NOTICE INVITING E-TENDER

Sub:- Open Cover Marine Insurance Policy for Import Consignments at IIT Kharagpur

Indian Institute of Technology Kharagpur, an Institute of Eminence, invites e-Tender for “Open Cover Marine Insurance Policy for Import Consignments at IIT Kharagpur”.

The Contract Term shall be initially for a period of one (01) Year. If the services are found satisfactory the contract may be extended further upto five (05) years on annual basis based on the satisfactory performance at the same rates, terms and conditions. The tender documents with complete details of tender including experience required and other terms & conditions can be downloaded from the website www.iitkgp.ac.in and Central Public procurement Portal platform https://eprocure.gov.in/eprocure/app. Interested and eligible Indian service providers are requested to submit their bid online mode only on or before the tender submitting deadline.

Interested parties may submit their bids online under Two-Bids system as per General Terms & Conditions and other formats given in the tender on or before 09.11.2021 at 3.00 PM. Technical Bids will be opened on 10.11.2021 at 4.00 PM.

Sd/-
Registrar
For Director, IIT Kharagpur

To
1. Institute Website
2. CPP Portal
3. Department Notice Board
## Tender Notice

<table>
<thead>
<tr>
<th>Enquiry No &amp; date</th>
<th>IIT/SP/F/ENQ/2021/02 dt 08.10.2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brief Description of Tender</td>
<td>Open Cover Marine Insurance Policy for Import/Re-import Consignments at IIT Kharagpur</td>
</tr>
<tr>
<td>Bid Document fee (Non-refundable)</td>
<td>Nil</td>
</tr>
<tr>
<td>EMD/Bid Security</td>
<td>Nil</td>
</tr>
<tr>
<td>(Bidders should submit the Bid Security Declaration as per the prescribed Format as Annexure-D)</td>
<td></td>
</tr>
<tr>
<td>Estimated Premium Value (payable Premium for one years)</td>
<td>Rs.10,00,000/- (Rupees Ten Lakhs only)</td>
</tr>
<tr>
<td>Type of Bid</td>
<td>Two Bid</td>
</tr>
<tr>
<td></td>
<td>Cover I - Technical Bid</td>
</tr>
<tr>
<td></td>
<td>Cover II - Price Bid in the prescribed format.</td>
</tr>
<tr>
<td>Last date &amp; Time of Submission of Tender</td>
<td>On or before November 09, 2021 at 03:00PM</td>
</tr>
<tr>
<td>Bid opening date</td>
<td>On or before November 10, 2021 at 04:00PM</td>
</tr>
<tr>
<td>Bid validity</td>
<td>120 days from the opening of price bid</td>
</tr>
<tr>
<td>Any Clarification:</td>
<td>Telephone No.03222 282210, 03222 282215, 03222 282218</td>
</tr>
<tr>
<td></td>
<td>Email id:</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:dyregsp@adm.iitkgp.ac.in">dyregsp@adm.iitkgp.ac.in</a>/anilkumar@adm.iitkgp.ac.in;</td>
</tr>
</tbody>
</table>

**Note:-**

1. If the day falls on any Holiday, the date of any of the events mentioned above shall be on the next working day.
2. The Director, IIT Kharagpur reserves the right to reject any or all the quotation in full or part without assigning any reason thereof and without giving any compensation. The decision of the Director in this regard shall be final and binding to all.
Information for Bidder on e-Procurement

1. Help for Service Providers, FAQ, Information about DSC and Bidders Manual Kit containing the detailed guidelines for e-Procurement system are also available on Central Public Procurement Portal.[https://eprocure.gov.in/eprocure/app]

2. It is mandatory for all the bidders to have a valid Class-II/Class-III Digital Signature Certificate (in the name of person having power of attorney to sign the Bid) from any of the licensed Certifying Agency (Bidders can see the list of licensed CA’s from the link www.cca.gov.in) to participate in e-Procurement of IIT Kharagpur.

3. It is mandatory for the bidders to get their firm/company registered with e-procurement portal https://eprocure.gov.in/eprocure/app to have user ID & password.

4. Tender documents will be available online on website https://eprocure.gov.in/eprocure/app which can be downloaded free of cost.


6. The tender documents shall be submitted online in the prescribed format given on the websites and technical bids received online shall be opened as per NIT or Corrigendum thereof. No other mode of submission is acceptable. Detailed credentials as per the requirement of eligibility criteria and all tender papers except Bill of Quantities are to be submitted in “Technical Bid”.

7. Bill of Quantities with rates duly filled in are to be submitted in the format provided online in the name of “Financial Bid”.

8. Representative of the bidder, who chooses to attend, may attend the online opening of the technical bids on the scheduled date and time of Bid opening. However, such representatives shall be allowed to attend the opening of the Technical Bids, only, if such person presents the letter of authority issued in his name by the bidder on his letter head.

9. Bidders cannot submit the tender after the due date and time of e-bid submission. Time being displayed on Central Public Procurement Portal https://eprocure.gov.in/eprocure/app (“Server System Clock Time”) shall be final and binding on the bidder. e-Bids are required to be submitted by bidders, only as per the Indian Standard Time (IST) and not the time as per their location/country.

10. The bidders are advised to submit their e-bids well before the e-bid due date. IIT Kharagpur shall not be responsible for any delay in submission of e-bids for any reason including server and technical problems.

11. The Technical and Financial Bid shall be digitally signed by the Authorized Signatory of the bidder & submitted “on-line” only. The authorized signatory of the bidder must be in possession of Power of Attorney before submitting the digitally signed bid. Scanned copies of various documents can be prepared in .pdf file format.

12. Any tender received without original Tender Fee of tender documents shall not be considered and shall be summarily rejected.

13. IIT Kharagpur reserves the right to cancel the tenders before submission/opening of tenders, postpone the tender submission/opening date and to accept/reject any or all tenders without assigning any reasons thereof. IIT Kharagpur’s assessment of suitability as per eligibility criteria shall be final and binding.
14. Tenderers may note that they are liable to be disqualified at any time during tendering process in case any of the information furnished by them is not found to be true, NOT FOLLOWING THE STANDARD OR SPECIFIED NORMS. The decision of IIT Kharagpur in this regard shall be final and binding.

15. The Tender fee/EMD/SD shall be received at the Office of

Deputy Registrar
Purchase Section
Indian Institute of Technology Kharagpur,
IIT Kharagpur-721302, West Bengal (state)
Part – I
Eligibility and Pre-qualification criteria/ Criteria for Evaluation of Bids/ Instruction to Bidders

A: Eligibility and Pre-qualification Criteria

1. INTRODUCTION

Indian Institute of Technology Kharagpur, an Institute of Eminence, invites sealed bids for “Open Cover Marine Insurance Policy for Import Consignments at IIT Kharagpur”.

2. PURPOSE OF TENDER

The Institute wishes to hire the services of “Marine Transit Insurance-under open for import/Re-import of research equipment’s/spares etc. for a period of one year” from reputed insurance Companies. Only those companies who are registered with IRDA are eligible to participate in this Bid. The services are required for the IIT Kharagpur campus of the Institute located at Kharagpur, West Medinipur, West Bengal.

3. PRE-QUALIFICATION CRITERIA

(i) Indian Service providers having registered office in India.

(ii) The bidder firm shall be a reputed insurance company registered with IRDA are eligible to participate in this Bid. The self-attested copy of the certificate of such registration shall be submitted along with the technical bid.

(iii) Bidder firm(s) shall submit an undertaking stating its firm or its directors have not been black listed or any case is pending against the firm or any complaint regarding irregularities is pending against the firm, in India or abroad, by any global international body like World bank/International Monetary Fund/World Health Organisation etc., or any Indian State/Central Government Department or Public Sector Undertaking of India. Bidder firm(s) not meeting this criterion may not apply. At any stage of evaluation if it is found that a bidder firm has given working or misleading information then bid of such bidder firm(s) shall be summarily rejected.

(iv) Valid PAN/GST, Registration Certificates etc. in respect of firm shall be submitted along with the bid response.

(v) Annualized Average Financial Turnover: The bidder should have minimum turnover of not less than 10 Lakhs per annum in the business in the last five years. Balance sheet of previous five financial years (i.e. 2016-2017, 2017-18, 2018-19, 2019-2020 & 2020-2021) duly audited or certified by the Chartered Accountant be enclosed along with a statement showing five years turnover separately. Turnover should be given duly certified by the Chartered Accountant.
(vi) The Insurance company should have Head Quarters or Zonal or Regional offices in West Bengal. If the successful bidders does not have any of the office at Kolkata /Paschim Medinipur/Kharagpur, then Insurance company must setup office at Kolkata/Paschim Medinipur/Kharagpur within 2 months of receipt of work order ( in this regard insurance company must submit an undertaking).

(vii)IIT Kharagpur reserves its right not to accept the tender of an Insurance Co. if its performance during past is not found satisfactory.

(viii) The tender should be signed by the authorized person of the Insurance Company.

(ix) Tenders Containing false, Incomplete and / or inadequate information are liable to be rejected.

(x) Insurance Companies should have an experience of minimum 5 years in the field of insurance.

4. Criteria for Evaluation of Bids

4.1. Evaluation of Bids:

(i) Technical Bid

a) In the Technical Bid, the tenderers must provide detailed information pertaining to its firm, as mentioned in the Eligibility and pre-qualification criteria. The tenderers must also confirm acceptance of Indian Institute of Technology Kharagpur's General Conditions of Contract (GCC).

b) Customer information with communication details is to be provided for reference purposes. Bids will be evaluated based on the scrutiny / study of technical bids submitted and complete compliance to the eligibility and prequalification criteria, along-with relevant supporting documents. The Technical Bids of all bidders should be submitted in format as per Annexure-B.

c) The Technical bid should not mention any rates / prices.

(ii) Price Bid

a) The price bid should be submitted strictly as per the format given as per Annexure-C of the Financial bid. Price bids of only those tenderers, who are found qualified on the basis of evaluation of their technical bids, would be opened. The Price Bid will be evaluated based on the most competitive price quoted by the bidders in their offers for the services required and qualified bidder offering lowest quote shall be awarded the contract.
Part – II

General Conditions of Contract (GCC)

1. General Instructions and conditions:

   a) The bids should be neatly presented. Corrections, if any, should be duly authenticated with full signature of the person who has signed the tender, failing which the tender is liable to be rejected.

   b) The open cover policy for marine insurance shall cover the risks against the imported/re-imported consignment through Sea, Air, Road and Air Post Parcel of all nature of scientific stores from port of loading at abroad to destination i.e. Indian Institute of Technology, Kharagpur, West Bengal, India.

   c) The subject policy should cover breakages, damage full or part of the consignment outwardly or inside the package and all sorts of accident, loss, theft inclusive of “Force Majeure Clause” of the imported consignment in full or part during shipment from destination to destination inclusive of transhipment.

   d) The policy shall cover even after arrival of the consignment at destination i.e. Indian Institute of Technology, Kharagpur

   e) The Value of each individual claim as and applicable shall cover FOB/FCA value plus Agency Commission(if any) plus freight forwarding and insurance cost(i.e. CIF value+ 10%).

   f) The insurance claim should be settled within one month from the date of lodging claim.

   g) The insurance claim should be valid for 120 days from the date of arrival of the imported consignment at the destination i.e Indian Institute Technology, Kharagpur. The insurance claim validity may be extended if required as a special case.

2. Security Deposit (SD)

   The successful bidder will be required to furnish the Security Deposit of INR 30,000/- (3% of the estimated value of contract) within 15 days from issue of Service Order/Work Order. The Security Deposit should be submitted in the form of Bank Guarantee. The Bank Guarantee shall remain valid for the period of 60 days beyond the expiration of contract period. The PBG must be negotiable at a branch of issuing bank in India. The security deposit will be refunded three months after the completion of contract subject to services and settlement of all claims to the Institute as per the terms and conditions of agreement and again on written request having been made in this behalf by the contractor. No interest would be paid on the security deposit. In case, the contractor fails to provide satisfactory services during the contract period or discontinues fulfilling the contracted obligations in any manner or is found at fault, the bank guarantee shall be forfeited without assigning any reasons, whatsoever and the contractor shall have no right to claim for refund of performance security deposit. The Director, IIT Kharagpur will have the discretion to invoke the payment from the bank in case of any breach of contract.

3. Signing of Agreement & tenure

   The work should be taken up within 15(fifteen) days from the date of issue of work order. The successful bidder shall execute an Agreement with IIT Kharagpur on Non Judicial Stamp Paper of appropriate value before the commencement of work.

   The period of the proposed contract would be one years, duly extendable upto five years on yearly renewal basis based on the satisfactory performance at the same rates, terms and conditions.
4. **Mode of Payment:**

   a) IIT Kharagpur will keep a premium deposit of Rs.1,00,000/- (Rupees One Lakh only) with
       Insurance company and the expenditure on this account will be replenished to Insurance company
       from time to time, subject to proviso that your claim for replenished is duly supported by a debit
       statement showing therein the relevant purchase orders theirs values in Indian currency on the date
       of Insurance together with the amount of premium charges so debited against each purchase order.

   b) IIT Kharagpur will make every effort to arrange payment of bills within 30 to 45 days of receipt.
       If payment is delayed beyond 45 days for any reason, the agency shall NOT STOP insurance
       services. The Bidder should have adequate financial standing to continue service activities during
       pendency of payment of bills.

5. **Exit Clause/ Termination Clause**

   In case of unsatisfactory performance or breach of any of the clause of the contract, IIT Kharagpur
   would issue a notice to the service provider to rectify the breach and improve the performance
   failing which IIT Kharagpur shall be at liberty to terminate the agreement by providing 30 days
   written notice to the service provider. The service provider shall not have any right to dispute or
   question the judgment of IIT Kharagpur of unsatisfactory performance of the service provider.

   Notwithstanding the above, IIT Kharagpur shall also be at liberty to terminate the agreement for any
   reason including change in the situation / circumstances, etc by providing the service provider a 30
   days written notice. In such an event, the terminated party shall have no right to claim compensation
   / damages etc. from IIT Kharagpur on account of early termination.

   The Successful Bidder shall also have a right to terminate his agreement after giving a 90 days
   advance notice to IIT Kharagpur, of its reasons for termination. During this period of three months,
   IIT Kharagpur and the Successful Bidder, may initiate discussions for purpose of resolution of the
   said reasons. In the event a resolution is achieved by IIT Kharagpur and the Successful Bidder, the
   Contract shall not be terminated and the Successful Bidder shall provide the Services, in the same
   manner, as it was providing prior to such notice of termination. For the avoidance of any doubt it is
   hereby clarified, that the Successful Bidder during the aforesaid notice period shall continue to
   provide the Services, till the termination, in the same manner, as it was providing prior to such
   notice of termination.

   The tenderer opting for termination as per above clause, will not be eligible to participate in the
   immediate next tender or five years whichever is earlier.

6. **Arbitration**

   Any dispute arising between the parties in respect of the construction, interpretation, application,
   meaning, scope, operation or effect of this document, or the validity or breach thereof, shall first be
   settled by mutual consultation. If the dispute remains unresolved after a period of 90 days from the
   date when the mutual consultation has started, the matter shall be referred for settlement to Director,
   IIT Kharagpur or his/her nominated representative and the award made in pursuance thereof shall be
   binding on the parties. Any other mode / methodology of arbitration will be done with mutual
   consent / acceptance.
7. Jurisdiction
Any dispute what-so ever, shall be subject to the jurisdiction of the courts of Kolkata only. Any other jurisdiction will be as agreed upon with mutual consent/acceptance.

8. Inspection
Indian Institute of Technology Kharagpur reserves the right to inspect the tenderer facilities anytime during the evaluation stage and prior to the signing and execution of a contract.

9. Validity of Price
The price quoted and agreed rates should remain firm during the contractual period. No request for increase in price shall be entertained during the period of validity of the contract.

10. Claim Settlements
In the event of occurrence of an Accident, IIT Kharagpur would intimate to the Insurance Company. The Insurance Company will appoint surveyor for assessment of loss. Assessment to be completed by the Surveyor on priority basis within 24 hours of the incident and the surveyor has to submit his final survey report within one week. The payment of the claim should be released by the Insurance co. within 30 days from the date of incident. In case payment is expected to be delayed beyond 30 days, Insurance co. should make on the account payment of 75% of Claim amount and 25% balance after final settlements.

11. Payment of Survey Fees:
The entire survey fees and expenditure related to all types of survey shall be borne by Insurance Company.

12. Declaration Form:
(i) The successful bidder must provide adequate number of Declaration Forms cum-bill to IIT Kharagpur for timely submission of Declarations for insurance.

(ii) Declaration form duly filled in & signed by IIT Kharagpur along with copy of purchase order will be sent to the successful bidder through courier/speed post/email which should be accepted and taken necessary actions for insurance coverage immediately.

(iii) Certificates of Insurance shall be issued by the successful bidder within maximum seven working days from the date of receipt of declaration form as mentioned at (13)-(ii) above, from IIT Kharagpur for covering the Insurance.

13. Excess Clause
Excess clause may be finalized as per IRDA guidelines. The Company may offer discount in such rate.
Annexure- A

DECLARATION

1. I, -------------------------------------- Son /Daughter of Shri --------------------------------------

-------------------------------- Proprietor/Partner/CEO/MD/Director/ Authorized Signatory of M/s. ------

-------------------------------- am competent to sign this declaration and execute this tender document.

2. I have carefully read and understood all the terms and conditions of the tender and hereby convey my
   acceptance of the same.

3. The information/ documents furnished along with the above application are true and authentic to the best
   of my knowledge and belief.

4. I/ we/ am are well aware of the fact that furnishing of any false information/ fabricated document
   would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate
   law.

5. Each page of the tender document and papers submitted by my Company is authenticated, sealed
   and signed, and I take full responsibility for the entire documents submitted.

6. I/we hereby conform and declare that I/we am/are not blacklisted /De-registered / debarred by any
   Government department/ Public Sector Undertaking/ Private Sector/ or any other agency for which we
   have Executed/ Undertaken the works/ Services.

-----------------------------------------------
Signature of the Authorized Person

Date : ---------------------------  Full Name : ---------------------------
Place : ---------------------------  Company Seal : --------------------

Signature of Bidder with Seal
**TECHNICAL BID- Check List**

Listed below (Point 1 to Point 10) are the various eligibility & pre-qualification requirements, for which Indian Institute of Technology Kharagpur seeks confirmation of compliance, from the tenderers.

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Description</th>
<th>Compliance (Y/N)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Copy of IRDA registration Certificate</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Proof of Annual fees paid to IRDA for Current Year membership</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Copy of valid PAN and GST Registration Certificate.</td>
<td></td>
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<tr>
<td>4.</td>
<td>Copy of Annual turnover along with duly certified by the CA</td>
<td></td>
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<tr>
<td>5.</td>
<td>The Insurance Company should have a regional or zonal or Head quarter office in West Bengal, preferably in Kharagpur/Paschim Medinipur/Kolkata (As per eligibility clause 3 (vi))</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Copy of Experience Certificate of minimum 5 years</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Undertaking of tender declaration as per Annexure A</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Undertaking of for not black listed as per Annexure-E</td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>Tender document duly signed and stamped on all papers</td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td><strong>Bid Security Declaration as per the prescribed Format as Annexure-D</strong></td>
<td></td>
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</tbody>
</table>

**Note:** Vendors to note that MUST conditioned mentioned in the above table are the qualifier elements of the technical bid and hence response of “YES” only is expected from vendors with documentary evidence failing which vendors may be disqualified and rejected in the technical evaluation exercise. Attach all relevant documents in support of your claims (as above)

Signature of Bidder with Seal
## PRICE BID

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Description</th>
<th>Insurance Premium rate in Percentage (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>(In figures)</td>
</tr>
<tr>
<td>1.</td>
<td>Insurance Premium Rate in Percentage (%)</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>GST, if any, (in%)</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Any other charges</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** Price bid online mode only accepted.

Signature of Bidder with Seal
ANNEXURE - D

BID SECURITY DECLARATION

1. I, ---------------------------------------------------Son /Daughter of Shri ------------------------------------
---------------------------------------------------------------Proprietor/Partner/CEO/MD/Director/Authorized Signatory of M/s.---
---------------------------------------------------------------am competent to sign this Bid Security
Declaration and execute this tender document and hereby declare that;

2. I understand that, according to your conditions, bid must be supported by a Bid Securing
Declaration.

3. I accept that I will automatically be suspended from being eligible for bidding in any contract
with IIT Kharagpur for a period equal to the duration of the contract for tender related to
‘Services’ and/or 01 to 03 years in case of ‘Procurement of Goods’ from the date of notification,
if I am in a breach of any obligation(s) under the bid conditions, because I;

   a. have withdrawn/modified/amended, impairs or derogates from the tender during the
      period of bid validity specified in the bid document, or
   
   b. having been notified of the acceptance of our Bid by IIT Kharagpur during the period of
      bid validity, (i) fail or refuse to execute the contract, if required, or (ii) fail or refuse to
      furnish the Performance Security, in accordance with the General terms and conditions &
      Instructions to Bidders.

4. I understand this Bid Securing Declaration shall cease to be valid if I am not the successful
Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful
Bidder; or (ii) 45 (forty-five) days after the expiry of the validity of my Bid.

Signature of the Authorized Person
Date: -----------------------------
Full Name: ------------------------------
Place: ----------------------------
Company Seal: ---------------
UNDERTAKING REGARDING BLACKLISTING / NON – DEBARMENT
(On Company / firm's Letterhead)

We hereby confirm and declare that we, M/s --------------------------------------------, is not
blacklisted/ De-registered/ debarred by any Government department/ Public Sector
Undertaking/ Private Sector/ or any other agency for which we have Executed/ Undertaken
the works/ Services as on date.

Signature of Bidder with Seal