**

**Employer Signature**

I have read carefully all the above instructions and I shall abide by the same and shall not lodge any complaint either against Owner / Interior Designer.

AS WITNESS our hand \_\_\_\_\_ day of \_\_\_\_\_ 2026

Signed by the said Contractor

Contractor Name and Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In the presence of  
Witness  
Signature of witness1

Name and Address

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

Signature of witness2

Name and Address

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

Signed by the said Employer

In the presence of  
Witness  
Signature of witness1

Name and Address

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

Signature of witness2

Name and Address

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

PLACE:

DATE:

**Contractor Signature**

**Employer Signature**

## **DECLARATION OF THE CONTRACTOR**

To,

**Member Secretary**

**128/2, J.P. Naik Path, Kothrud, Pune-38**

**Name of the Work: Civil & Interior Works for Seminar & Committee Hall at main campus, Kothrud, IIE**

Sir / Madam,

Having examined the tender documents, including the Terms and conditions of contract, schedule and all Said Conditions, I/We do hereby offer to execute the said work. In addition to the above schedule, I/We also agree to carry out variations if any ordered in the said work during the course of progress of the work or at any time. Payment of such work shall be received by me/us at the rates mentioned in the schedule. I/We also agree to keep the Rates valid up to completion of the work. I/We deposit herewith Rs. \_\_\_\_\_ by Demand Draft No. \_\_\_\_\_ drawn in favour \_\_\_\_\_ as / online transaction bank details mentioned in tender notice as Earnest Money Deposit. I/We also undertake to pay the Security Amount----- as mentioned in Tender Notice if in case my/our tender is accepted.

In case of acceptance of the tender I/We agree to enter into the contract immediately and execute an agreement in the required form and commence the work. I/We agree to submit Letter of acceptance on Stamp Paper of Rs. (Rupees 500 only). I we agree that the time period for completion is the essence of the tender and agreement.

I/We agree to employ such sub-contractors, suppliers only as may be approved by you and your architect. I/We agree to pay all the taxes,(GST) etc. on such items on which on which the taxes are liveable & included in my/our rates.

Yours faithfully,

Contractor's Signature

Contractor's Name & Address

The Project Committee opens the tender.

Place:

Date:

**Contractor Signature**

**Employer Signature**

<b>Project -</b>	<b>Seminar &amp; Committee Hall, Main Campus, IIE</b>			
<b>Location -</b>	<b>IIE. 128/2, J.P .Naik, Path, Kothrud, Pune</b>			
<b>Title -</b>	<b>Budgetary Estimate</b>			
<b>Area Sq.Ft. -</b>	Sqft	2400.00		
<b>Date -</b>				
<b>Summary of Work</b>				
<b>SR.NO.</b>	<b>DESCRIPTION</b>	<b>QTY / UNITS</b>	<b>AMOUNT IN RS.(INR)</b>	<b>Remark</b>
<b>A</b>	<b>CIVIL WORKS</b>			
1	Demolition of the cement walls Breaking down the wall and dumping all the rubbish outside of the campus- 510 Sqft	03		
2	Making Cement wall - (24x7 Ft) (Flooring RCC beam & bricks and both sides with cement Plaster&, colouring wall	01		
3	2x2 hard flooring tiles work (24 Ft) & Ceiling and Plaster mentioned in sr.4 ( 76 running fit)	02		
<b>B</b>	<b>INTERIOR WORK</b>			
4	Making Sliding partition walls , moveable door walls aluminium pipe frame [4"x1"] and 2 side 12mm ply +branded hardware channel fitting (advance) [onyx /Godrej/Hettich] +1 mm laminate finish [godrej/onyx/roma] Fevicol, falcofix - 565 Sqft	02	-	
	<b>Total - Without Taxes</b>			
	<b>PER SQFT. RATE.</b>			
	<b>GST 18%</b>			
	<b>Total - With Taxes</b>			
<b>Terms and Conditions:-</b>				
3	Client to provide Electricity and water for construction free of cost till completion of project / handing over.			
4	Client to provide permanent electrical power supply in electrical room and at all floors tap of point will be given.			
6	Project cost mentioned above is for whole package which is mentioned in above summary and BOQ only. If there is any change in items, specification, design, requirement then the above cost will not be valid and separate cost offer will be given.			

7	Please note that the work will start after all the drawing are signed of by the client. These should take a maximum 15 days from the LOI. These 15 days consider as a mobilisation period also.
8	GST Extra at actual
9	Mathadi Not In our Scope
10	Our labours are under esic/pf registration so no deductions will be done against this account.

## Commercial Annexure

**Project Name: G. D. Parikh centre, Kalina campus, Mumbai 400098**

Work: Civil & Interior work

Sr. No	Check Points	Financial Clause
1	Basic Contract Value	Rs.....
2	Discount Offered by Contractor if any – ....% of Basic Rates	Rs.....
3	Contract Agreement Value	Rs.....
4	Period of Completion	60 days
5	Date of Work Start	_____
6	Tentative Date of Completion	_____
7	Earnest Money Deposit (EMD)	Rs. _50,000
8	Initial Security Deposit (ISD)	5% of Contract Value including EMD.
9	Deduction of Mobilization Advance	_____
10	Minimum Value of Interim Bills	1 <sup>st</sup> R.A.Bill –2,00000 2 <sup>nd</sup> R.A.Bill – 2,00000/- 3 <sup>rd</sup> R.A.Bill & Onwards – remaining amount. Final Bill -On certification of Architect for virtual completion.
11	Time for Bills Processing	1. Consultant Certification – 15 Days. 2. Payment process from <b>IIE</b> – 10 Days after Submission of Bill at Head Office.
12	Retention Money	1. 10% of Each R.A.Bill Reaches to Total 10% of Contract Value. 2. DLP Period: 12 months from date of completion certificate.
13	Tax Structure	Taxes on the Discounted Amount as applicable as:

		<ol style="list-style-type: none"> <li>1. GST : .....</li> <li>2. Income tax and Works Contract Tax shall be deducted at source by <b>III</b> from the Contractor's interim &amp; final bill payment as required by Law.</li> <li>3. All statutory compliance including PF /ESIC /Insurance Policies premiums / PT/ Labor welfare &amp; CESS will be paid by Contractor&amp; will not be reimbursed by <b>III</b>.</li> </ol>
14	Tax Payment Challans	Tax payment Challans in the name of Contractor & on behalf of <b>III</b> Work.
15	Release of Retention Money	<ol style="list-style-type: none"> <li>1. 50% retention amount will be released with final Certificate of payment.</li> <li>2. 50% retention amount will be released on submission of BG on any scheduled bank and valid till the completion of defects liability period of 12 months plus 3 months.</li> </ol>
16	Price Escalation	No any price escalation Clause.
17	Liquidity Damages	½% of Contract Value per week of delay subjected to maximum of 5% contract value.
18	Quantities Variations	Unlimited Variations (+ or -) without any enhancement in rates.
19	Expense Cost for any kind of Damages or Defective work.	Any expenses/Cost incurred in rectifying any defective work/ Damages shall be borne by Contractor at his own cost & <b>III</b> will not be pay any amount in this account.
20	Insurance	The Contractor shall prove to the Employer / <b>III</b> from time to time that he has taken out all the insurances policies as required and directed and had paid the necessary premium for keeping these policies valid.
21	Statutory Compliance	The Contractor shall obtain all Sanctions required for work (Pre & post work) from Local Authority if any.
22	Delay in work Penalty	The Contractor shall complete the work in the given period any delay will result in penalty of any delay in penalty of 0.5% of the project amount per week

EMPLOYER

CHIEF PROJECTS / FINANCE / PURCHASE

CONTRACTOR