

**INDIAN INSTITUTE OF MANAGEMENT UDAIPUR**

(An Autonomous Institute under the Ministry of Education, Govt. of India)

**E-TENDER DOCUMENTS FOR  
PROVIDING BUILDING INSURANCE TO THE IIM UDAIPUR**



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Indian Institute of Management Udaipur  
Balicha, Udaipur 313001, Rajasthan Website: [www.iimu.ac.in](http://www.iimu.ac.in)

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**NOTICE INVITING TENDER (NIT)**  
**FOR PROVIDING BUILDING INSURANCE TO THE IIM UDAIPUR**

Indian Institute of Management Udaipur (IIMU) is an Autonomous Institute under the Ministry of Education, Government of India. IIM Udaipur is recognized as the premier management institution in the country. It is ranked 18<sup>th</sup> among all Indian management institutions according to the National Institutional Ranking Framework (NIRF) ranking 2021.

IIM Udaipur is presently operating from its permanent campus located at Balicha, Udaipur, Rajasthan with a present strength of approximately 800 (Six hundred and fifty only) students, 500 (faculty and staff) on the campus with a projected increase of 10% to 15% per year.

IIM Udaipur invites E-tender (online tender) under two bid system Technical Bid (Part-I) & Financial Bid (Part-II) from the **General Insurance Companies** who satisfy pre-qualification criteria set out in this tender document for providing insurance cover to IIMU assets. Advisors/ agents/ third parties are not eligible to bid.

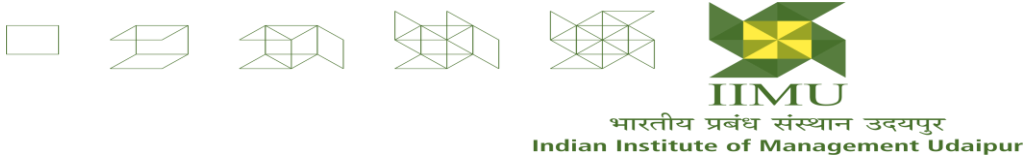
**The Bidder must read the complete ‘Tender Documents:** This NIT is an integral part of the Tender Document and serves a limited purpose of invitation and does not purport to contain all relevant details for submission of bids. ‘Tender Information Summary’ (TIS) appended to this notice gives a salient summary of the tender information. The Bidders must go through the complete Tender Document for details before submission of their Bids.

**‘The Bidders shall sign and stamp each page of this tender document as a token of having read, understood and comply with tender, the terms and conditions contained herein. Manual bid/tender will not be accepted under any circumstances. Incomplete bid/documents shall be rejected without giving any reason.**

**Availability of the Tender Document** -This tender document containing eligibility criteria, scope of work, terms and conditions, and other documents, can be downloaded at/from the Central Public Procurement (CPP) Portal <https://eprocure.gov.in/cppp/> or Indian Institute of Management Udaipur website: [www.iimu.ac.in](http://www.iimu.ac.in) .

**Clarifications** – A Bidder requiring any clarification regarding the Tender Document may ask questions in writing/ electronically from Office/ Contact Person as mentioned in TIS, provided the questions are raised before the clarification end date mentioned in TIS. This deadline shall not be extended.

**Pre-bid Conference:** - The Bidders are requested to attend a Pre-bid conference for clarification on the Tenders’ technical and commercial conditions, on the time, date, and place mentioned in the TIS. Participation in such a Pre-bid Conference is not mandatory. If a bidder does not participate or submit any query, then no subsequent representations from them regarding the Technical/ commercial/ conditions shall be entertained. **The procuring entity reserves the right to have multiple pre bid meetings.**



**Bid Opening-** Bids received shall be opened online at the specified date and time given in TIS. If the office is closed on the specified date of opening of the bids, the opening shall be done on the next working day.

**Disclaimers and Rights of Procuring Entity**

The issue of the Tender Document does not imply that the Procuring Entity is bound to select bid(s), and it reserves the right without assigning any reason to:

- (a) reject any or all of the Bids, or
- (b) cancel the tender process; or
- (c) abandon the procurement of the Services; or
- (d) issue another tender for identical or similar Services

**Note: For further details, please refer to appended TIS and the complete Tender Document.**

**Chief of Administration**

### Appendix to NIT: Tender Information Summary

<b>TENDER INFORMATION SUMMARY (TIS)</b>			
<b>1.0 Basic Tender Details</b>			
Tender Title	<b>PROVIDING BUILDING INSURANCE TO IIM Udaipur</b>		
Tender Reference Number	<b>IIMU/building Insurance/2022</b>		
The estimated cost of tender (INR)	<b>3000000.00 (Rupees Thirty lakhs only)</b>		
Tender Type	<b>Open</b>		
Tender Category	<b>Services</b>	No. of Covers	<b>Two</b>
Tender Inviting Authority (TIA)	<b>IIM Udaipur</b>	Address	<b>IIM Udaipur Balicha Udaipur 313001</b>
<b>2.0 Critical Dates</b>			
Publishing Date	<b>31 Oct 2022</b>	Bid Validity (Days from the date of Tender Opening)	<b>120 days</b>
Document Download Start Date & Time	<b>31 Oct 2022 at 1800 hrs</b>	Document Download End Date & Time	<b>31 Oct 2022 at 1800 hrs</b>
Clarification Start Date & Time	<b>31 Oct 2022 at 1800 hrs</b>	Clarification End Date & Time (including any pre bid queries)	<b>04 Nov 2022 by 1800 hrs</b>
bid Submission Start Date & Time	<b>31 OCT 2022 at 1800 hrs</b>	bid Submission Closing Date & Time	<b>21 Nov 2022 at 1800 hrs</b>
Tender Opening Date & Time	<b>22 Nov 2022 at 1800 hrs</b>	Tender Opening (Financial bid) Date & Time	<b>Will be intimated later</b>
<b>3.0 Obtaining the Tender Document and clarifications</b>			
eProcurement Portal and helpdesk for Document availability and submission	<b><a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a></b>		
	<b><a href="http://www.iimu.ac.in">www.iimu.ac.in</a></b>		
Office/ Contact Person/ email for clarifications	<b>Phone – 0294-2477254 Email - <a href="mailto:procurement@iimu.ac.in">procurement@iimu.ac.in</a></b>		



<b>4.0 Pre-bid Conference</b>	
Place, time, and date of the Pre-bid Conference	IIM Udaipur on 07 Nov 2022 at 1100 hrs
Place, time, and date before which Written queries for the Pre-bid conference must be received	IIM Udaipur by 1800 hrs on 04 Nov 2022 Queries may be shared to the following email - <a href="mailto:procurement@iimu.ac.in">procurement@iimu.ac.in</a>
Place, time, and date before which registration of participants for the Pre-bid conference must be received	IIM Udaipur by 1800 hrs on 04 Nov 2022 The nomination may be shared to the following email - <a href="mailto:procurement@iimu.ac.in">procurement@iimu.ac.in</a>
<b>5.0 Submission and Opening of Bids</b>	
Submission of Bids	The bid shall be submitted online on CPP Portal
Instructions for Online bid Submission	As per the annexure attached to the tender documents
Tender Opening Place	<b>On e-procurement portal</b>

## **SECTION – A**

### **GENERAL INSTRUCTIONS TO BIDDERS**

1. It may be noted that no agent/ advisor/broker/ sub broker is involved in the tender.
2. The successful Bidder shall provide the services strictly in accordance with the scope of work, insurer details, and as per detailed instructions of the Institute

3. **Erasures or Alterations:**

The offer should be neatly typed, and no hand-written addition/alterations should be there. Such additions/alterations will make the offer ineligible. Details must be completely filled up. IIMU may treat offers not adhering to these guidelines as unacceptable.

4. **Right to alter Terms and Conditions:**

IIMU reserves the right to alter the terms of offer specified in the tender document, including the last date for submission of Bids. In case of any alteration, the same will be put on CPP portal.

5. The cost of preparing and submitting the proposal shall have to be borne by the Bidder and IIMU reserves the right to reject any or all of the proposals and/or annul the entire process without assigning any reason whatsoever.

6. IIMU shall be under no obligation to accept any offer received in response to this notice and shall be entitled to reject any or all offers without assigning any reason whatsoever. IIMU may abort the entire process at any stage without thereby incurring any liability to the affected Bidder(s) or any obligation to inform the affected Bidder(s) of the grounds for IIMU's action.

7. **Payment Terms:** Policy premium payment shall be made to the Bidder after acceptance of the offer against the proforma invoice.

8. **Period of policy:** The period of various property insurance policies shall be one year initially.



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## **SECTION – B** **SPECIAL CONDITIONS**

1. It may be noted that no advisor/broker/sub broker is involved in the tender.
2. The Bidder should cover the insurance from Day 1 of the commencement of the policy.
3. During the validity of the current policy, no revision in premium shall be considered by IIMU on the basis of the actual claim ratio or any enhancement in the premium pointed out by any statutory or other authority.
4. Once assigned the insurance for any given period, the Bidder shall have no right to unilaterally terminate the operation of the policy during this period.
5. Any conditional bid or a bid that is not in the prescribed Performa will not be accepted.
6. The Institute shall have the absolute right to consider or not consider any of the offered / Bidders.
7. Confidentiality of all IIMU information/documents is to be ensured at all times.
8. More than one bid from the same Bidder shall disqualify the Bidder.
9. Canvassing, Fraud, and Corrupt practices: Bidders are hereby informed that canvassing in any form for influencing the process of notification of award would result in the disqualification of the Bidder. Further, they shall observe the highest standard of ethics and will not indulge in any corrupt, fraudulent, coercive, undesirable or restrictive practices, as the case may be.
10. “Corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of the public official.
11. “Fraudulent practice” means a misrepresentation of facts in order to influence the Tender process or execution of a contract to the detriment of the scheme and includes collusive practice among bidding Insurers/Authorized Representative (prior to or after bid submission) designed to establish bid prices at artificially non-competitive levels and to deprive the scheme the benefit of free and open competition;
12. IIMU will reject a proposal for award if it determines that the Insurer/Insurers have engaged in corrupt or fraudulent practices.
13. IIMU will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a contract if it at any time determines that the bidding Insurer/Insurers have engaged in corrupt and fraudulent practices in competing for, or in executing, a contract.
14. Action against the bidder: Furnishing incorrect information in the offer, failure to act





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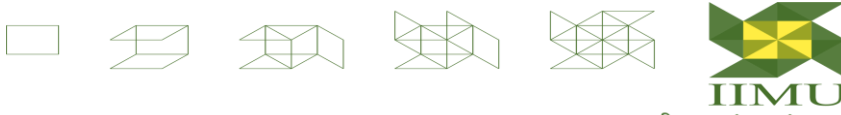
according to tender condition, and non-fulfillment of any or whole of the contract may entail blacklisting of the insurer in addition to taking other appropriate action against the Insurer.

### **OBJECTIVES AND GOAL:**

- (1) Providing insurance cover to Buildings already constructed/under construction and likely to be constructed in the next 4(four) months at IIM Udaipur including both inner and outer boundary walls in campus and its assets under the possession of IIM Udaipur at Village Balicha Udaipur. The policy covers the risk against theft, flood, storm, and cyclone, lightning, Fire & Allied Perils, Forest fire, Earthquake, Terror attacks, plinth and foundation, overflow of water tanks, and any other such incident which may result in loss.
- (2) Coverages: It includes the entire campus which has been completed /is likely to be completed in the next four months (**List is attached as Annexure III**)
- (3) **Area of Buildings to be Insured is as per Annexure -I**
- (4) Insurance cover shall commence from the date of payment of Premium & will be valid for one year.
- (5) Premium quotes for the total sum assured should be in Indian Rupees only, and should be inclusive of all charges, duties, taxes, levies, and handling charges. No hidden charges/claims will be admissible. However, GST will be paid extra.
- (6) The IIMU has been insured since December 2018, and nothing has been claimed from the Bidder under the existing policy since the beginning.
- (7) Intending Bidders may inspect and examine the campus and satisfy themselves before submitting their Bid and obtain all necessary information as to the risks involved, contingencies and other circumstances which may have a bearing or influence or affect the decision of submission of quotation.
- (8) Use of correcting fluid, anywhere in this document shall not be permitted. Such Bid shall be liable to be rejected.
- (9) Coverages: It includes the entire campus which has been completed/is likely to be completed in the next four months (List of items is attached as per Appendix 'C')
- (10) IIMU has not lodged any claim with the Bidder under the policy during the last three years.

### **SERVICE SCOPE**

**The Service Provider is to provide Insurance cover to all assets of IIM Udaipur for a period of one year to cover the risk against Theft, Terror attacks, Flood Fire & amp; Allied perils, and any other such incident which may result in loss.**



**SECTION – C**

**ELIGIBILITY/ PRE-QUALIFICATION CRITERIA**

1. Advisor, Broker, Agent, or Sub-broker are not eligible to bid in this tender. Only Insurance companies are eligible to directly bid into this tender.
2. The Bidder should be registered under Insurance Act, 1938/IRDA, and should have a valid license to carry out General insurance business.

S No.	Registration No./ Licence No.	Valid up to	Serial No of the document attached.

3. The Bidder should have experience in the field of building insurance during all the past five financial years.

Year	Name of public sector/private sector institutions/organizations, Address, Tel. No	Contract Commencement and completion date (From-To ) (dd/mm/yyyy to dd/mm/yyyy)	Fill type of Organization to whom services were provided (Public sector/private sector institutions/organizations)	Serial No. of the document attached.
2017-18				
2018-19				
2019-20				
2020-21				
2021-22				

4. The Bidder should submit a copy of a valid PAN, Goods, and Service Tax registration number (GST).

S No	Type	Number	Page number of the attached self-attested Copy	Serial No of the document attached.
1.	PAN			
2.	GST			



5. The Bidder should have provided Building insurance coverage for a sum assured of Rupees not less than 4500000000.00 (Rupees four hundred fifty crore only) to any one organization (public sector/private sector institutions/organizations) in each financial year for last three financial years ended on 31 Mar 2022.

Year	Name of public sector/ private sector institutions/org anizations, Address, Tel. No	Contract Commencement and completion date (From-To ) (dd/mm/yyyy to dd/mm/yyyy)	Fill type of Organization to whom services were provided (Public sector/private sector institutions/organizati ons)	Sum assured (amount Should not be less than Rs. 450 crore)	Serial No of the document attached.
FY 2019-20					
FY 2020-21					
FY 2021-22					

6. The Bidder should have received an annual premium of Rupees not less than 3000000.00 (Rupees thirty lakh only) for building insurance from any one organization (public sector/private sector institutions/organizations) in each financial year for the last three financial years ended on 31 Mar 2022. (Kindly submit the CA certificate in the format given below).

Year	Name of public sector/ private sector institutions/org anizations, Address, Tel. No	Contract Commencement and completion date (From-To ) (dd/mm/yyyy to dd/mm/yyyy)	Fill type of Organization to whom services were provided (Public sector/private sector institutions/organizati ons)	Premium received (Premium Should not be less than Rs. 30 Lakh)	Serial No of the document attached.
FY 2019-20					
FY 2020-21					
FY 2021-22					

7. Either the Registered Office or one of the Branch Offices of the bidder should be in the Udaipur district of Rajasthan. (Submit the document on the letterhead of the firm)
8. The Bidder should not have been blacklisted by any Government or its organizations in the past three years. (Submit the document on the letterhead of the firm)

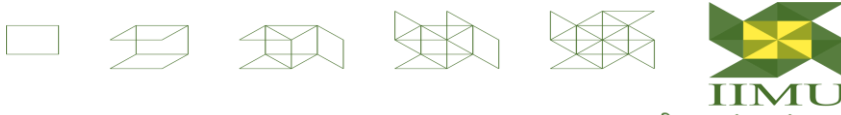


9. Bidders must submit documentary proof in support of meeting each of the above minimum qualification criteria. A simple undertaking by the bidder for any of the stated criteria will not suffice for the purpose. All documentary proof must be serially numbered and should be listed on the letter pad of the company and the same have to be submitted duly stamped and signed by the authorized person of the Bidder.

**10. Insurance company details**

**I – Details of Bidder**

SI No.	Particulars	Details
1	Name of Bidder and details of registration	
2	Month and Year in which the company was formed/ incorporated.	
3	Name of the Proprietor / Director	
4	Full Address of registered office with pin code, Telephone Number	
5	E-mail ID of the bidder	
6	Website of the company, if any	
7	Telephone No. (Office) of five top officials with name, designation and E-mail ID	
8	Name and designation of the authorized person with telephone/mobile number. (authorization letter to be enclosed)	
9	Company bank account details A/C No. Bank Name: IFSC:	



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## II Registration & Other Statutory details:

The bidder should possess the following statutory details:

<b><u>S.No.</u></b>	<b><u>Particulars</u></b>	<b><u>Number / Other Details</u></b>	<b><u>Page No. of Supporting Documents Enclosed</u></b>
1	Permanent Account Number (attach self-attested copy)		
2	GST Registration No. (Attach self-attested copy)		
3	Any other registration which is mandatory for such agencies stipulated by the concerned public authorities (Attach self-attested copy)		
4	ISO or equivalent certified company, if any (Attach self-attested copy)		
5	Copy of last 3 years of income Tax Return F.Y – 2019 -20 F.Y – 2020-21 F.Y – 2021-22 (if available)		

**Certified that all above information is correct to the best of my/our information, knowledge, and belief. All the attached relevant documents are duly signed, sealed, and serially numbered.**

**PLEASE NOTE THAT WITHOUT DOCUMENTARY PROOF IN SUPPORT OF THE ABOVE ELIGIBILITY CRITERIA THE BID WILL BE REJECTED.**

Place :

Date :

**(Signature of the Bidder with seal)**

## **SECTION – D**

### **STANDARD TERMS AND CONDITIONS FOR ASSET INSURANCE**

1. The IIMU shall inform the Insurer in the event of movement (change in location) of any of the insured assets.
2. The Bidder shall appoint a surveyor immediately on receipt of claim(s) intimation from the Buyer and shall coordinate for immediate settlement of the claim.
3. If an item is added or the scope of coverage (sum insured) is increased during the policy period, the proportionate premium for the unexpired period of insurance will be paid to the Insurer.
4. If an item is removed from the coverage or its coverage (sum insured) is decreased during the policy period, the proportionate premium for the unexpired period of insurance will be refunded by the Insurer to the Insured.
5. If any ongoing modernization activity of IIMU results in capacity addition during the period of insurance, pro-rata premium will be paid for the unexpired period of insurance for the additional value of the augmented capacity.
6. Bidder to furnish a declaration stating compliance with all guidelines of Tariff Advisory Committee of IRDA. The IIMU (Insured) will not be responsible in case of any non-compliance by the Insurer with the guidelines of the regulator.
7. The Insurance Service Provider shall submit to the IIMU a statement of “Claims Pending for Settlement with reasons” and “Claims Settled in the previous month” in the first week of every month. The details must be provided in the format specified by the IIMU.
8. In case the Contract is terminated for any reason, the Insurance Service Provider shall be under obligation to refund pro-rata premium for the un-expired period apart from settling all pending claims.
9. Once insurance has been awarded (policy has been purchased) for a given period, the Bidder shall have no right to unilaterally terminate the operation of the policy during this period.

## **SECTION – E**

### **GENERAL TERMS AND CONDITIONS OF THE CONTRACT**

**(1) Preparation and submission of Tender:** The tender should be submitted in two parts i.e. Technical Bid and Financial Bid. For submission of bids, all interested Bidders have to register online on the e-procurement portal. After registration, Bidders shall submit their Technical Bid and Financial Bid documents online on CPP Portal. For details, kindly see the Instructions for Online Bid Submission given in this tender.

**(2) Period of Policy:** The period of various property insurance policies shall be one year initially.

**(3) Contract Agreement:** The successful Bidder shall be bound to execute an agreement on non-judicial stamp paper of ₹500/- (Rupees Five Hundred only). IIMU reserves the right to amend the terms & conditions of contract by mutual discussions and such amendments shall be in writing. The amended terms and conditions will form part of the agreement.

**(4) Sub-Contracting:** The Bidder shall not assign, sub-contract or sub-let the whole or any part of the contract in any manner except with the specific approval of IIMU.

**(5) Rejection of Tender (s):**

IIMU reserves the right to, at any time and in its absolute discretion the following:

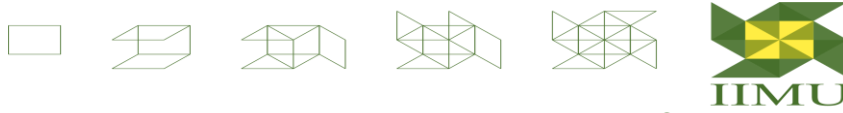
- (i) Accept or reject any or all bids
- (ii) To permit any Bidder to resubmit its shortfall documents
- (iii) To suspend, discontinue, modify and/or terminate the Tendering process at any time.

**(6) Bid Validity:** The quoted rates must be valid for a period for 120 (one hundred and twenty only) days from the date of closing of the tender. The overall offer for the assignment and Bidder(s) quoted price shall remain unchanged during the period of validity. If the Bidder quoted the validity shorter than the required period, the same will be treated as unresponsive and it may be rejected.

**(7) Anyone or more of the following actions/commissions/omissions are liable to cause summary rejection of tender:**

- Any conditional bid or bid offering rebate.
- Any bid in which rates have not been quoted in accordance with specified formats/details as specified in the Bid Documents.
- Any effort by any Bidder to influence the IIMU in the bid evaluation, bid comparison or contract award decision

**(8) Authority of the person signing the document:** A person signing the tender form or any documents forming part of the contract on behalf of another shall be deemed to



warrant, that he has authority to bind such other, and if, on enquiry, it appears that the person so signing had no authority to do so, the IIMU may without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all cost and damages.

**(9) ARBITRATION:**

Except as otherwise provided elsewhere in the contract, if any dispute, difference, question or disagreement or matter whatsoever, shall, before/after completion or abandonment of work or during the extended period, hereafter arises between the parties, as to the meaning, operation or effect of the contract or out of or relating to the contract or breach thereof, shall be referred to a Sole Arbitrator to be appointed by IIMU.

If the arbitrator to whom the matter is originally referred dies or refuses to act or resigns/withdraws for any reason from the position of arbitration, it shall be lawful for the IIMU to appoint another person to act as Arbitrator in the manner aforesaid. Such person shall be entitled to proceed with the reference from the stage at which his predecessor left it, if both the parties consent to this effect, failing which the Arbitrator shall be entitled to precede denovo.

It is a term of the contract that the party invoking arbitration shall specify all disputes to be referred to the Arbitrator at the time of invocation of arbitration under this clause. It is also term of the contract that the cost of arbitration shall be borne by the parties themselves.

The venue of arbitration shall invariably be at Udaipur.

Subject as aforesaid the provisions of the Arbitration and Conciliation Act 1996 and any statutory modifications or re-enactment thereof or rules made there under and for the time being in force shall apply to the arbitration proceedings under this clause.

**(10)** IIMU reserves the right to reject the tender in whole, or in part, without assigning any reasons thereof.

**(11)** IIMU reserves the right to withdraw/relax/modify any of the terms and conditions mentioned in the tender document if it is felt necessary in the benefit of the IIMU.

**(12)** All exhibits/certificates/statements/supporting documents should be indexed serially page numbered.

**(13)** In case there is a tie, i.e.: two or more bids/quotes are for the same amount, then preference will be given to the company with a higher Solvency Ratio as on 31 Mar 2022.

**(14)** The decision of the Director of IIMU will be final in all respect and will be acceptable to all the Bidders.

**(15) Jurisdiction:** All matters and disputes arising out of this agreement will be subject to the jurisdiction of the courts located at Udaipur only.



## **SECTION – F**

### **INSTRUCTIONS FOR ONLINE BID SUBMISSION**

The Bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the Bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

#### **REGISTRATION**

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “**Online bidder Enrollment**” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the Bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the Bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) 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 DSC’s to others which may lead to misuse.
- 6) 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.

#### **SEARCHING FOR TENDER DOCUMENTS**

- 1) There are various search options built in the CPP Portal, to facilitate Bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the Bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) 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 ‘My Tenders’ folder. This would enable the CPP Portal to intimate the Bidders through SMS / e- mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender; in case they want to obtain any clarification/help from the Helpdesk.

#### **PREPARATION OF BIDS**

- 1) Bidders should take into account any corrigendum published on the tender document before submitting their bids.



- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, and the number of documents - including the names and content of each of the documents that need to be submitted. Any deviations from these may lead to the rejection of the bid.
- 3) 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 / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing the size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the Bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

**Note:** My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of the Technical Bid.

## SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) **Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.**
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise, the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the Bidders. Bidders are required to download the BoQ file, open it and complete the white-colored (unprotected) cells with their respective financial quotes and other details (such as the name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6) 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, opening of bids etc. The Bidders should follow this time during bid submission.
- 7) All the documents being submitted by the Bidders would be encrypted using PKI



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encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128-bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

9) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), 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.

10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

11) 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.

12) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

13) The Bidders are requested to submit the bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server System Clock). The **TIA will** not be held responsible for any sort of delay, or the difficulties faced during the submission of bid online by the Bidders at the eleventh hour.

14) Not more than one tender shall be submitted by one Bidder or Bidders having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.

15) Bidder who has downloaded the tender from the IIMU website [www.iimu.ac.in](http://www.iimu.ac.in) and Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app> **shall not alter/modify the tender form including downloaded price bid template in any manner**. In case if the same is found to be altered/ modified in any manner, tender will be completely rejected and EMD would be forfeited, and Bidder is liable to be banned from doing business with IIMU.

## TENDER ACCEPTANCE LETTER

(To be given on Bidder Letter Head)

Date:

To,

The Director, IIM Udaipur, Balicha, Udaipur, Rajasthan-313001.

**Sub.: Acceptance of Terms & Conditions of Tender.**

**Tender Reference No.: IIMU/Building Insurance/2022**

**Name of Tender/Work: Providing Building Insurance to IIM Udaipur.**

Dear Sir,

1. I/We have downloaded/obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: \_\_\_\_\_ as per your advertisement, given in the above-mentioned website(s).
2. I/We hereby certify that I/We have read the entire terms and conditions of the tender documents from Page No.\_\_\_\_to\_\_\_\_ (including all documents like annexure(s), schedule(s), etc.,) which form part of the contract agreement and I/we shall abide by with the terms/conditions/clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/organization too have all been taken into consideration while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) / corrigendum(s) in its totality/entirety.
5. In case any provisions of this tender are found violated, then your department/organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full earnest money deposit absolutely.

Yours faithfully,

(Signature of the Bidder, with Official Seal)

## **PRE-BID CONFERENCE**

1. A Pre-bid conference is stipulated in the Tender Information Summary (TIS), prospective Bidders interested in participating in this tender may attend the Pre-bid conference to clarify the techno-commercial conditions of the Tenders at the venue, date, and time specified therein.
  2. Participation is not mandatory. However, if a bidder chooses not to (or fails to) participate in the Pre-bid conference or does not submit a written query, it shall be assumed that they have no issues regarding the techno-commercial conditions.
  3. The date and time by which the written queries for the Pre-bid must reach the authority and the last date for registration for participation in the Pre-bid conference are also mentioned in the TIS.
  4. Delegates participating in the Pre-bid conference must provide a photo identity and an authorization letter from their Company/ principals; else, they shall not be allowed to participate. **The pre-bid conference may also be held online at the discretion of the Procuring Entity.**
1. After the Pre-bid conference, the Minutes of the Pre-bid conference shall be published on the Procuring Entity's portal within two days from the Pre-bid conference. If required, a clarification letter and corrigendum to Tender Document shall be issued, containing amendments of various provisions of the Tender Document, which shall form part of the Tender Document.



**Annexure-I**

**AREA OF BUILDINGS TO BE INSURED**

AREA NAME	DENO.	AREA	House Number
Cluster 2	Sqm	1290	
Cluster 3	Sqm	943	
Cluster 4	Sqm	1290	
Cluster 5	Sqm	1663	
Cluster 6	Sqm	4748	
Cluster 7	Sqm	3616	
Cluster 8	Sqm	1159	
Cluster 9	Sqm	2290	
Cluster 10	Sqm	1956	
Cluster 11	Sqm	2351	
Cluster 12A	Sqm	975	
Cluster 12B	Sqm	975	
Cluster 13A	Sqm	1255	
Cluster 13B	Sqm	1220	
Type B Housing	Sqm	4843.8	1 TO 30
Visting Faculty	Sqm	2340	1 TO 12
Type A Housing	Sqm	7812	1 TO 36 + 8 (Under construction)
Dining Hall	Sqm	2735	
Academic block	Sqm	32500	
Amphitheatre	Sqm	1200	
Water body	Sqm	-	
SWAGE TREATMENT PLANT No (1,2,3,4)	Sqm		
ELEVATED STORAGE RESERVOIR 1 & 2	Sqm	226.08	
Car Parking Sheds	Sqm	600	
ELECTRICAL SUB-STATION Building s 1 to 4	Sqm	1360	
Inner boundary wall	Sqm		
Outer Boundary wall.	Sqm		

**Annexure-II**

**INSURANCE COVERAGE LIMIT OF THE POLICY**

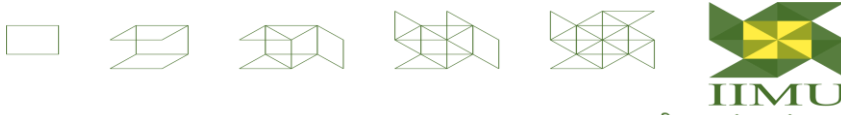
<b>Coverage Limit</b>	<b>Risks to be covered</b>
Any One Year (AOY) limit of ₹. 461 crores	<ul style="list-style-type: none"> <li>• Fire</li> <li>• Forest fire</li> <li>• Earthquake</li> <li>• Natural Calamity i.e. Act of God also)</li> <li>• All standard Fire and Allied/Special Perils</li> <li>• Expenses incurred to minimize the loss is also included such as loss due to use of Fire Fighting Systems i.e. Sprinklers, Wet Riser &amp; Fire Extinguishers)</li> <li>• All other assets including               <ul style="list-style-type: none"> <li>•Lift</li> <li>•HVAC's</li> <li>•Plant and machinery</li> <li>•Electrical equipment, wiring, cabling, Electrical panels, boards</li> <li>•Sub stations</li> <li>•DG sets,</li> <li>•Drinking water pumps</li> <li>•Kitchen Equipment</li> <li>•All Networking, Audio Video, Telephones, TV and CCTV systems.</li> <li>•Curtains, wall Paneling, False Ceiling, all interiors, Display Boards, Furniture, Fans &amp; Luminaires)</li> <li>•Fire Fighting System</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>• UPS</li> <li>• Fire Alarm system</li> </ul>



**Annexure-III**

<u>COVERAGES – BURGLARY POLICY</u>	-	Gross Value As on 22 Sep 22	Gross Value As on 31st Mar 22	Depreciated Value As on 31st Mar 22
<b>Particulars</b>	<b>Nature of work</b>			
<b><u>ASSETS -WORK IN PROGRESS</u></b>	-	-	-	-
C. P. W. D. (New Work)	Civil	10,06,53,251	4,70,36,983	4,70,36,983
Simplex Escalation/Settlement	Civil	5,70,11,192	5,70,11,192	5,70,11,192
Sycone CPMC	PMC	8,76,647	8,76,647	8,76,647
CPC	Civil	52,95,709		
ATHENOS DESIGN	Design	6,25,144		
Others	Civil	6,25,566		
<b>TOTAL – WIP</b>		<b>16,50,87,508</b>	<b>10,49,24,822</b>	<b>10,49,24,822</b>
<b>Assets Capitalized from WIP</b>				
Buildings		3,52,98,99,393.4 3	3,52,95,86,893	3,30,04,55,513
Roads		31,31,99,774	31,31,99,774	28,19,23,185
<b>Total Capitalized From WIP</b>		<b>3,84,30,99,167</b>	<b>3,84,27,86,667</b>	<b>3,58,23,78,698</b>
<b><u>OTHER ASSETS</u></b>	-	-	-	-
Electrical Installation & Equipment		4,44,40,404.50	4,39,22,295	3,51,73,816
Plant & Machinery		20,42,19,957.31	20,37,50,637	16,07,68,398
Office Equipment		50,01,033.00	49,82,334	29,04,273
Audio Visual Equipment		20,85,45,773.76	20,78,79,224	16,38,23,878
Computers & Peripherals		5,35,74,791.01	4,66,94,795	97,07,118
Furniture, Fixtures & Fittings		7,44,07,270.08	6,99,36,426	4,40,45,934
Vehicles		6,26,931	6,26,931	2,50,556
Library, Books & Scientific Journals		81,17,418.34	80,78,309	24,91,703
Small Value Assets		73,42,574.04	72,48,774	0
<b>Total of Other Assets</b>		<b>60,62,76,153</b>	<b>59,31,19,725</b>	<b>41,91,65,676</b>
<b>GRAND TOTAL</b>		<b>4,61,44,62,829</b>	<b>4,54,08,31,214</b>	<b>4,10,64,69,195</b>





**FINANCIAL BID**

**BOQ**

S No.	Description	Premium (Rs.)
1	Insurance coverages (Breakup given in Annexure III) Capital cost as on 22 Sept 2022- is 4614462829.00 <b>Add on coverages</b> Earthquake (Fire & Shock) Storm, Flood, Inundation, and Tempest Terrorism, Riotous & Malicious Damage	
	<b>Total Premium</b>	
	GST if applicable	
	<b>Total Premium amount Payable Including Tax</b>	

**Note:** - Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the Bidders. Bidders are required to download the BoQ file, open it and complete the white-colored (unprotected) cells with their respective financial quotes and other details (such as the name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.