



भारतीय प्रौद्योगिकी संस्थान रोपड़
INDIAN INSTITUTE OF TECHNOLOGY ROPAR
रूपनगर, पंजाब-140001/ Rupnagar, Punjab-140001
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File No. 1825-24 /IITRPR/ FA-INSURANCE/PS

24.07.2024

**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. 3,12,37,55,595.39. 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

S. No.	Description	Fixed Assets as on 30.06.2024 (In Rs.)
1.	ELECTRIC INSTALLATION & EQUIPMENT	1,99,28,66,558.29
2	PLANT & MACHINERY	18,56,00,710.90
3	SCIENTIFIC & LABORATORY EQUIPMENT	62,88,22,975.73
4	OFFICE EQUIPMENT	19,60,158.83
5	AUDIO VISUAL EQUIPMENT	3,17,80,324.38
6	COMPUTER / PERIPHERALS	11,04,80,106.00
7	FURNITURE, FIXTURES AND FITTINGS	15,77,07,481.83
8	LIBRARY BOOKS & SCIENTIFIC JOURNALS	1,45,24,063.90
9	LIMITED TIME ASSETS	13,215.55
	Total	3,12,37,55,595.39

Annexure -II

PRICE BID FORMAT

S. No.	DESCRIPTION OF Insurance Cover	Premium Amount in Indian Rupees (in Figures)	GST		Total PremiumAmt in Rs. (Incl. GST)
			% age	Amount (Rs.)	
1	Insurance Coverage of Fixed Assets [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