



Indian Institute of Information Technology, Sri City, Chittoor

Indian Institute of Technology Sri City Chittoor is in the process of Tender for Insurance of Fixed Assets of Indian Institute of Technology Sri City Chittoor.

SCHEDULE	
Name of Organization	Indian Institute of Information Technology Sri City Chittoor
Tender Type (Open/Limited/EOI/Auction/Single/Global)	Open
Tender Category (Services/Goods/works)	Services
Type/Form of Contract (Work/Supply//Service/Buy/Empanelment)	Services
Product Category (Civil Works/Electrical Works/Fleet Management/ Computer Systems/Others)	Others
Date of Issue/Publishing	11/09/2021 (15:00 Hrs)
Document Download	11/09/2021 (15:00 Hrs)
Last Date and Time for Uploading of Bids	17/09/2021 (14:00 Hrs)
Date and Time of Opening of Technical Bids	17/09/2021 (14:10 Hrs) Financial Bid of the shortlisted bidders will be open on the same day.
Tender Fee/EMD	Rs. <u>NIL</u> /- (For Tender Fee) Rs. <u>Nil</u> /- (For EMD)
No. of Covers (1/2/3/4)	2
Bid Validity days (180/120/90/60/30)	180 days (From last date of opening of tender)
Address for Communication	Registrar I/c. Indian Institute of Information Technology Sri City Chittoor, 630, Gnan Marg, Sri City, Chittoor District, Andhra Pradesh-517646.
Email Address	procurement@iiits.in and registrar.office@iiits.in

No manual bids will be accepted. All quotation (both Technical and Financial should be submitted in the E-wizard portal only <https://mhrd.euniwizarde.com/>

Registrar I/c.

INSTRUCTIONS TO BIDDERS

The bidders are required to submit soft copies of their bid electronically on the e-Wizard Portal using valid Digital Signature Certificates. Below mentioned instructions are meant to guide the bidders for registration on the e-Wizard Portal, prepare their bids in accordance with the requirements and submit their bids online on the e-Wizard Portal. For more information bidders may visit the MHRD e-Wizard Portal (<https://mhrd.euniwizarde.com/>).

1. REGISTRATION PROCESS ON ONLINE PORTAL

- a) Bidders to enroll on the e-Procurement module of the portal <https://mhrd.euniwizarde.com/> by clicking on the link "Bidder Enrolment".
- b) The bidders to choose a unique username and assign a password for their accounts. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. This would be used for any communication from the e-Wizard Portal. After registration send **User ID** for helpdesk team (helpdeskeuniwizarde@gmail.com and support@euniwizarde.com) for activation.
- c) Bidders to register upon enrolment, with their valid Digital Signature Certificate (**Class III Certificates with signing and Encryption key**) issued by any Certifying Authority recognized by CCA India with their profile.
- d) 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 DSCs to others which may lead to misuse.
- e) 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.

2. TENDER DOCUMENTS SEARCH

- a) Various built-in options are available in the e-Wizard Portal like Department name, Tender category, estimated value, Date, other keywords, etc. to search for a tender published on the Online Portal.
- b) 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 'Interested tenders' folder.
- c) The bidder should make a note of the unique Tender No assigned to each tender, in case they want to obtain any clarification/help from the Helpdesk.

3. BID PREPARATION

- a) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- b) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.
- c) 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 needs to be submitted. Any deviations from these may lead to rejection of the bid.

- d) 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/XLSX/PNG, etc. formats.

4. BID SUBMISSION

- a) Bidder to log into the site well in advance for bid submission so that he/she uploads the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- b) The bidder to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- c) Bidders to note that they should necessarily submit their financial bids in the prescribed format given by department and no other format is acceptable.
- d) 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, the opening of bids, etc. The bidders should follow this time during bid submission.
- e) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data, which cannot be viewed by unauthorized persons until the time of bid opening.
- f) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- g) Upon the successful and timely submission of bids, 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.
- h) The off-line tender shall not be accepted and no request in this regard will be entertained whatsoever.**

5. AMENDMENT OF BID DOCUMENT

At any time prior to the deadline for submission of proposals, the department reserve the right to add/modify/delete any portion of this document by the issuance of a Corrigendum, which would be published on the website and will also be made available to the all the Bidder who has been issued the tender document. The Corrigendum shall be binding on all bidders and will form part of the bid documents.

6. ASSISTANCE TO BIDDERS

- a) 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.
- b) Any queries relating to the process of online bid submission or queries relating to e-Wizard Portal, in general, may be directed to the e-Wizard Helpdesk. The contact number for the helpdesk is
Gagan (8448288987/epochelpdesk.01@gmail.com),
Vijay (8448288989/epochelpdesk.03@gmail.com),
Suriya (8448288994/epochelpdesk.06@gmail.com),
8448288992, 8448288984, 8448288986, 8448288982, 8448288988

7. The tender inviting authority has the right to cancel this e-tender or extend the due date of receipt of the bid(s).

The bid should be submitted through e-Wizard portal (<https://mhrd.euniwizarde.com/>) only.

**TENDER DOCUMENT FOR INSURANCE OF FIXED ASSETS OF
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY SRI CITY CHITTOOR**

IIT Sri City Chittoor an Institute of National Importance established by an Act of Parliament of India, intends for insurance coverage of Fixed assets including Academic Block NW, Building Hostel 1, Building Hostel 2, Dining Hall 1, Refresh Centre-Recharge Point, Roads, Site Development, Fencing New campus, Laboratory and Office equipment, furniture & fixtures, Computer/Peripherals, Library Books & Journals, Electrical Installations & Equipments, Computer Software, Plant and Machinery 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 has been invited from the Insurance Companies registered with Government and IRDA. **The insurance coverage for Permanent Campus is to be provided.**

Please submit your offer online on the e-wizard portal <https://mhrd.euniwizarde.com/> for the above mentioned sundry insurance requirement of the Institute as per tender conditions. The quotation should be uploaded latest by 17/09/2021 and must remain valid for 180 days from the last date of submission of the offer.

Interested bidder(s) may download the Tender Document from the e-wizard portal <https://mhrd.euniwizarde.com/> and institute Website www.iiits.ac.in and participate in this tender complying eligibility criteria and other terms & conditions.

a) Last date of upload of the tenders on E-Wizard Portal:	17/09/2021 upto 14:00 Hours
b) Date of Opening of tenders on E-Wizard:	17/09/2021 at 14:10 Hours

1) Technical Requirements:

(A). **CREDENTIAL:** Those bidders who shall submit offer against Website display of this tender, they should meet the following conditions:-

- 1) The bidder should be an Indian insurance Company and must be registered and approved by IRDA.
- 2) The bidder should have the 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. 50 Crores during the last 3 financial years in a single case.

- 3) The bidder should have valid PAN and GST registration certificates, as applicable.
- 4) Bidder should submit documentary evidences in support of (1) & (2) along with technical bid. Each page of the tender document should bear the bidder's seal and signature with date.
- 5) The bidder should have their branch/service centers within 100 kms radius from IIIT Sri City Chittoor which will enable/support us for any claim/anything. Valid proof should be submitted along with the bid.

B) Scope of Insurance Coverage:

Insurance Coverage of the Fixed assets including Academic Block NW, Building Hostel 1, Building Hostel 2, Dining Hall 1, Refresh Centre-Recharge Point, Roads, Site Development, Fencing New campus, Laboratory and Office equipment, furniture & fixtures, Computer/Peripherals, Library Books & Journals, Electrical Installations & Equipment's, Computer Software, Plant and Machinery 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.74,62,97,827/-. Detailed break up of fixed assets to be insured is enclosed at Annexure – I.

2) Preparation of Bids

Bidder should avoid, as far as possible, corrections, overwriting, erasures or postscripts in the bid documents. In case however, any corrections, overwriting, erasures or postscripts have to be made in the bids, they should be supported by dated signatures of the same 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 E-Wizard Portal will be treated as final.

3) Two bid System:

The Two e-bid systems will be followed for this tender.

- a): e-Packet No. 1: "Technical e-Bid"
- b): e-Packet No. 2: "Commercial e-Bid"

The documents pertaining to Technical Bid and Commercial Bid must be uploaded electronically through <https://mhrd.euniwizarde.com/> as follows:-

📌 e-Packet No. 1: "Technical e-Bid":-

The Bidder must upload the copies of pdf documents through e-Packet – 1, as listed below:

- a. The bidder should be an Indian insurance Company and must be registered and approved by IRDA.
- b. The bidder should have the 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. 50 Crores during the last 3 financial years in a single case.
- c. Copies of PAN and GST registration certificates, as applicable.
- d. The other Annexure i.e. III to VII.
- e. The bidder should have their branch/service centers within 100 kms radius from IIIT Sri City Chittoor which will enable/support us for any claim/anything. Valid proof should be submitted along with the bid.

Note: IIIT Sri City Chittoor reserves the right to reject the bid if any of the above listed document/s is not submitted.

📎 e-Packet No. 2: “Commercial e-Bid “ shall contain: (BOQ.xls file only)

Duly filled Commercial Bids as per format given in **Section – II**, complete in all respects with name, designation, email id and contact no. (**In the space provided in the BOQ format**)

4) Last Date of submission/ uploading:

The on-line bids, complete in all respect should be uploaded through <https://mhrd.euniwizarde.com/> 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. IIIT Sri City Chittoor does not take any responsibility towards technical snags pertaining to E-Wizard Portal and/or connectivity issues.

5) Opening of Technical e-bids:

The Technical e-bids will be opened - online on the date given in tender schedule, through <https://mhrd.euniwizarde.com/portal>.

Note: Please do not put "Commercial Bid" (prices offered) in the technical bid documents e-packet. If the price offered is submitted / leaked with technical bid, the tender will be rejected at the sole discretion of IIIT Sri City Chittoor.

6) Opening of commercial e-bids :

Commercial e-bids of the qualified bidders only will be opened. The decision of IIIT Sri City Chittoor bid evaluation committee in this regard will be final and binding on bidders. IIIT Sri City Chittoor bid evaluation committee will be authorized to take appropriate decision on minor deviations, if any.

The date, time and venue of opening of commercial bids will be informed later to the qualified Bidder. The representatives (maximum two) of bidders are welcome to attend the opening of the “on-line” Commercial e-bids.

The Bidder’s name, bid prices and other appropriate details will be displayed at the time of the opening of the commercial bids.

7) Earnest Money Deposit (EMD)

- 1.1. Undertaking towards EMD as per **ANNEXURE-V**.
- 1.2. The successful Bidder, on award of contract / order, must send the contract/ order acceptance in writing, within 1 day of award of contract/ order, failing which IIIT Sri City Chittoor reserves the right to take action against bidder and cancel the order.
- 1.3. The suitable action may taken against the successful bidder:
 - ✓ If the Bidder withdraws the bid during the period of bid validity specified in the tender.
 - ✓ If the Bidder fails to furnish the acceptance in writing, within 1 day of award of contract/ order.

8) Period of validity of bids

- Bids shall be valid for minimum 180 days from the date of submission. A bid valid for a shorter period shall stand rejected.
- IIIT Sri City Chittoor may ask for the Bidder’s consent to extend the period of validity. Such request and the response shall be made in writing only. A bidder agreeing to the request for extension will not be permitted to modify his bid.

9) 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.

10) Award of Contract

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

11) Purchaser's Right to amend / cancel

- IIIT Sri City Chittoor 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 Portals.
- IIIT Sri City Chittoor reserves the right to cancel the entire or partially tender without assigning any reasons thereof.
- IIIT Sri City Chittoor reserves the right to reject the bid submitted by the lowest evaluated Bidder.

12) Corrupt or Fraudulent Practices

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

13) 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 clauses by Director, IIIT Sri City Chittoor shall be final and binding on all parties.

14) TERMS & CONDITIONS:

- 1) For the total sum assured (Amount of insurance), IIIT Sri City Chittoor shall consider number of policies as deemed fit in consultation with successful bidder.
- 2) Completion of Job:-Insurance Policy / policies as per requirement of IIIT Sri City Chittoor to be issued within 24 hours from date of award of tender. 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.
- 3) Claims, if any, against the policies shall be settled within maximum 15 days from the date of submission of claims.
- 4) 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.
- 5) Any legal dispute that may arise will be settled within jurisdiction of courts of Chittoor, Andhra Pradesh only.
- 6) 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

- 7) Offer validity: Offer/ quotation shall be valid for 180 days from the date of opening the tender.
- 8) 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.
- 9) Bidders are requested to be present at the time of opening the tender.
- 10) Payment Terms: 100 % Premium shall be paid by IIIT Sri City Chittoor immediately on submission of bill / Cover Note.
- 11) Price should be mentioned both in Figure and Words.
- 12) Lowest bid shall be evaluated on the basis of lowest price (all inclusive) received from a bidder as per price bid format (Annexure-II)/BOQ.
- 13) An unconditional acceptance of the scope of work and terms & conditions should be submitted along with technical Bid.
- 14) IIIT Sri City Chittoor reserves its right to accept or reject any /all bid(s) without assigning any reasons thereof.

15) PRICE BID

- 1) The LOI will be issued to the bidder who will meet the Technical requirements.
- 2) Bidders should submit their offer only in prescribed BOQ Format of Price Bid as per Annexure -II. There shall be no conditions in the Price Bid.

Annexure I**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY SRI CITY CHITTOOR**

S. No.	Description	Amount Rs.**
1	Audio & Visual Equipment	1,377,524
2	Buildings	455,058,975
3	Computers & Peripherals	24,264,802
4	Electrical Installations & Equipment	59,599,794
5	Furniture, Fixtures & Fittings	76,964,594
6	Intangible Assets	6,090,502
7	Laboratory & Scientific Equipment	4,563,008
8	Library Books & Scientific Journals	1,635,083
9	Office Equipment	3,997,803
10	Plant and Machinery	38,898,538
11	Roads & Bridges	44,965,096
12	Site Development	4,246,226
13	Sports Equipment	1,810,362
14	Tube Wells & Water Supply System	22,825,520
Grand Total		746,297,827

**Amount as on 09 September 2021.

(REGISTRAR I/c.)

Annexure -II**PRICE BID FORMAT**

Price bid should be uploaded in given BOQ_XXXX.xls format online and not in the technical bid failing which your bid shall stand rejected. However, the price bid is as follows for your reference)

Sl.No.	DESCRIPTION	Amount in Rs. (in Figures)	GST in Rs. (in Figures)	Grand Total Rs. (in Figures)	Rs. (in words)
1	Insurance Coverage of Fixed Assets including Academic Block NW, Building Hostel 1, Building Hostel 2, Dining Hall 1, Refresh Centre-Recharge Point, Roads, Site Development, Fencing New campus, Laboratory and Office equipment, furniture & fixtures, Computer/Peripherals, Library Books & Journals, Electrical Installations & Equipment, Computer Software, Plant and Machinery etc. of Permanent Campus of IIT Sri City Chittoor as per scope and Terms & conditions of the tender. (Tax percentage / tax amount, if any, should be mentioned separately)				
	Total Rs.				

1. GST will be paid at the applicable rate
2. If there is a discrepancy between words and figures, the amount in words shall prevail.

Bidder's Seal & Signature

ANNEXURE III- COVERING LETTER

Dated:

To

The Registrar,
Indian Institute of Information Technology Sri City Chittoor

Subject: Submission of bid for insurance of the Fixed Assess of IIIT Sri City Chittoor

Dear Sir,

We, the undersigned, offer to insurance of the Fixed Assess of IIIT Sri City Chittoor, in response to your Tender No. IIITS/NIT/SERVICE/Insurance/2021/001. We are hereby submitting our proposal for same, which includes Technical bid and the Financial Bid through <https://mhrd.euniwizarde.com/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 for 180 days 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:

ANNEXURE IV– AUTHORITY LETTER

Dated:

To

The Registrar,
Indian Institute of Information Technology Sri City Chittoor

Subject: Authority Letter

Reference: Tender No. IIITS/NIT/SERVICE/Insurance/2021/001

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 us.

For M/s. _____ (Name of the bidder)

Signature and company seal

Name

Designation

Email

<On Organization Letter Head>

ANNEXURE-V

<EMD Declaration Form>

Tender No. :- Date:-

To Registrar
IIIT Sri City Chittoor

I/We/ M/s _____ (Name) bid for the tender _____ (Tender No.) towards Supply/Service/of _____ (Name of the items/service) declare that if we withdraw or modify our bids either during the period of validity of bid or fail to execute the contract on award the purchase order/contract, we understand and agree that our firm will be debarred for the period of one-year for further bidding of any tender of your Institute. Further, we agree that your Institute is at liberty to intimate this debarment to all Departments/organizations of government and governmental organizations.

Signature of Bidder/ Agent

Name: _____
Designation: _____
Organization Name: _____
Contact No. : _____

ANNEXURE- VI

FORMAT FOR NON BLACKLISTING OF SUPPLIER

I/ We _____Manufacturer/partner/Authorized Distributor/Agent (strike out which is not applicable) of (Supplier) _____do hereby declare and solemnly affirm that the individual/firm/company is not black-listed by the Union/State Government/Autonomous body.

Deponent

Address _____

I/ We hereby solemnly declare and affirm that the above declaration is true and correct to the best of my knowledge and belief. No part of it is false and nothing has been concealed.

Deponent

Dated: _____

(Note: To be furnished on non-judicial stamp paper duly attested by the Oath Commissioner.

ANNEXURE -VII

ON THE COMPANY/FIRM LETTER HEAD

To,
The Registrar,
Indian Institute of Information Technology Sri City Chittoor,
Sri City , Andhra Pradesh-517646

SUBJECT: Submission of RTGS/NEFT details

Sir,

As per your instructions, the detail of RTGS/NEFT in respect of M/s _____ is as follows:

BENEFICIARY NAME :- BANK NAME:-

BRANCH NAME:-

BRANCH CODE:

BANK ADDRESS:-

TYPE OF A/C.:-

BANK A/C.NO.:-

IFS CODE:-

MICR NO:-

PAN OF BENEFICIARY:

GST NUMBER.:-

NAME OF CONTACT PERSON:-

TELEPHONE/MOBILE NO.:- EMAIL ID:-

Certified that above mentioned details are true and correct.

For M/s _____

(Authorised signatory)

FOR BANK USE ONLY

Verified the above mentioned detail and signature as per the records maintained by _____ (bank name).

Signature (with bank seal)

Code _____

<u>Bid Submission</u>			
Online Bid Submission:			
Cover 1			
(Following documents to be provided as single PDF file)			
Sl. No.	Document	Content	File Types
1	Technical	Technical supporting documents in support of Eligibility Criteria	
2		Annexure III to VII	.pdf
3		Any other documents in support of the above said	.pdf
Cover 2			
Sl. No.	Document	Content	File Types
1	Financial	Price bid should be submitted in given pricebid.xls format (Annexure II)	.xls