भारतीय प्रौद्योगिकी संस्थान इंदौर
Indian Institute of Technology Indore

सिमरोल, खंडवा रोड़ इंदौर – **453552**
Simrol, Khandwa Road, Indore- 453552

E-PROCUREMENT MODE

Bidding Documents for

Insurance Coverage of Institute Fixed Assets

Document to be submitted online
for
(Technical & Financial Bid as per Schedule of requirement)

Suresh Chandra Thakur
प्रशासनिक अधिकारी
Administrative Officer
IIT Indore

भारतीय प्रौद्योगिकी संस्थान इंदौर
सिमरोल, खंडवा रोड़ इंदौर – 453552

Indian Institute of Technology Indore
Simrol, Khandwa Road, Indore- 453552

Tel.: 0731-2438700 ext 949/958
Email: mms@iiti.ac.in

TENDER DOCUMENT FOR E-PROCUREMENT

Online Tenders are invited by IIT Indore (in Two bid System) from **Registered with IRDA Insurance Companies** and their **Authorized distributors/ Accredited Indian Agents /sole selling agents. IIT Indore intends for insurance coverage of Institute's stores, fixed assets including equipment, furniture & fixtures, Computer/Peripherals, Electrical Installations, Library Books & Journals, Audio-Visual Equipment, Plant & Machinery, Cycles etc. for fire, earthquake, theft, Burglary & peril including flood, terrorism, Riots, commotion etc. coverage. For engagement of insurance company in respect of the above requirement, the subject tender in two-bid system has been invited from the Registered with IRDA Insurance Companies. Details as mentioned below:-**

Sl. No.	Description of Stores	NIT No.
1.	**Insurance Coverage of Institute Fixed Assets**	IITI(MM)/MM/1/1A/08/PD/2020-2021

Note:

I. Tender Documents with detail terms & conditions can be downloaded from our website: **http://www.iiti.ac.in/tender_mms.php & https://eprocure.gov.in/eprocure/app**

II. **All the details/document pertaining to the tender such as tender document, pre-bid report, corrigendum and any further updates will be available only on our website and also at Central Public Procurement Portal.**

III. **Bids/Quotations may be submitted directly by the OEM or their Authorized distributors/Dealers/Resell Agents/Channel Partners with proof of authorization.**

IIT Indore shall not be responsible for non-receipt bid due to internet issues or any other reasons.

For any issues related to tender please contact Material Management Section, Tel: +91-0731-2438700 Ext 949/958 Email: mms@iiti.ac.in

Administrative Officer (MM)

CONTENTS

ONLINE BIDDING DOCUMENTS
FOR
INSURANCE COVERAGE OF INSTITUTE FIXED ASSETS

CHAPTER- 1

Schedule of Tendering:

Sl. No	Event	Date and Time/ Remarks
01	Down loading of Tender document online from CPPP	**From June 29, 2020** https://eprocure.gov.in/eprocure/app & http://www.iiti.ac.in/tender_mms.php
02	Bid Submission Start Date	**June 30, 2020 upto 03.00PM(IST)**
03	Last date & Time of Submission of Bids Online (Technical and Price Bid)	**July 08, 2020 upto 03.00PM(IST)** Please refer tender Terms at IITI
04	Opening of Technical Bids Online	**July 09, 2020 at 03.30 PM, (IST)** Please refer tender Terms at IITI
05	All the communications with respect to the tender shall be addressed to:	**Administrative Officer (MMS), IIT Indore, Sodium (Hub Building)** **Khandwa Road, Simrol, Indore- 453552** **Tel.: 07324-306958**
06	Submission of Bid Online	https://eprocure.gov.in/eprocure/app
07	**FOR TAKING ASSISTANCE, IF ANY**	**CPP Portal website: www.eprocure.gov.in** **CPP Portal Help Desk Toll Free No.:18002337315, 180030702232**

CHAPTER- 2

INSTRUCTIONS TO THE TENDERERS

The tender shall be submitted in accordance with these instructions and any tender not confirming to the instructions as under is liable to be rejected. These instructions shall form the part of the tender and the contract.

1. For Online Bid Submission as per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL:http://eprocure.gov.in/eprocure/app).The bidders are required to submit copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates.
2. More information useful for submitting the online bids on the CPP Portal is available/obtained at URL:http://eprocure.gov.in/eprocure/app
3. For Registration: Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL:http://eprocure.gov.in/eprocure/app) by clicking on the link "Click here to Enroll". Enrolment on the CPP Portal is free of charge.
4. Foreign Bidders have to refer "DSC details for foreign Bidders" for Digital signature Certificates requirements which comes under Download Tab at http://eprocure.gov.in/eprocure/app?page=Standard Bidding Documents &service=page and the remaining part is same as above and below.
5. While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender is liable to be rejected. If any tenderer stipulate any condition of his own, such conditional tender is liable to be rejected.
6. IITI reserves the right to reject any tender/bid wholly or partly without assigning any reason.
7. The Technical Committee constituted by the IITI shall have the right to verify the particulars furnished by the bidder independently.
8. Tenderer shall take into account all costs for Fixed Asset Insurance policy as per champ- 6 of as giving delivery of at IIT Indore. In this regard no claim for any extra payment for any reason shall be entertained.
9. All the tender documents & price bid to be uploaded as per this tender are to be digitally signed by the bidder.
10. Interested bonafide and reputed insurance company may submit online bids for Fixed Asset Insurance policy along with all requisite documents and scanned copy of online EMD submission reference.
11. The Bidder(s) may note that ONLINE BIDS will ONLY be accepted. All the requisite supporting documents mentioned in the bid document should and must be uploaded On-line http://eprocure.gov.in/eprocure/app. The Bids sent through FAX, E-mail, by hand and/or by post shall not be accepted/ processed, in any case.
12. The bidders may submit duly filled and completed bidding document ONLINE as per instruction contained in the bidding documents. Incomplete bid shall be rejected. The conditions of tender shall be governed by the details contained in complete bid document.
13. In case, holiday is declared by the Government on the day of opening the bids, the bids will be opened on the next working day at the same time. The IITI reserves the right to accept or reject any or all the tenders.

सुरेश चन्द्र ठाकुर
Suresh Chandra Thakur
प्रशासनिक अधिकारी
Administrative Officer
आई आई टी इन्दौर/IIT Indore

14. The detailed instruction for online submissions of bid(s) through e-procurement module of Central Public Procurement of NIC, the bidder(s) may visit following link:- http://eprocure.gov.in/eprocure/app?page=HelpForContractors& service=page

Administrative Officer (MM)

CHAPTER – 3

LIST OF DOCUMENT TO BE UPLOADED WITH TECHNICAL BID

1. The intending Tenderer, in case of **Insurance Company shall upload a self-declaration on their letter-head as PDF file in Cover-I of e-tender**, along with the acceptance letter tender documents, confirming that they are regularly manufacturing, supplying, installing, testing & commissioning of the similar equipment.

2. The intending tenderer, in case of **Authorized Distributor/ Authorized Dealer /Agent shall possess valid authorized Distributorship /Dealership license from Original Insurance Company**. The tenderer shall enclose the copy of the same as PDF file in Cover-I of the e-tender while submitting the tender.

3. The Insurance Services shall be in compliance with the specifications mentioned in Chapter-6 of the tender and shall be of the latest and least suitable offer. .

4. Please submit copy of **Income Tax Number, GST and copy of PAN with your offer.**

5. **The Bank/RTGS detail must** be submitted along with the quotations /Tenders on the letterhead.

6. **Registration details of the firm/Company should be attached with bid.**

7. **Order copies of similar items to be attached**

8. Detailed technical and commercial terms & conditions should be attached.

9. The tenderer is advised to attach any additional information about competence, which they think is necessary for their offer. No further information will be entertained after the bid is submitted, unless IITI calls for it.

CHAPTER - 4

Instructions for Online Bid Submission

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at:
https://eprocure.gov.in/eprocure/app.

REGISTRATION

1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: https://eprocure.gov.in/eprocure/app) by clicking on the link "Online bidder Enrollment" on the CPP Portal which is free of charge.
2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / email in case there is any corrigendum issued to the tender document.
3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

सुरेश चन्द्र ठाकुर
Suresh Chandra Thakur
प्रशासनिक अधिकारी
Administrative Officer
आई आई टी इन्दौर/ IIT Indore

PREPARATION OF BIDS

1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

   Note: My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.

SUBMISSION OF BIDS

1) Bidder should log into the site well in advance for bid submission so that they can upload\ the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected. **The vendor/firm should fill the complete details as mentioned in BOQ and exclusion of any cell of BOQ (Financial bid), the cost will be treated as inclusive of GST and other charges as mentioned in the BOQ column.**
4) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

5) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
6) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
7) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
8) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
2. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

GENERAL INSTRUCTIONS TO THE BIDDERS

1) The tenders will be received online through portal http://eprocure.gov.in/eprocure/app. In the Technical Bids, the bidders are required to upload all the documents in pdf format.
2) Possession of a Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/e-token in the company's name is a prerequisite for registration and participating in the bid submission activities through https://eprocure.gov.in/eprocure/app. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site https://eprocure.gov.in/eprocure/appunder the link "Information about DSC".
3) Tenderer are advised to follow the instructions provided in the "Instructions to the Tenderer" for the e-submission of the bids online through the Central Public Procurement Portal for e-Procurement at http://eprocure.gov.in/eprocure/app

Online Bid Form

The bidder shall complete the online bid form and the appropriate price schedule furnished in the online bidding documents, indicating, inter alia for the insurance services to be given, a brief description of the Services and prices.

Online Bid prices

The Bidder shall indicate on the Price Schedule the unit price and total bid prices of the goods it proposes to supply under the Contract. To this end, the Bidders are allowed the option to submit the online bids for any one or more schedule specified

Sureshchandra Thakur
प्रशासनिक अधिकारी
Administrative Officer
आई आई टी इन्दौर / IIT Indore

in the "Schedule of Requirement" and to offer discounts for combined schedules. However, Bidders shall quote for the complete requirement of goods and services specified under each schedule on a single responsibility basis, failing which such bids (for the schedule in question) will not be taken into account for evaluation and will not be considered for award.

Prices indicated in the online price schedule shall be entered separately in the following manner.

I. For Insurance Services offered from within India:

a. The price of services should be quoted along with GST as applicable after referring the attached GST Notification.

b. Any sales or other taxes/duties should be clearly mentioned, which will be payable on the Services in India if the contract is awarded.

c. Any element of cost, taxes, duties levies etc. not specifically indicated in the online bid, shall not be paid by the purchaser. **If GST amount is not quoted in the BOQ (Financial Bid), the total cost will be treated as inclusive of GST. No further communication will be entertained later.**

II. **Period of validity of online bids: Online Bids shall remain valid for acceptance for 180 days after the date of bid submission.**

Note – Non-compliance of the above may disqualify your offer for consideration.

25/6/2020

Administrative Officer (MM)

सुरेश चन्द्र ठाकुर
Suresh Chandra Thakur
प्रशासनिक अधिकारी
Administrative Officer
आई आइ टी इन्दौर/IIT Indore

CHAPTER- 5
GENERAL TERMS AND CONDITIONS

1. **Delivery of Tender:** Two- Bid through Online Mode. IIT Indore reserves the right **to ignore any tender who fails to comply** with the above instructions without giving any notice. **All the documents as mentioned in Chapter 03 should be attached with Technical Bid.**

   Bidder: Tenders are invited only from **Insurance Company (Regt.) in India** OR their **authorized distributors/ dealers**, Vendors are requested to **attach proof** to show that they are the authorized dealers of the brand that they are quoting for the manufacturers of the product.

2. **Period for which the offer will remain opened:**
   a. Firms tendering should note the period for which it is desired that their offers should remain open for acceptance.
   b. Quotations qualified by such vague and indefinite expressions such as "subject to immediate acceptance", "subject to prior sale", etc. will not be considered.

3. **Opening of Tenders:** Online tender opening as specified in schedule of requirement. The received bid will be opened online, and it will be evaluated by a technical committee which will decide the suitability as per our specification and requirement. The financial offer/bid will be opened only for the offer/bid which submits all the required necessary documents and verified by the technical committee as technically qualified bidder as per Tender.

a) ***Award Criteria:*** *The Purchaser will award the contract to the successful Bidder whose bid has been determined to be substantially responsive, technically qualified and has been determined to be the lowest responsive evaluated bid.*

b) ***Purchaser's Right to vary Quantities at Time of Award:*** *The Purchaser reserves the right at the time of Contract award to increase or decrease the quantity of services originally specified in the tender without any change in unit price or other terms and conditions. The Purchaser reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of Contract.*

c) ***Notification of Award:*** *Prior to the expiration of the period of bid validity, the Purchaser will notify the successful bidder in writing by registered letter or e-mail that the bid has been accepted by way of a Purchase Order.*

4. **Place of Insurance Services & Schedule:** IIT Indore, Khandwa Road, Simrol, Indore – 453552 and should be Provide within schedule.

5. **Right of Acceptance:** This office does not pledge itself and reserves to itself the right of accepting the whole or any part of the tender or portion of the quantity offered and the firm shall supply the same at the rate quoted. The firm shall be at liberty to tender for the whole or any portion or to state in the tender that the rate quoted shall apply only if the entire quantity is taken from the firm.

6. Items supplied are subject to inspection and acceptance and the supplier should collect/ replace the rejected items at his cost and risk.

7. **Proof of Registration OR Authorized distributor Certificate/ Sole Distributorship Certificate MUST be attached.**

8. **No correspondence/discussion/visits whatsoever will be entertained on the subject unless specifically called by this office after opening the tenders for technical discussions/ price negotiations. Any violation of this will render the quotations invalid and the firm is liable to be blacklisted.**

9. **IITI reserves the right to call for techno-commercial/price negotiations. The company should depute competent representative for such discussion/negotiations whenever called for and he shall be competent to take on the spot decisions.**

10. IITI does not bind itself to accept the lowest or any tender and may cancel / withdraw the tender without assigning any reason and no claim whatsoever, for any reason arising out of such action, will be entertained by IITI.

11. **Force Majeure:** Neither the contractor nor the institute shall be liable to the other, for any delay in or failure of their respective obligations under this control caused by occurrences beyond the control of either party because of fire, floods, acts of God, acts of public enemy, wars, riots, strikes, lockouts, sabotage any law statute or ordinance order actions or regulations of the Government or any compliance there is similar to the above. Either party shall promptly notify the other of his commencement and cessation of such contingency and prove that such is beyond the controls and effects the implementation of this contract adversely.

12. The firm may give any of their commercial term, if required, in their techno-commercial offer only, and price quotation should contain only price.

13. Please inform the IITI in writing whether the owner of the firm or any of their partners/employees has close relations working with IIT Indore. This is for record only.

14. **IITI reserves the right to modify/alter/Insertion or deletion on any part of the tender document to ensure fulfillment of its service requirement at any stage.**

15. The instructions about bidding given in this advertisement and the Tender Documents should be read thoroughly before bidding. IIT Indore reserves the right to accept or reject any or all quotations at any stage without assigning any reason whatsoever it may be.

16. **Cancellation:** IIT- Indore reserves the right to accept or reject or cancel any or all enquiries or quotations at any stage without assigning any reason thereof. In case of cancellation of order due to Non-compliance of the Terms and Conditions and Breach of the Contract, No compensation will be paid towards progress of order/procurement.

17. **Governing Law:** The order placed will be contract between the supplier and the buyer and shall be governed by the LAWS of India and under the contract shall be taken by the parties only in Indore, India to competent jurisdiction.

18. For any dispute, the place of jurisdiction shall be Indore, India only.

CHAPTER- 6
TECHNICAL BID

(Bidder should submit compliance matrix along with Technical Bid)

Item details and technical specification as mentioned below:

Sl. No.	Item	Details	Qty.	Compliance Yes/ No	Deviations, if any
01	**Insurance Coverage of Institute Fixed Assets for a period of one year.** **Value of Fixed Assets is attached as Annexure -1.**		01		
Policy Features:- Safeguarding of the institute assets from risk of fire, earthquake, theft, Burglary and peril, including flood, terrorism , Riots, commotion, accident, acts of God, acts of public enemy, wars, strikes, lockouts, sabotage any law statute etc.					

Special Terms & Conditions :-

CREDENTIAL:

1 The bidders who shall submit offer against this tender, they should meet the following conditions.

(i) The bidder should be an Indian insurance Company and must be registered and approved from IRDA. The Insurance Company must have its fully functional branch at Indore.

(ii) The bidder should have 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. 70 Crores during last 3 financial years in a single case.

(iii) Bidder should submit documentary evidences in support of (1.) & (2.) Along with techno- commercial bid. On each page of the tender document, there should be bidder's seal and signature with date.

Scope of Insurance Coverage:

The Institute's stores, Fixed Assets, including equipment, furniture & fixtures, Computer/Peripherals, Electrical Installations, Library Books & Journals, Audio-Visual Equipment, Plant & Machinery, Cycles etc. for fire, earthquake, theft, Burglary & peril including flood, terrorism, Riots, commotion, accident coverage and other hazards.

SPECIAL TERMS & CONDITIONS:

1. For the total sum assured amount of insurance, IIT Indore shall consider number of policies as deemed fit in consultation with successful bidder.
2. Firm should submit price bid as per attached Annexure II.
3. **Completion of Job:** -Insurance Policy/policies as per requirement of IITI are to be issued within 24 hours from date of award of tender. All insurance coverage's shall be effective immediately after award of the tender or as per the agreed terms and remain valid for one year.
4. **Claims,** if any, against the policies shall be settled within maximum 15 days from the date of submission of claims.
5. **Operating Authority:** - Operating authority of the insurance contract shall be **Registrar, IIT Indore.**
6. **Payment Terms:** 100 % Premium shall be paid by IIT Indore within days on submission of proforma invoice.
7. Insurance cover shall be for individual equipment/asset based on the value of the equipment insured.
8. **Fixed Assets to be insured:**
   - Fixed assets of the Institute are spread at IIT Indore, Khandwa Road Simrol.
   - The places wherein the Fixed Assets are located may be increased/decreased subject to the decision of the Institute to open / close new/existing office.
   - Fixed Assets with Furniture & Fixtures, sum insured may be revised at the discretion of the Institute during the currency of the policy with prorate adjustment / payment of premium.
9. **Payment of Premium:**
   - The insurance premium payable is as per the price quotation as mentioned in Performa in Annexure-I. The premium rate shall remain firm during the insurance period of the policy.
   - Total premium shall be paid by Indian Institute of Technology Indore. However, insurance company shall provide premium bills in the form of Invoice based on the sum insured for availing the convert credit of service tax by the Institute.
   - The bidders are required to quote the premium rates separately for every risk as above, strictly as per IRDA tariff provisions.
   - Institute will not be liable for any difference in premium in any case for violation/ breach of IRDA tariff provisions in the quotation by the insurance company.
   - The bidder shall quote the premium rates and total premium respective areas of coverage for respective sum insured.
   - The total premium will be inclusive of all expenditure to be incurred by the bidders and applicable taxes, duties, service tax and surcharge etc. and no expenditure other than those quoted in the Tender will be paid by the Institute on any account for the defined scope of coverage.
   - All premium rates & total premium to be quoted by the bidders will be in Indian Rupees only on firm price basis and shall remain valid during the currency of the policy.

10. Miscellaneous Terms :

- Insurer is free to carry out inspections at sites all across India at their own cost and risk, if so desired for this purpose. They may examine the site and its surroundings and obtain all information that may be necessary for preparing the bid.

Corporation will require following documents from the Insurer:-

- The insurance company will issue the premium receipt and the cover note for the desired coverage immediately on receipt of the premium by them.
- The cover note shall be issued by the insurance company to the Institute within five working days of the receipt of premium.
- Any amendment of the policies shall be confirmed by issuing endorsement within five working days on the receipt of the necessary information/premium from Institute.

11. ARBITRATION:-

- Except where otherwise provided for in the contract, all questions and disputes relating to the meaning of the words, terms, specifications, operations, and instructions, mentioned in this contract and as to the quality of workmanship or performance of the insurance company any other question, claim, right, matter, or thing whatsoever in any way arising out of or relating to the contract, specifications, operating instructions, orders or these conditions; or otherwise concerning the performance of the contract, the execution or failure to execute the same whether arising during the progress of the work or after the completion or abandonment thereof, shall be referred to the sole arbitration of a Functional Director of the Institute or any officer nominated by the Director.
- The Arbitrator shall have power to call for such evidence by way of affidavits or otherwise as he thinks proper and it shall be the duty of the parties hereto to do or cause to be done, all such things as may be necessary to enable the Arbitrator to make the award without any delay. The Arbitrator shall give a separate award in respect of each dispute or difference referred to him. The venue of arbitration shall be such place as may be fixed by the Arbitrator in his sole discretion. The Award of the Arbitrator shall be final, conclusive and binding on all parties to the contract.
- The law under the Arbitration and Conciliation Act, 1996 shall be applicable to such proceedings.

The bidder should submit his acceptance against each column as YES/NO and if No, bidder should specify the deviation.

(Signature of the Bidder, with Official Seal)

CHAPTER- 8

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

To, ____________________

Sub: Acceptance of Terms & Conditions of Tender. Tender Reference No: ____________________

Name of Tender / Work: - ______________________________

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: ________________as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _______ to ______ (including all documents like annexure(s), schedule(s), etc .,), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organizations too have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

6. I / We do hereby declare that we have quoted our firm rates inclusive of taxes if not mentioned extra.

7. I/We agree to hold this offer open until **180 days** and shall be bound to supply/commission/install the equipment and dispatch the same within the specified period.

8. I/We agree to supply and commission/install the equipment and complete the whole of the work and hand over to the purchaser within the stipulated period, after receipt of intimation regarding acceptance of this tender/receipt of supply/service order.

9. **I/We agree that in case if we fail to deliver the goods/complete the work within the specified period, then institute shall be liable to claim liquidated damages from me/us by invoking EMD.**

10. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

Annexure –I

Insurance Coverage of Institute Fixed Assets

Annual Financial Statements for FY 2019-2020 under preparation, the value of fixed assets may be changed for which separate add-on will be done after the finalisation of Books of accounts. Details of Fixed assets are as below:

(A) Value of Assets (Main A/c.) as on 31.03.2020 (INR)

S. No.	Nature of Assets	Cost of Assets	Depreciated Cost as on 31.03.2020
1	Laboratory Equipments	99,42,63,406	52,14,67,474
2	Equipments Other	12,30,37,038	5,80,50,556
3	Furniture, Fixtures and Fittings	26,28,73,820	15,76,93,094
4	Computers & Peripherals	163,95,94,393	120,31,48,962
5	Electrical Installation	2,41,13,345	2,14,57,349
6	library Books	7,13,05,371	1,78,84,630
7	Cycle	30,180	6,413
8	Audio Visual Equipments	46,526,521	3,83,94,901
9	Plant & Machinery	19,396,533	1,76,26,679
10	Library E-Books	1,069,635	606
11	Softwares	43,205,046	38,34,421
12	Library E-journals & Database	136,709,591	1,82,31,768
	Total of (A)	336,21,24,879	205,77,96,853

(B) Value of Assets (R&D A/c.) as on 31.03.2020 (INR

S. No.	Nature of Assets	Cost of Assets	Depreciated Cost as on 31.03.2020
1	Laboratory Equipments	165,242,320	10,94,26,500
2	Computers & Peripherals	14,514,536	58,75,478
3	Furniture, Fixtures and Fittings	2,556,570	22,18,774
4	Softwares	4,975,569	24,52,692
	Total of (B)	18,72,88,995	11,99,73,444

	Grand Total (A+B)	354,94,13,874	217,77,70,297

Note: Tenderers are to quote for the Assets listed at (A) & (B) separately.

Suresh Chandra Thakur
प्रशासनिक अधिकारी
Administrative Officer
आई आई टी इन्दौर / IIT Indore