

**बिड दस्तावेज़ / Bid Document**

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	09-08-2025 15:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	09-08-2025 15:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	30 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Education
विभाग का नाम/Department Name	Department Of Higher Education
संगठन का नाम/Organisation Name	Indian Institute Of Technology (iit)
कार्यालय का नाम/Office Name	Ropar
वस्तु श्रेणी /Item Category	Assets Insurance Service - As per tender document; As per tender document; Optional
अनुबंध अवधि /Contract Period	1 Year(s)
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Exemption for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Exemption for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेन् है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय-सीमा बढ़ाने के लिए आवश्यक न्यूनतम सहभागी विक्रेताओं की संख्या। / Minimum number of bids required to disable automatic bid extension	1
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	7

बिड विवरण/Bid Details	
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

#### ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईएमडी राशि/EMD Amount	50000

#### ईपीबीजी विवरण /ePBG Detail

आवश्यकता/Required	No
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(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कैटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने हैं। एमएसई कैटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b).ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

#### लाभार्थी /Beneficiary :

The Registrar  
IIT Roapr Revenue Account, (as mentioned in the tender) Indian Institute of Technology (IIT), Roapr, Punjab-140001  
(IIT Roapr Revenue Account)

#### विभाजन/Splitting

बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

#### एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
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#### एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference

Yes

1. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.

2. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.

3. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

#### अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

**Details for Assets to be insured:**[1753864498.pdf](#)

**Scope Inclusions/Exclusions Advisory-** With reference to Order F.No. 14017/64/2020-Ins. II issued by the Department of Financial Services under Ministry of Finance, it is advised not to include Net-Worth as a criterion for Public Sector General Insurance Companies in General Insurance tenders.:[1753864533.pdf](#)

#### Assets Insurance Service - As Per Tender Document; As Per Tender Document; Optional ( 1 )

#### तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Type of Asset Insurance Policy	As per tender document
Type of Risk Coverage	As per tender document
Re-insurance Arrangement	Optional
Premium Payment Options	As per tender document

विवरण/ Specification	मूल्य/ Values
Risk Inspection (Assessment) Report of assets to be provided by Buyer	No
List of Insurer from where insurance to be taken(can indicate multiple service providers)	Bajaj Allianz General Insurance Co. Ltd , ICICI LOMBARD General Insurance Co. Ltd. , National Insurance Co. Ltd. , Reliance General Insurance Co. Ltd. , HDFC ERGO General Insurance Co.Ltd. , IFFCO TOKIO General Insurance Co. Ltd. , Kotak Mahindra General Insurance Co. Ltd. , SBI General Insurance Co. Ltd. , The New India Assurance Co. Ltd. , The Oriental Insurance Co. Ltd. , United India Insurance Co. Ltd.
एडऑन /Addon(s)	
अतिरिक्त विवरण /Additional Details	
Method used for Valuation of Assets (WDV or RIV)	As per tender document
Insurance Start Date	24-08-2025
Insurance End Date	22-08-2026

#### अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

#### प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Lumpsum/Project based Service	अतिरिक्त आवश्यकता /Additional Requirement
1	Gurdeep Singh	140001,Indian Institute of Technology Ropar, Rupnagar	1	<ul style="list-style-type: none"> <li>Total Number of Asset to be Insured (Quantity) : 1</li> <li>Total Sum Insured : 3159445927</li> </ul>

#### क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions

##### 1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised

quantity or duration

## 2. **Certificates**

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

## 3. **Buyer Added Bid Specific ATC**

Buyer Added text based ATC clauses

The bidder should attach the documentary proof as per the technical requirements of tender document, failing which their bid shall stand rejected.

## **अस्वीकरण/Disclaimer**

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
16. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
17. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

**All GeM Sellers / Service Providers are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972 etc. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.**

This Bid is governed by the [सामान्य नियम और शर्तें/General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

**---धन्यवाद/Thank You---**



**भारतीय प्रौद्योगिकी संस्थान रोपड़**  
**INDIAN INSTITUTE OF TECHNOLOGY ROPAR**  
**रूपनगर, पंजाब-140001/ Rupnagar, Punjab-140001**  
**Ph. 01881-231285, 231283,**  
**E-mail: [purchase@iitrpr.ac.in](mailto:purchase@iitrpr.ac.in)**

File No. 1825-25 /IITRPR/ FA-INSURANCE/PS

30-07-2025

**TENDER DOCUMENT FOR INSURANCE OF FIXED ASSETS OF  
INDIAN INSTITUTE OF TECHNOLOGY ROPAR**

IIT Ropar an Institute of National Importance established by an Act of Parliament of India, intends for insurance coverage of Institute's stores, fixed assets including Laboratory and Office equipments, furniture & fixtures, Computer/Peripherals, Library Books & Journals, etc. for fire, earthquake, theft, Burglary & peril including flood, terrorism, Riots, commotion etc. For engagement of insurance company in respect of the above requirement, the subject tender is invited from the Insurance Companies registered with Government and IRDA.

**1. Eligibility Criteria**

- i. The bidder should be an Indian Insurance Company and must be registered and approved by IRDA and must have its fully functional branch at Ropar, Chandigarh, Mohali and Panchkula.
- ii. The bidder should have at least one experience of insuring fixed assets of IITs / NITs / IISERs / Institutes of National Importance / CSIR Labs / DRDO Labs / Central Universities / Centrally Funded Technical Institutes / Central Government Academic Institutes of sum assured value not less than Rs. 65 Crores during the last 3 financial years in a single case.
- iii. The bidder should have valid PAN and GST registration certificates, as applicable.
- iv. Bidder should submit documentary evidences in support of (1), (2) & (3) along with technical bid. Each page of the tender document should bear the bidder's seal and signature with date.

**2. Scope of Insurance Coverage:**

Insurance Coverage of the Institute's stores, Fixed Assets, including Laboratory and office equipments, furniture & fixtures, Computer/Peripherals, Library Books & Journals, etc. for fire, earthquake, theft, Burglary & peril including flood, terrorism, Riots, commotion etc. Total sum assured i.e. amount of Insurance coverage shall be approx. Rs. 3,15,94,45,927/-. Detailed break up of fixed assets to be insured is enclosed at Annexure -I.

**3. Preparation of Bid**

Bidder should avoid, as far as possible, corrections, overwriting, erasures or postscripts in the bid documents. In case of any corrections, overwriting, erasures or postscripts in the bid, these should be supported by dated signatures of the authorized person signing the bid documents. However, Bidder shall not be entitled to amend/ add/ delete/ correct the clauses mentioned in the entire tender document. The documents uploaded through GeM Portal will be treated final.

**4. Two bid System:**

The Two e-bid systems will be followed for this tender. The documents pertaining to Technical Bid and Commercial Bid must be uploaded electronically through GeM as follows:-

**A. Technical e-Bid:-**

The Bidder must upload the copies of pdf documents as listed below:-

- i. The bidder should be an Indian Insurance Company and must be registered and approved by IRDA. The Insurance Company must have its fully functional branch at Ropar, Chandigarh, Mohali and Panchkula.
- ii. The bidder should have at least one experience of insuring fixed assets of IITs / NITs / IISERs / Institutes of National Importance / CSIR Labs / DRDO Labs / Central Universities / Centrally Funded Technical Institutes / Central Government Academic Institutes of sum assured value not less than Rs. 65 Crores during the last 3 financial years in a single case.
- iii. The bidder should have valid PAN and GST registration certificates, as applicable.
- iv. Bidder should submit documentary evidences in support of (1), (2) & (3) along with technical bid. Each page of the tender document should bear the bidder's seal and signature with date.
- v. Any other document as per tender requirement.

**Note:** IIT Ropar reserves the right to reject the bid if any of the above listed document/s is not submitted.

**B. Commercial e-Bid shall contain:-**

Duly filled Commercial Bid as per format (Annexure-II) complete in all respects.

**5. Last Date of submission/ uploading:**

The on-line bids, complete in all respects should be uploaded on GeM Portal on or before the date given in tender schedule. The bidders are advised to upload the documents at least one day before the last date for uploading of documents, in order to avoid the possibilities of any last minute surprises/uncertainties. IIT Ropar does not take any responsibility towards technical snags pertaining to GeM Portal and/or connectivity issues.

**6. Opening of Technical e-bids:**

The Technical e-bids will be opened online on the date given in tender schedule, through GeM portal.

**Note:** Please do not put "Commercial Bid" (prices offered) in the technical bid documents. If the price offered is submitted / leaked with technical bid, the tender will be rejected at the sole discretion of IIT Ropar.

**7. Opening of commercial e-bids :**

Commercial e-bids of the technically qualified bidders only will be opened. The decision of IIT Ropar's bid evaluation committee in this regard will be final and binding on bidders. The evaluation Committee has been authorized to take appropriate decision on minor deviations, if any.

**8. Earnest Money Deposit (EMD)**

The bidder should submit an EMD of Rs. 50,000/- (Rupees Fifty Thousand Only) in online mode in following bank account:

**Name of Bank Account: IIT Ropar Revenue Account,**  
**Account No. 37360100716**  
**IFSC: SBIN0013181**  
**Branch: IIT Ropar**

**Note:** The Technical bids without EMD would be considered as UNRESPONSIVE and will not be accepted. The bidder must upload the proof of the online payment of EME on GeM.

The successful Bidder, on award of contract / order, must send the contract / order acceptance in writing, within 03 days of award of contract/ order, failing which IIT Ropar reserves the right to take action against bidder and cancel the order.

The suitable action shall be taken against the successful bidder:

- i. If the Bidder withdraws the bid during the period of bid validity specified in the tender.



- ii. If the Bidder fails to furnish the acceptance in writing, within 03 days of award of contract/ order.

#### **9. Period of validity of bids**

- i. Bids shall be valid for minimum period as per GeM terms & conditions.
- ii. IIT Ropar may ask for the Bidder's consent to extend the period of validity. Such request and the response shall be made on GeM only. A bidder agreeing to the request for extension will not be permitted to modify his bid.

#### **10. Submission of Bids- Online:**

The Bid documents shall be neatly arranged and all pages should be numbered. They should not contain any terms and conditions, printed or otherwise, which are not applicable to the bid. The conditional bid will be summarily rejected. Insertions, postscripts, additions and alterations shall not be recognized, unless confirmed by Bidder's signature.

#### **11. Award of Contract**

- i. IIT Ropar shall place the order(s) on the eligible Bidder whose technical bid has been accepted and determined as the lowest evaluated commercial bid. However, IIT Ropar reserves the right and has sole discretion to reject the lowest bid.
- ii. If more than one Bidders happens to quote the same lowest price, IIT Ropar reserves the right to place the order on the eligible Bidder having larger sales turn-over for last financial year. The decision of IIT Ropar shall be final in this regard.

#### **12. Purchaser's Right to amend / cancel**

- i. IIT Ropar reserves the right to amend the eligibility criteria, commercial terms & conditions, Scope of Supply, quantities, technical specifications etc. The same shall be published on the GeM Portal.
- ii. IIT Ropar reserves the right to cancel the entire or partially tender without assigning any reasons thereof.
- iii. IIT Ropar reserves the right to reject the bid submitted by the lowest evaluated Bidder.

#### **13. Corrupt or Fraudulent Practices**

- i. It is expected that the bidders who wish to bid for this project have highest standards of ethics.
- ii. IIT Ropar will reject bid if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices while competing for this contract.
- iii. IIT Ropar may declare a vendor ineligible, either indefinitely or for a stated duration, to be awarded a contract if at any time determines that the Vendor has engaged in corrupt and fraudulent practices during the award / execution of contract.

#### **14. Interpretation of the clauses in the Tender Document / Contract Document**

In case of any ambiguity/ dispute in the interpretation of any of the clauses in this Tender Document, the interpretation of the clause(s) by the Director, IIT Ropar shall be final and binding on all parties.

#### **15. Terms & Conditions:**

- i. For the total sum assured (Amount of insurance), IIT Ropar shall consider number of policies as deemed fit in consultation with successful bidder.
- ii. Completion of Job:-Insurance Policy / policies as per requirement of IIT Ropar to be issued within 24 hours from date of award of tender or as date mentioned in Award Letter. All insurance coverage's shall be effective immediately after the award of the tender or as per the agreed terms and remain valid for one year.
- iii. Claims, if any, against the policies shall be settled within maximum 15 days from the date of submission of claims.
- iv. Arbitration: - Disputes, if any in respect of operation of the insurance policies shall be

- amicably settled through mutual discussion. However, if disputes are not amicably resolved, the same shall be referred to arbitration as per relevant rules & laws prevailing in India.
- v. Any legal dispute that may arise will be settled within jurisdiction of courts of District Rupnagar only.
  - vi. All corrections (if any) must be signed at the appropriate place by the authorized signatory of the bidder, otherwise tender will be invalid. There should not be any correction or over writing on the price bid. If so, the offer will summarily be rejected.
  - vii. Offer validity: Offer/ quotation shall be valid as per GeM terms & conditions from the date of opening the tender.
  - viii. Bidder's quoted Price shall remain firm till completion of the Insurance coverage period. Quoted price shall be inclusive of all taxes & duties, other charges etc applicable for the job.
  - ix. Operating Authority: - Operating authority of the insurance contract shall be The Registrar, IIT Ropar.
  - x. Payment Terms: 100 % Premium shall be paid by IIT Ropar immediately on submission of bill / Cover Note.
  - xi. Price should be mentioned both in Figure and Words.
  - xii. Lowest bid shall be evaluated on the basis of lowest price (all inclusive) received from a bidder as per price bid format.
  - xiii. An unconditional acceptance of the scope of work and terms & conditions should be submitted along with technical Bid.
  - xiv. IIT Ropar reserves its right to accept or reject any /all bid(s) without assigning any reasons thereof.

## **15) Price Bid**

- i. Bidders should submit their offer only in prescribed Format of Price Bid. Conditional offers will not be accepted.

Registrar

**Technical Bid (To be filled by the bidders)**

1.	Name & Address of Registered Office of the Company Telephone No. FAX No: E-Mail:	
2.	PAN No.	
3.	GST No	
4.	The bidder should be an Indian insurance Company and must be registered and approved by IRDA. The Insurance Company must have its fully functional branch at Ropar, Chandigarh, Mohali and Panchkula. (Attach proof)	Yes / No
5.	The bidder should have at least one experience of insuring fixed assets of IITs / NITs / IISERs / Institutes of National Importance / CSIR Labs / DRDO Labs / Central Universities / Centrally Funded Technical Institutes / Central Government Academic Institutes of sum assured value not less than Rs. 65 Crores during the last 3 financial years in a single case (Attach proof)	Yes / No

**Please note that the bidders should attach all supporting documents in support of eligibility criteria in one go and in case of failure to attach above-said documents in support of eligibility criteria, such bid will be rejected.**

**(Authorized signatory)**

**INDIAN INSTITUTE OF TECHNOLOGY ROPAR**

<b>S. No.</b>	<b>Description</b>	<b>Fixed Assets as on 30.06.2025 (In INR)</b>
1.	ELECTRIC INSTALLATION & EQUIPMENT	1,87,54,80,312
2	PLANT & MACHINERY	17,27,97,660
3	SCIENTIFIC & LABORATORY EQUIPMENT INCLDING CAPITAL WORK IN PROGRESS EQUIPMENT	73,23,91,447
4	OFFICE EQUIPMENT	24,96,815
5	AUDIO VISUAL EQUIPMENT	3,13,90,621
6	COMPUTER/PERIPHERALS	8,57,86,373
7	FURNITURE, FIXTURES AND FITTINGS	24,43,56,979
8	LIB. BOOKS & SCIENTIFIC JOURNALS	1,47,17,778
9	LIMITED TIME ASSETS	27,942
	<b>Total</b>	<b>3,15,94,45,927</b>

**PRICE BID FORMAT**

S. No.	DESCRIPTION OF Insurance Cover	Single Premium Amount in Indian Rupees ( in Figures )	GST		Total PremiumAmt in Rs. ( Incl. GST )
			% age	Amount (Rs.)	
1	<b>Insurance Coverage of Fixed Assets</b> [Equipments (Lab & Office), furniture & fixtures, Computer/ Peripherals, Library Books & Journals, other fixed assets, Networking etc.] Permanent Campus of IIT Ropar as per scope and Terms & conditions of the tender. (Tax percentage / tax amount, if any, should be mentioned separately)				

**Bidder's Seal & Signature**

**COVERING LETTER**

Dated:

To

The Registrar,  
Indian Institute of Technology Ropar  
140001

**Subject: Submission of bid for insurance of the Fixed Assess of IIT Ropar**

Dear Sir,

We, the undersigned, offer to insurance of the Fixed Assess of IIT Ropar, in response to your Tender No .  
\_\_\_\_\_. We are hereby submitting our proposal for same, which includes Technical bid and the  
Financial Bid through GeM portal.

We hereby declare that all the information and statements made in this bid are true and we accept that any  
misinterpretation contained in it, may lead to our disqualification.

We hereby certify that my/ our firm has not been disqualified and / or blacklisted by any Office/  
Department/ Undertaking of the State Government / Central Govt. of India, PSU/ Autonomous Body of  
Government of India, as on the date/time of submission of this bid.

We agree to abide by all the terms and conditions of the tender document, including corrigenda. We  
would hold the terms of our bid valid as per GeM terms & conditions as stipulated in the tender  
document.

We understand you are not bound to accept any Proposal you receive.

The undersigned is authorized to sign this bid document. The authority letter to this effect is enclosed.

Yours sincerely,

Authorized Signatory:

Name and Title of  
Signatory: e-mail:  
Mobile No:

**AUTHORITY LETTER**

Dated:

To

The Registrar,  
Indian Institute of Technology Ropar  
140001.

**Subject: Authority Letter**

Reference: Tender No \_\_\_\_\_

Dear Sir,

We, M/s\_\_\_\_\_ (Name of the bidder) having registered office at \_\_\_\_\_ (address of the bidder) herewith submit our bid against the said tender document.

Mr./Ms. \_\_\_\_\_ (Name and designation of the signatory), whose signature is appended below, is authorized to sign and submit the bid documents on our behalf against said tender.

Specimen Signature:

The undersigned is authorized to issue such authorization on behalf of u s.

For M/s\_\_\_\_\_ (Name of the bidder)

Signature and company seal

Name

Designation

Email