



INDIAN INSTITUTE OF MANAGEMENT NAGPUR

(Tender Reference NO.: IIMN/EM&ES/09/2022-23 dated 17-01-2023)

Website: www.iimnagpur.ac.in

Tender Notice

Name of Work: Providing Insurance policy for standard fire and special perils, burglary, and theft for assets of IIM Nagpur.

Issue by

INDIAN INSTITUTE OF MANAGEMENT NAGPUR
Plot No-01, Sector-20, MIHAN Notified area, Dahegaon
Khapri (Rly), Nagpur.441108

www.iimnagpur.ac.in/tender

Email: adminoffice@iimnagpur.ac.in/sr_officertech@iimnagpur.ac.in

Ph No:07122870354/07122870331

Last Date of Submission: 06-02-2023 up to 3.00 PM

Notice Inviting Tenders and Schedule of Events

Tender No. IIMN/EMES/09/2022-23 Date: 17-01-2023

Sealed bids are invited under two bid systems from IRDA accredited Insurance companies OR authorized agencies for Providing Insurance policies for standard fire and special perils, burglary, and theft for assets of IIM Nagpur.

Bid Downloading Schedule: Tender documents can be downloaded from the IIMN website www.iimnagpur.ac.in as per the schedule given in the CRITICAL DATE SHEET under:

CRITICAL DATE SHEET

Bid Publishing Date	17-01-2023
Bid Document Download Start Date	17-01-2023
Pre-bid meeting	24-01-2023 at Estate Maintenance IIM Nagpur (Plot No-01, Sector-20, MIHAN Notified area, Dahegaon Khapri (Rly), Nagpur.441108)
Re-Tendering/Corrigendum (If any)	25-01-2023
Bid Submission End Date	06-02-2023 up to 3.00 P.M at Estate Maintenance IIM Nagpur (Plot No-01, Sector-20, MIHAN Notified area, Dahegaon Khapri (Rly), Nagpur.441108)
Technical Bid Opening Date	06-02-2023 at 3.30 P.M
Financial Bid Opening Date	Price Bids of only technically qualified bidders shall be opened later date in the presence of authorized representatives of bidders & IIMN Officers.

Intending tenderers are **advised to visit the IIMN website, www.iimnagpur.ac.in, regularly till the closing date of submission of tender for any corrigendum/addendum/ amendment.**

Part - 1 Technical bid

Clause No.	Title	Description
101	Name of work	Providing Insurance policy for Standard fire and special Perils, Burglary, and theft for Assets of IIM Nagpur.
102	Reference no.	IIMN/EMES/09/2022-23/ dated 17-01-2023
103	Name of the Bidding agency	
104	Details of bidder	Annexure- A is to be filled, duly signed, stamped, and attached along with the tender.
105	Earnest Money Deposit (EMD)	Annexure- B
106	Bid Format	The bid shall be submitted in two parts, as given below. The two sealed envelopes (1 & 2) will be placed in a single envelope super-scribed with

Clause No.	Title	Description
		Tender No. and “Providing Insurance policy for Standard fire and special Perils, Burglary, theft for Assets of IIM Nagpur.” and submitted by hand or by post/courier so as to reach IIM Nagpur before the last date as per schedule.
106.1	Sealed Envelope 1	Super scribed “Technical bid for Providing Insurance policy for Standard fire and special Perils, Burglary, theft for Assets of IIM Nagpur.” containing <ol style="list-style-type: none"> 1. Complete the Technical bid document signed and stamped. 2. Duly filled in Annexures A, B 3. Legible copies of relevant supporting PQ documents duly self-attested by the bidder.
106.2	Sealed Envelope 2	Super scribed “Price bid for Providing Insurance policy for Standard fire and special Perils, Burglary, theft for Assets of IIM Nagpur.” containing Price Bid document – Completely filled, signed, and stamped.
107	Late / Conditional Bids	Conditional bids not conforming to the PQ / requirements as per the bidding documents will not be considered.
		Bids received after the last date & time of submission will not be considered.
108	Eligibility Criteria	<p>Intending Bidder who meets the following eligibility criteria may apply for the tender document. The request for the tender document should accompany the required documentary evidence to prove their eligibility, failing which the application will be rejected.</p> <p>A) Annual Turnover: Average annual financial turnover (during last three years) ending 31st March 2022 (copies of documentary proof to be enclosed) should be at least: Rs.300 lakhs (Rupees Three Hundred lakhs only)</p> <p>B) Experience: Bidder should have experience in providing Employee Benefits Insurance Policies and Asset Insurance, as described below, during the last Seven years in PSU/Govt/Pvt Sector any one of the following: (copy of the satisfactory performance certificate to be enclosed).</p> <p>a) Three similar services with Assets not less than 100 crores each OR</p> <p>b) Two similar services with Assets not less than 200 crores OR</p> <p>c) One similar service services with Assets not less than 300 crores</p> <p>C) Should have a valid IRDA license as of the date of submission of tender for procuring insurance business in</p>

Clause No.	Title	Description
		<p>India</p> <p>D) Authorized representative of the Bidder should submit a Letter of Authorization issued by the Insurance Company.</p> <p>E) The bidder (Insurer / Authorized agent) must have a minimum experience of 10 years in the insurance sector.</p> <p>F) The bidder (Insurer / Authorized agent) must have experience of a minimum of 5 years in Asset Insurance</p> <p>The bidder (Insurer / Authorized agent) must have PAN & GST registration. (Copy to be attached)</p>
109	Rejection of bid(s)	<p>IIMN reserves the right to, at any time and in its absolute discretion, the following</p> <ul style="list-style-type: none"> • Accept or reject any or all bids • To permit any bidder to resubmit its shortfall documents • To negotiate the price with L-1 • To suspend, discontinue, modify and/or terminate the Tendering process at any time without assigning any reason whatsoever
110	Award of similar type of work on the same rates	Upon mutual consent, the client may award another similar type of work in campus based on this rate to the contractor, for which the rates may be valid up to ONE year from the date of issue of Work ORDER.
111	Force Majeure	If the whole or any part of the performance by the Parties of any part of their respective obligations hereunder is prevented or delayed by causes, circumstances, or events beyond the control of the Parties, including delays due to floods, wars, hostilities, acts of government, custom barriers, or other causes of like character beyond the control of the Parties, then to the extent the Parties shall be prevented or delayed from performing all or any part of its obligations hereunder by reason thereof despite due diligence and reasonable efforts to do so notwithstanding such causes, circumstances or events, the Parties shall be excused from performance hereunder for so long as such causes, circumstances or events shall continue to prevent or delay such performance.
112	Precedence Clause:	In the case of any ambiguity in interpretation, the decision by IIMN authority on the interpretation of the entire contract terms and conditions will be final and binding to all.
113	Mathematical error	During the opening of price bids, the quoted premium amount will be declared. However, during calculation verification, if there is any error found in the total amount, the agency will be called for clarification. However, the decision by IIMN authority on the interpretation of the entire contract terms and conditions will be final and binding to all.

Clause No.	Title	Description
114	Price Bid	Bidder shall quote the premium for the work as per the Scope of coverage in this document. The premium quoted should include all taxes and duties; only GST, as applicable, shall be paid extra over and above the quoted premium.
115	Payment	On the issue of the work order complete with the details of the coverage, the agency shall submit the Performa Invoice for the premium as per the work order. Work Order No. is to be mentioned in the invoice for reference. Payment will be only by e-payment mode.

INSTRUCTIONS FOR SUBMISSION OF BIDS

1. The price bids of only those bidders shall be considered for evaluation whose bid is determined to be technically acceptable to IIMN.
2. Price Bid submitted only in the given format will be accepted.
3. Any conditions/terms given in the bid by bidders on their own shall not be binding on the IIMN. All the terms & conditions will be as given herein, and no change in any terms or conditions by the bidders will be acceptable.
4. Bidder signing the tender form or any other documents forming part of the contract on behalf of the Bidder shall be deemed to warranty that he has authority to bind the Bidder. If subsequently comes to light that the person so signed had no authority to do so, the IIMN may, without prejudice to any other civil & criminal remedies, cancel the tender and hold the Bidder liable for all costs, charges, and damages.
5. In case of any dispute, The Director, IIMN, shall be the sole arbitrator, and his decision shall be final & binding on both parties.
6. Any bid received by IIMN after the deadline for submission of bids prescribed by the IIMN shall be rejected and returned unopened to the bidder.
7. Any cutting/overwriting etc., in the tender must be signed by the person who is signing the tender. The rates and units shall not be overwritten. The financial part of the bid shall always be both in figures and words. In case of discrepancy in words or figures, the amount least between the figure and word will be treated as final.
8. The bidders have to submit the price bid only as per the price schedule format given above in this tender document. Any other format for submission of price bid shall be out rightly rejected without any further reference to the bidders.

SCOPE OF COVERAGE AND TERMS & CONDITIONS

1. Assets including Buildings, Computer peripherals, Furniture and fixtures, library books and journals, Artwork, Sculpture, Mural work, open gym, IIMN Logo, Boundary wall, Solar system RFID, Machinery, Generators, Pumps, server, UPS, Audio Video equipment, and Electric Equipment's/Office Equipment of IIM Nagpur as per details mentioned in this document to be covered in Policy against Fire, Earthquake and its Perils, Theft, and Burglary.
2. Detailed list of assets and their physical location will be shared at the time of Policy generation.
3. Insurer is advised to visit the IIM Nagpur MIHAN campus and inspect the buildings and assets physically before quoting premiums for policies.
4. The agency shall comply with all the notifications issued by IRDA from time to time.
5. In case of failure in settlement of claims within the reasonable time frame, the agency may be penalized and not allowed to bid for further services at IIM Nagpur.
6. The period of contract will be initially for a period of one year. The institute may extend the contract further for a period of One year with a renewal of policy if the services are satisfactory.
7. There should be a dedicated helpline number (24 x7) from the TPA of the Insurance company, and the contact details to be furnished along with the bid.
8. MIS reports, including claims and details of the settlement to be furnished to the institute on a quarterly basis or as communicated by the institute.
9. Agency must share SOP for claim settlement procedures.
10. In case of any dispute arising out of this service contract, the jurisdiction will be Nagpur only.

Details of Assets:

Details of Assets to be insured.				
Description	Location	Sum assured for Fire policy	Sum assured for Burglary policy	Coverage
A)Institutional Building The cost Include- a) civil, structural, architectural works & finishing works	Hostel Block H1	₹ 16,97,81,059.00		Fire, Earthquake Insurance and its Perils
	Hostel Block H2	₹ 16,80,24,343.00		
	Hostel Block H3	₹ 17,16,62,589.00		
	Hostel Block H4	₹ 13,07,06,764.00		
	Academic Block -1	₹ 18,41,29,363.00		
	Academic Block -2	₹ 18,03,03,804.00		
	Admin Block	₹ 18,53,46,010.00		
	Faculty Block	₹ 19,76,21,809.00		
	Student & Faculty Dining Block	₹ 10,35,09,629.00		

b) plumbing works (internal water supply, drainage, and sanitary installations) c) firefighting works d) internal electrical works e) HVAC works f) LV works g) LIFT works	Visitor Centre	₹ 44,23,784.00		
	Guard Room	₹ 8,46,126.00		
	Estate manager	₹ 1,90,21,676.00		
	Executive Education Building	₹26,95,10,535.00		
	INFED	₹5,64,70,600.00		
	MPH (Conventional center)	₹15,51,22,618.00		
	Essential & Health block	₹3,71,74,335.00		
	Sport Complex	₹8,55,27,351.00		
	Service Plant & Engineering Centre	₹3,89,21,571.00		
	Director Residence	₹3,27,25,091.00		
	Faculty Residence-FR2 to FR 11(10 no's block)	₹29,13,39,571.00		
	Staff Residence A1	₹7,29,71,491.00		
	Staff Residence B1	₹6,03,63,421.00		
	Staff Residence B2	₹6,03,63,421.00		
Service Plant Residential Area	₹ 87,31,058.00			
	Total of A	₹ 268,45,98,019.0		
B) Furniture work	Hostel Block H1	₹ 1,65,02,145.00	₹ 1,65,02,145.00	Fire, Earthquake Insurance and its Perils, Theft and Burglary Insurance
	Hostel Block H2	₹ 1,68,82,821.00	₹ 1,68,82,821.00	
	Hostel Block H3	₹ 1,18,64,805.00	₹ 1,18,64,805.00	
	Hostel Block H4	₹ 97,00,425.00	₹ 97,00,425.00	
	Academic Block -1	₹ 88,53,977.00	₹ 88,53,977.00	
	Academic Block -2	₹ 67,78,435.00	₹ 67,78,435.00	
	Admin Block	₹ 1,45,81,763.00	₹ 1,45,81,763.00	
	Faculty Block	₹ 1,56,79,464.00	₹ 1,56,79,464.00	
	Student & Faculty Dining Block	₹ 26,65,970.00	₹ 26,65,970.00	
	Visitor Centre	₹ 2,42,217.00	₹ 2,42,217.00	
	Estate manager	₹ 13,06,619.00	₹ 13,06,619.00	
	Executive Education Building	₹1,11,32,498.00	₹1,11,32,498.00	
	INFED	₹ 28,04,185.00	₹ 28,04,185.00	
	MPH (Conventional center)	₹ 55,00,237.00	₹ 55,00,237.00	
	Essential & Health block	₹ 7,73,185.00	₹ 7,73,185.00	
	Sport Complex	₹ 4,12,050.00	₹ 4,12,050.00	
	Service Plant & Engineering Centre	₹ 11,51,667.00	₹ 11,51,667.00	
	Director Residence	₹7,08,643.00	₹7,08,643.00	
	Total of B	₹12,75,41,106.00	₹12,75,41,106.00	

C)Audio Video & IT works	Hostel Block H1	₹ 2,12,650.00	₹ 2,12,650.00	Fire, Earthquake Insurance and its Perils, Theft, and Burglary Insurance
	Hostel Block H2	₹ 1,21,870.00	₹ 1,21,870.00	
	Hostel Block H3	₹ 1,21,870.00	₹ 1,21,870.00	
	Hostel Block H4	₹ 1,02,180.00	₹ 1,02,180.00	
	Academic Block -1	₹ 2,61,37,207.00	₹ 2,61,37,207.00	
	Academic Block -2	₹ 4,05,54,623.00	₹ 4,05,54,623.00	
	Admin Block	₹ 1,95,61,996.00	₹ 1,95,61,996.00	
	Faculty Block	₹ 71,98,397.00	₹ 71,98,397.00	
	Student & Faculty Dining Block	₹ 4,25,301.00	₹ 4,25,301.00	
	Visitor Centre	₹ 90,780.00	₹ 90,780.00	
	Guard Room	-	-	
	Estate manager	₹ 7,09,320.00	₹ 7,09,320.00	
	Executive Education Building	₹60,83,698.00	₹60,83,698.00	
	INFED	₹77,70,807.00	₹77,70,807.00	
	MPH (Conventional center)	₹91,94,279.00	₹91,94,279.00	
	Essential & Health block	₹71,090.00	₹71,090.00	
	Sport Complex	₹2,31,990.00	₹2,31,990.00	
Service Plant & Engineering Centre	₹18,59,694.00	₹18,59,694.00		
IT asset Value	₹64,75,000.00	₹64,75,000.00		
	Total of C	₹12,69,22,752.00	₹12,69,22,752.00	
D)Library books and Journals	Academic Block-1 (Total D)	₹32,24,242.00	₹32,24,242.00	Fire, Earthquake Insurance and its Perils, Theft, and Burglary Insurance
E) Golf carts, Kitchen & sports equipment	Sports block, EEP & Admin (Total E)	₹44,64,971.00	₹44,64,971.00	Fire, Earthquake Insurance and its Perils, Theft, and Burglary Insurance
Total sum assured		(A+B+C+D+E) ₹ 294,67,51,090.00	(B+C+D+E) ₹26,21,53,071.00	

ANNEXURE – A**PARTICULARS OF BIDDER**

1	Name of the Bidder	
	a. Trade name	
	b. Status of the bidder (Company / Authorized agent)	
2	Postal address for communication	
3.	Telephone/ Mobile numbers	
4	Email address	
5	PAN No. (Enclose self-attested copy)	
6	GST No. (Enclose self-attested copy)	
7	IRDA Registration / License details (Enclose self-attested copy)	

I/We hereby declare and affirm that I/we have read and understood the terms and conditions of this tender as stipulated in Tender notice No IIMN/EMES/09/2022-23 dated 17-01-2023. Accordingly, I/ we accept the terms and conditions and hereby offer the rates for “Providing Insurance policy for standard fire and special Perils, Burglary, theft for Assets of IIM Nagpur.” as per the Price Bid.

Name of the Bidder _____

Signature of authorized person _____
With date

Official seal of Bidder

Annexure B

FORMAT OF BID SECURITY DECLARATION FROM BIDDERS IN LIEU OF EMD

(On Bidder's Letterhead)

I / We, the authorized signatory of M/s,
participating in tender No. IIMN/EMES/09/2022-23 Dated 17-01-2023 for "Providing
Insurance policy for standard fire and special Perils, Burglary, theft for Assets of
IIM Nagpur, do hereby declare:

- (i) That I/we have availed the benefit of waiver of EMD while submitting our offer against the subject Tender, and no EMD is being deposited for the said tender.

- (ii) That in the event we withdraw/modify our bid during the period of bid validity or I/we fail to execute a formal contract agreement within the given timeline, or I/we fail to submit a Performance Security within the given timeline, or I/we commit any breach of Tender Conditions / Contract which attracts penal action of forfeiture of EMD

Then I/we will be suspended from being eligible for bidding/award of all future contract(s) of Indian Institute of Management Nagpur for a period of one year from the date of committing suchbreach.

Signature of Authorized Signatory of bidder

Name of Authorized Signatory

Company Name

Annexure-C**BIDDER'S QUERIES**

SL. NO	BIDDING DOCUMENT			SUBJECT	BIDDER'S QUERY	OWNER'S REPLY
	PART / VOL.	PAGE NO.	CLAUSE NO.			

NOTE:

Bidder's Queries may be sent by e-mail to sr_officertech@iimnagpur.ac.in / adminoffice@iimnagpur.ac.in

SIGNATURE OF BIDDER : _____

NAME OF BIDDER : _____

COMPANY SEAL : _____

CHECKLIST OF DOCUMENTS TO BE SUBMITTED

The bidder is required to fill-up this checklist and submit it with the PQ and Technical bid: as per clause no. 108

Sr. no	Description	Compliance YES/NO / Document attached	Bid document Reference
1	Particulars of bidders (Annexure A)		
2	Bid security declaration (Annexure B)		
3	PAN		
4	GST Registration		
5	Annual Turnover: Average annual financial turnover (during last three years) ending 31st March 2022 (copies of documentary proof to be enclosed) should be at least: Rs.300 lakhs (Rupees Three Hundred lakhs only)		
6	Experience: Bidder should have experience in providing Employee Benefits Insurance Policies and Asset Insurance, as described below, during the last Seven years in PSU/Govt/Pvt Sector any one of the following: (copy of the satisfactory performance certificate to be enclosed). a) Three similar services with Assets not less than 100 crores each OR b) Two similar services with Assets not less than 200 crores OR c) One similar service services with Assets not less than 300 crores		
7	Should have a valid IRDA license as of the date of submission of tender for procuring insurance business in India		
8	The authorized representative of the Bidder should submit a Letter of Authorization issued by the Insurance Company.		
9	The bidder (Insurer / Authorized agent) must have a minimum experience of 10 years in the insurance sector.		
10	The bidder (Insurer / Authorized agent) must have experience of a minimum of 5 years in Asset Insurance.		

Part - II
Price Bid

(To be submitted in a separate sealed envelope)

Name of work: "Providing Insurance policy for Standard fire and special Perils, Burglary, theft for Assets of IIM Nagpur."

Name of the bidder: _____

Premium Table

Sr. No	Assets to be covered	Premium for Standard fire and special Perils (Rs.294,67,51,090.00) (A)	The premium for Burglary, theft (Rs.26,21,53,071.00) (B)	Total Premium (A+B)
1	As mentioned in the Scope of work			
	GST %			
	GST Amount			
	Total Amount, including GST			

Amount in words: _____

Note:

Insurance period – One year

The lowest rate of Total Premium (A+B) will be awarded the contract.

***Draft policy wording to be attached with the price bid mentioning all details of coverage.**

Signature of Authorized Person :

Seal of the agency :