



Indian Institute of Information Technology Sri City, Chittoor

(An Institute of National Importance under an Act of Parliament)
630, Gnan Marg, Sri City Tirupati District, Andhra Pradesh-517 646

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 with address | Indian Institute of Information Technology Sri City Chittoor, 630, Gnan Marg, Sri City, Tirupati District, Andhra Pradesh, PIN:517 646 |
| 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 |
| Mode of Submission | Sealed quotation in Single bid system |
| Date of Issue/Publishing | 08/09/2023 (12:00 Hrs) |
| Document Download | 08/09/2023 (12:00 Hrs) |
| Last Date and Time for Uploading of Bids | 15/09/2023 (14:00 Hrs) |
| Date and Time of Opening of bids | 15/09/2023 (14:10 Hrs) |
| 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 Indian Institute of Information Technology Sri City Chittoor, 630, Gnan Marg, Sri City, Tirupati District, Andhra Pradesh-517646. |
| Email Address | procurement@iiits.in and registrar.office@iiits.in |

All bids (both Technical and Financial should be submitted in a sealed envelope with a clear inscription as Insurance of Fixed Assets of Indian Institute of Technology Sri City Chittoor, NIT Ref.No.IIITS/NIT/SERVICE/Asset Insurance/2023/09/01, dt.08.09.2023 on top of it before due date and time

Registrar

INSTRUCTIONS TO BIDDERS

- On behalf of IIIT Sri City Chittoor sealed bids (in single bid system) in offline mode are invited (technical and financial). All bids (both Technical and Financial should) be submitted in a sealed envelope with a clear inscription as Insurance of Fixed Assets of Indian Institute of Technology Sri City Chittoor, NIT Ref.No.IIITS/NIT/SERVICE/Asset Insurance/2023/09/01, dt.08.09.2023 on top of it before due date and time.
- The offer should be submitted in a single sealed envelope addressed to The Registrar, Indian Institute of Information Technology Sri City, Chittoor, 630, Gnan Marg, Sri City Tirupati District-517 646. The Complete NIQ in all respects must reach the office of the Registrar, IIIT Sri City, 630, Gnan Marg, Sri City, Tirupati District, Andhra Pradesh-517 646 on or before 15.09.2023 up to 2.00 PM.
- The NIQ shall be opened by a committee constituted for the purpose by IIIT Sri City on 15/09/2023 at 2:10 P.M in the Office of the Registrar, IIIT Sri City.
- Intending bidders may download the tender document from <https://www.iiits.ac.in/>
- **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. The Corrigendum shall be binding on all bidders and will form part of the bid documents.
- The tender inviting authority has the right to cancel this tender or extend the due date of receipt of the bid(s).

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

IIIT 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.**

The offer should be submitted in a single sealed envelope addressed to The Registrar, Indian Institute of Information Technology Sri City, Chittoor, 630, Gnan Marg, Sri City Tirupati District-517 646. The Complete NIQ in all respects must reach the office of the Registrar, IIIT Sri City, 630, Gnan Marg, Sri City, Tirupati District, Andhra Pradesh-517 646 on or before 15.09.2023 up to 2.00 PM.

The NIQ/NIT shall be opened by a committee constituted for the purpose by IIIT Sri City on 15/09/2023 at 2:10 P.M in the Office of the Registrar, IIIT Sri City.

1) Technical Requirements:

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

- 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) The bidder should have valid PAN and GST registration certificates, as applicable.
- d) 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.
- e) The bidder should have their branch/service centers within 150 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 including Kitchen, 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.100,05,34,469.69. 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.

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

3) Period of validity of bids

- a) Bids shall be valid for minimum 180 days from the date of submission. A bid valid for a shorter period shall stand rejected.
- b) 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.

4) Submission of Bids:

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.

5) Award of Contract

- a) IIIT Sri City Chittoor shall place the order(s) on the eligible Bidder whose 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.
- b) 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 and binding the bidder.

6) 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 IIIT Sri City website as Corrigendum/Addendum to the NIT
- 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.

7) Corrupt or Fraudulent Practices

- c) It is expected that the bidders who wish to bid for this project have highest standards of ethics.
- d) 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;

- e) 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.

8) 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.

9) Terms & Conditions:

- a) 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.
- b) 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.
- c) Claims, if any, against the policies shall be settled within maximum 15 days from the date of submission of claims.
- d) 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.
- e) Any legal dispute that may arise will be settled within jurisdiction of courts of Tirupati, Andhra Pradesh only.
- f) 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
- g) Offer validity: Offer/ quotation shall be valid for 180 days from the date of opening the tender.
- h) 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.
- i) Payment Terms: 100 % Premium shall be paid by IIIT Sri City Chittoor immediately on submission of bill / Cover Note.
- j) Price should be mentioned both in Figure and Words.
- k) 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.
- l) An unconditional acceptance of the scope of work and terms & conditions should be submitted along with technical Bid.
- m) IIIT Sri City Chittoor reserves its right to accept or reject any /all bid(s) without assigning any reasons thereof.

10) PRICE BID

- a) The LOI will be issued to the bidder who will meet the Technical requirements.
- b) 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 Equipments | 23,91,295.00 |
| 2 | Buildings | 47,47,01,938.00 |
| 3 | Computers & Peripherals | 3,08,29,293.18 |
| 4 | Electrical Installations & Equipments | 6,07,64,715.00 |
| 5 | Furniture, Fixtures & Fittings | 8,19,12,056.00 |
| 6 | Intangible Assets | 61,88,337.00 |
| 7 | Laboratory & Scientific Equipments | 71,47,264.00 |
| 8 | Library Books & Scientific Journals | 16,84,038.96 |
| 9 | Office Equipments | 41,93,169.00 |
| 10 | Plant and Machinery | 4,12,77,683.00 |
| 11 | Roads & Bridges | 4,49,65,096.00 |
| 12 | Site Development | 44,05,231.00 |
| 13 | Sports Equipments | 23,29,494.00 |
| 14 | Tube Wells & Water Supply System | 2,28,25,520.00 |
| 15 | Vehicles | 11,98,353.55 |
| 16 | Musical Instruments | 97,423.00 |
| | Work in Progress-Fixed Assets | 21,36,23,563.00 |
| | Grand Total | 1,00,05,34,469.69 |

**Amount as on 4 Sep, 2023

(REGISTRAR I/c.)

Annexure -II**PRICE BID FORMAT**

| 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.

Name of the Company:

Name of the Bidder:

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/Asset Insurance/2023/09/01. We are hereby submitting our proposal for same, which includes Technical bid and the Financial Bid as single bid.

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.

sYours 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/Asset Insurance/2023/09/01

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
The Registrar
IIIT Sri City Chittoor

I/We/ M/s _____ (Name) bid for the tender No. IIITS/NIT/SERVICE/Asset

Insurance/2023/09/01) 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 | |
| 1 | Technical | Technical supporting documents in support of Eligibility Criteria | |
| 2 | | Annexure III to VII | |
| 3 | | Any other documents in support of the above said | |
| Cover 2 | | | |
| Sl. No. | Document | Content | |
| 1 | Financial | Price bid should be submitted in given pricebid.xls format (Annexure II) | |

NOTE:

Bidders are advised to visit the website www.iiits.ac.in and frequently to find any addendum/ Corrigendum issued or extension of due date for submission, etc. No separate intimation will be issued / advertised in this regard. Bidders are advised to keep checking the website before submitting the final tender.