

**Tender Reference No: IIMN/EMES/09/2022-23 dated 17-01-2023**

Minutes of the Pre-Bid Meeting for Providing Insurance policy for Standard fire and special Perils, Burglary, theft for Assets of IIM Nagpur `Time and Date: 11.00 am on 24-01-2023

This MOM will form part of the tender document.

Attendees:

IIM Nagpur –

1. Lt.Col.Ateendra Godbole - Sr. Officer Technical
2. Mr. Pushkar Deshpande - Asst. Manager, Finance & Accounts
3. Ms.Rahul Peshatwar - Associate, Stores & Purchase
4. Mr.Anil Chaudhary - Engineer Estate Maintenance
5. Mr. Ankush Mahajan - Jr. Engineer, EM&ES

Page no.	Clause no.	subject	Queries by the bidders	IIMN's Response
13	108		Authorized Representative/Agent	Authorized Representative/Agent will be the Insurance company authorized broker and should have a valid IRDA license as of the date of submission of the tender.
13	108		(A)Annual Turnover	Attached CA certificate/ CA Audited balance sheet.
13	108 (B)	Eligibility criteria	Can we provide policy documents instead of satisfactory performance certificate since corporates do not issue performance certificates. Secondly, are we supposed to provide document for each of the 7 yrs or only 1 document in any one of the years will suffice?	<ul style="list-style-type: none">• You can submit policy documents copy as a performance certificate.• Any one document from the last seven years of the required amount as per clause 108 - B (a, b, c)
14	108 (F)	Eligibility criteria	Request approval for quote from ICICI LOMBARD to be submitted on direct basis only	The insurer or their authorised broker having a valid IRDA license as of the date of submission of tender for procuring insurance business in India can submit the tender.
6	Sr.7		TPA	Instead, you can submit an escalation matrix and a Single Point Of Contact.
2	101	Claim	Detailed claim MIS required for 3 yrs.	Nil (As IIM Nagpur taking 1 st time, Asset Insurance)
		Expiring policy	Request assistance in sharing expiring policy copy. In absence of expiring policy, kindly share details of insurer, sum insured and premium in expiring policy.	Nil (As IIM Nagpur taking 1 st time, Asset Insurance as it is newly constructed campus)



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		Scope of Coverage	Any improvements in coverage compared to the expiring policy?	Nil (As IIM Nagpur taking 1 st time, Asset Insurance)
8		Asset details	Sum insured to portable IT assets (laptops etc)	Details of assets valuation given at (C) Audio Video & IT works on page no 8 - IT asset Value.
			Last year Insurance copy	Nil (As IIM Nagpur taking 1 st time, Asset Insurance)
3	107		Can we submit the quote by post or to be submitted physically	Bids shall be submitted on or before 06-02-2023 up to 3.00 P.M In sealed envelope by post/courier or manually at Estate Maintenance IIM Nagpur (Plot No-01, Sector-20, MIHAN Notified area, Dahegaon Khapri (Rly), Nagpur.441108) The offers submitted by Fax/email shall not be considered. No subsequent correspondence will be entertained in this matter.
			Details of Claim/losses reported in last 3 years. If any, please mention the date of loss, cause of loss and post loss measures taken.	Nil (As IIM Nagpur taking 1 st time, Asset Insurance)
			Please confirm availability of Fire extinguisher, Fire hydrant and Sprinklers	<ul style="list-style-type: none">• On each floor of the all campus buildings, Powder, Water & CO2 type fire extinguishers are provided• On each floor of the buildings, fire hydrant is provided
			Please provide No. of Fire hydrant points and Pump capacity and Tank Capacity (and photographs if available)	<ul style="list-style-type: none">• The total number of outdoor Fire hydrants is approx. =27• Pump capacity- 100 HP-1 No• 60 HP-1 No• On the terrace of each building, one 7.5 HP fire pump is installed.• The underground fire tank capacity is 02 lakhs liters & On the terrace of each building, an RCC fire tank is provided• Tenders may visit the campus before the last date of the tender for onsite visits/



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				photographs, in case desired.
			Please confirm availability of CCTV and Security Guard 24*7	<ul style="list-style-type: none"> Total of 349 CCTV cameras are available. 27 X 7 security guards are available at Campus.
			Please confirm distance from nearest major water body	500 meters (Dahegaon Water body)
			Please provide distance form nearest fire brigade.	Approx. 2 KM from IIMN campus.
14		Total A	The Total of A(a) and (b) is wrongly.	Total of A (2684598019+127541106+126922752+3224242+4464971)=2946751090.0 Total of B (127541106+126922752+3224242+4464971)=262153071
			Age of Building. (Whole Building)	Less than 01 year
			Construction Type. (Whole Building)	Reinforced cement concrete structure
			Fire safety measures in details.(Fire Extinguishers/Smoke Detector/Sand buckets/Fire Alarm/Hydrant System/Sprinkler System etc.)	<ul style="list-style-type: none"> Fire Extinguisher-Yes Smoke detector- Yes Sand buckets- Yes Fire Alarm- Yes Hydrant System-Yes
			Specify whether AMC (Annual Maintenance Contract) for the Fire Protection Appliances is in force	All are under the Defect liability period.
			Well-equipped compound wall	yes
			Strong shutters & doors -	All electrical rooms, AHU rooms & Staircases fire doors are provided
			Exact risk location	Plot No-01, Sector-20, MIHAN Notified area, Dahegaon Khapri (Rly), Nagpur.441108
			Basement Exposure	No basement Exposure
			STFI coverage	Not required

Estate Maintenance & Engineering Services
IIM Nagpur