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INDIAN INSTITUTE OF MANAGEMENT KOZHIKODE

IIM Kozhikode Campus P.O., Kozhikode, Kerala - 673 570

NOTICE INVITING TENDERS

FOR

PROVIDING (a)STANDARD FIRE & SPECIAL PERILS POLICY WITH EARTHQUAKE AND STFI COVER (b) BURGLARY & HOUSE BREAKING POLICY (BUSINESS PREMISES) (c) ELECTRONIC EQUIPMENT POLICY AND (d) THIRD PARTY INSURANCE COVER FOR PASSENGER LIFTS FOR IIM KOZHIKODE

(Through E-Procurement Only)

Tender No. 11-027/INS/NIT-13/2021-IIMK.PUR

Dated : 02.09.2021

1.	Name of the work	Tenders for “Providing (a)Standard Fire & Special Perils Policy with Earth Quake and STFI Cover (b) Burglary & Housebreaking Policy (Business Premises)(c) Electronic Equipment Policy(d) Third Party Insurance for Passenger Lifts for IIM Kozhikode”
2.	Cost of Bid Document	The bid form can be freely downloaded from IIMK Website: https://iimk.ac.in/announcements/Tender .php as well as https://mhrd.euniwizarde.com
3.	Period of downloading of Bid Document from IIMK Website	From 02.09.2021 to 23.09.2021 (Till 03:00 PM)
4.	Last Date of Receipt of the Bids	23.09.2021 up to 15:00Hrs
5.	Date of Opening Bid	23.09.2021 at 16:00Hrs
6.	Mode of Submission of Hard copy of the bid	Can be sent by Speed Post/Registered Post/ Courier or dropped in the Box entitled ‘Purchase Section’ in the Admin. Building
7.	Address to which Hard Copy of Bid is to be sent	Chief Administrative Officer Indian Institute of Management Kozhikode IIM Kozhikode Campus P.O. Kozhikode – 673 570
8.	Contact Person	Chief Purchase Officer Indian Institute of Management Kozhikode IIM Kozhikode Campus P.O. Kozhikode – 673 570, Tel: 0495 – 2809459

Amendments to the tender (if any) will be issued only through website. www.iimk.ac.in and on E-Procurement Portal <https://mhrd.euniwizarde.com/>



INDIAN INSTITUTE OF MANAGEMENT KOZHIKODE

IIM Kozhikode Campus P.O., Kozhikode, Kerala - 673 570

Tender No. 11-027/07/INS/NIT-13/2021-IIMK.PUR

Date: 02.09.2021

Bids are invited from eligible and qualified persons/firms for **“Providing (a)Standard Fire & Special Perils Policy Fire with Earth Quake and STFI Cover (b) Burglary & Housebreaking Policy (Business Premises) (First Loss Policy) (c) Electronic Equipment Policy(d) Third Party Insurance for Passenger Lifts for IIM Kozhikode for Indian Institute of Management Kozhikode”**. The bid documents are available in www.mhrd.euniwizarde.com and the last date for the submission of bids is 23.09.2021.

Chief Administrative Officer

Visit the website for more information:

<https://mhrd.euniwizarde.com/>

<https://www.iimk.ac.in/>

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PART-1: GENERAL INFORMATION AND INSTRUCTIONS FOR THE BIDDERS

A. INTRODUCTION

Indian Institute of Management Kozhikode (IIMK) invites Tender from Public Sector General Insurance Companies and through IRDA approved Insurance Brokers, who are members of the Insurance Regulatory and Development Authority of India and have license to carry out General Insurance in India for “Providing (a)Standard Fire & Special Perils Policy Fire with Earth Quake and STFI Cover (b) Burglary & Housebreaking Policy (Business Premises) (First Loss Policy)(c) Electronic Equipment Policy(d) Third Party Insurance for Passenger Lifts for IIM Kozhikode ”.

B. Scope of Services

Providing (a)Standard Fire & Special Perils Policy Fire with Earth Quake and STFI Cover (b) Burglary & Housebreaking Policy (Business Premises) (First Loss Policy) (c) Electronic Equipment Policy(d) Third Party Insurance for Passenger Lifts for IIM Kozhikode Assets for the year 2021-2022. **The Value of Fixed Assets as on 31.03.2021 is as under: -**

i. Fire & Special other Perils Policy with Earth Quake and STFI Cover:

Sl. No.	Description of Items	Value of Insurance Coverage	
		Amount (₹in crores)	Amount (₹in crores)
1	<u>Buildings and related Assets</u> Building(Non Residential) Building (Residential) Road, Boundary Walls, Drains Etc. Water Harvesting Pond Work in Progress-Building	149.00 106.37 23.93 7.72 8.03	295.05
2	<u>Furniture & Fixtures</u>		27.09
3	<u>Equipment</u> Plant and Machinery Vehicles Equipment Office and Other Equipment Work in Progress-Electrical Installation	67.07 1.37 2.75 4.06 0.35	75.60
4	<u>Library Books</u> Books/journals/subscriptions	20.68	
Total:		(in Crores)	c 418.42

ii. Burglary & House Breaking Policy:

Sl. No.	Description of Items	Value of Insurance Coverage	
		Amount (` in crores)	Amount (` in crores)
1	<u>Furniture & Fixtures</u>	27.09	27.09
2	<u>Equipments</u>		
	Plant and Machinery	67.07	
	Vehicles	1.37	
	Equipments	2.75	
	Office and Other Equipments	4.06	
	Computers/peripherals	24.00	
	Work in Progress-Electrical Installation	0.35	99.60
3	<u>Library Books</u>		
	Books/journals/subscriptions	20.68	
	Total Value of Assets:	₹147.37 Crores only	
	First Loss Cover Amount :	₹ 43.133 Furuhr rqr	

iii. Electronic Equipment Policy

Sl No.	Description of Items	Value of Insurance Cover (` in crores)
1.	Servers ,Computers, Peripherals	24.00
2.	E-Journals, Databases, CD-ROMs	27.2
3.	EPABX	0.10
	Total :	₹84.163 Furuhr rqr

iv. Third Party Liability Insurance Cover to Lift passenger's policy.

Sl. No	Passenger Lift Capacity	Number of Passenger Lifts
1	16 Passengers	02
2.	13 Passengers	15
3.	10 Passengers	01
4.	08 Passengers	06
	Total 24 Lifts* (* List of Passenger Lifts at Appendix 'J')	
	Insurance Cover of `5.0 lakhs per Passenger, or a maximum assured sum of Rs. 10 lakhs.	

C. GENERAL INFORMATION

1. **Two-Bid system:** This bid is under two bid system through e-tendering, the Techno-Commercial Bids will be opened on the time and date mentioned in the NIT.
2. **Last date and time for submission of the Bids: 15:00 Hrs. on 23.09.2021:** The bidder has to submit online bids i.e. Technical Bid and Commercial Bid through e-procurement portal <https://mhrd.euniwizarde.com/>
3. **Manner of submission of the Bids:** Tenders are to be submitted online through the website stated above. The tender document may be downloaded from the website & submission of technical bid, financial bid as per Tender time schedule. No manual bid will be accepted.
4. **Time and date for opening of Technical Bids:** The Technical Bids will be opened electronically on **23.09.2021 at 16:00 hrs.** Bidders can witness electronic opening of bid.
5. **Forwarding of Bids:** Bids should be submitted by Bidders furnishing details like valid GST registration number, Bank account details with address and complete postal & e-mail address of their office.
6. **Clarification regarding contents of the Bids:** During evaluation of Technical Bids, IIMK may at its discretion, ask the bidder for clarification of his bid. The request for clarification will be given in writing and no change in prices or substance of the bid will be sought, offered or permitted. No post-bid clarification on the initiative of the bidder will be entertained.
7. **Rejection of Bids:** Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection. Conditional bids will be rejected.
8. **Validity of Bids:** The Bids should remain valid till 120 Days from the last date of submission of bid.

D. INSTRUCTIONS TO BIDDERS FOR THE E-SUBMISSION OF THE BIDS ONLINE THROUGH E-PROCUREMENT PORTAL.

1. Registration Process on Online Portal
 - I. Bidders to enroll on the e-Procurement module of the portal <https://mhrd.euniwizarde.com/> by clicking on the link "Bidder Enrolment".
 - II. 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.
 - III. 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.

- IV. 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.
 - V. DSC once mapped to an account cannot be remapped to any other account. It can only be inactivated.
2. 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.
 3. The Bidders can update well in advance, the documents such as certificates, purchase order/ Contract Order details etc., under My Documents option and these can be selected as per tender requirements and then attached along with bid documents during bid submission. This will ensure lesser upload of bid documents.
 4. After downloading / getting the tender schedules, the Bidder should go through them carefully and then submit the documents as per the tender document; otherwise, the bid will be rejected.
 5. The BOQ template must not be modified / replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for that tender. Bidders are allowed to enter the Bidder Name and Values only.
 6. If there are any clarifications, this may be obtained online through the eProcurement Portal, or through the contact details given in the tender document. Bidder should take into account of the corrigendum published before submitting the bids online on the portal or on <https://mhrd.euniwizarde.com> or <http://www.iimk.ac.in/tender/tender.php> in advance, should prepare the bid documents to be submitted as indicated in the tender schedule and they should be in PDF formats.
 7. The bidder should read the terms and conditions and accept the same before proceeding further to submit the bids.
 8. The bidder has to submit the tender document(s) online well in advance before the prescribed time to avoid any delay or problem during the bid submission process.
 9. There is no limit on the size of the file uploaded at the server end. However, the upload is decided on the Memory available at the Client System as well as the Network bandwidth available at the client side at that point of time. In order to reduce the file size, bidders are suggested to scan the documents in 75-100 DPI so that the clarity is maintained and the size of file gets reduced. This will help in quick uploading even at very low bandwidth speeds.
 10. It is important to note that, the bidder has to click on the Freeze Bid Button, to ensure that, he/she completes the Bid Submission Process. Bids, which are not frozen, are considered as Incomplete/Invalid bids and are not considered for evaluation purposes.
 11. The Tender Inviting Authority (TIA) will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to local issues.

12. The bidder may submit the bid documents in online mode only, through this portal. Offline documents will not be handled through this system. Only hard copy of the Bid should reach before due date to the CAO, IIMK.
13. At the time of freezing the bid, the e-Procurement system will give a successful bid updating message after uploading all the bid documents submitted and then a bid summary will be shown with the bid no., date & time of submission of the bid with all other relevant details. The documents submitted by the bidders will be digitally signed using the e-token of the bidder and then submitted.
14. After the bid submission, the bid summary has to be printed and kept as an acknowledgement as a token of the submission of the bid. The bid summary will act as a proof of bid submission for a tender floated and will also act as an entry point to participate in the bid opening event.
15. Successful bid submission from the system means, the bids as uploaded by the bidder is received and stored in the system. System does not certify for its correctness.
16. The bidder should see that the bid documents submitted should be free from virus and if the documents could not be opened, due to virus, during tender opening, the bid is liable to be rejected.
17. The time that is displayed from the server clock at the top of the tender Portal, will be valid for all actions of requesting bid submission, bid opening etc., in the e-Procurement portal. The Time followed in this portal is as per Indian Standard Time (IST), which is GMT+5:30. The bidders should adhere to this time during bid submission.
18. The bidders are requested to submit the bids through online e-Procurement system to the Tender Inviting Authority (TIA) well before the bid submission end date and time (as per Server System Clock).
19. The bidder / tenderer / Contractor shall file the applicable returns with Tax departments in time and submit the same as documentary proof.
20. The GST applicable shall be shown as separate line items in the Tax invoices to avail in put credit to IIMK.

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/eprochelpdesk.01@gmail.com), Vijay(8448288989/eprochelpdesk.03@gmail.com),Suriya(8448288994/eprochelpdesk.06@gmail.com),8448288992,8448288984,8448288986,8448288982,84482889.

PART II: TERMS & CONDITIONS OF THE CONTRACT

1. **Pre-qualification criteria:** The bidders who wish to submit their bids for the aforesaid work shall have to meet the Qualification Criteria given as hereunder:

Qualification of the bidder will be based on meeting pass/ fail criteria specified below regarding the technical experience and financial position. The bidder shall also be required to furnish the information specified in their Bid. IIMK reserves the right to waive minor

deviations, if they do not materially affect the capability of the bidder to perform the contract.

Following Technical and Financial criteria along with documentary evidence required is proposed for the bidders:

A) EXPERIENCE CRITERIA	
Eligibility criteria	Documentary proof
<p>a) The Public Sector General Insurance Companies and Insurance Brokers should be registered with IRDAI.</p> <p>b) The Public Sector General Insurance Companies and IRDA approved Insurance Brokers should be in operation for at least 7 (seven) years in India as on last day of month previous to the one in which tenders are invited.</p> <p>c) The Public Sector General Insurance Companies and IRDA approved Insurance Brokers should have experience in providing General insurance coverage of similar nature of insurance cover for Plant, Machinery, Buildings, Stockyards for Fire, Marine, Earth Quake and STFI Cover, Theft, Burglary & House breaking, third party liability, Directors & officers liability etc. to any organization during last 7 years.</p> <p>d) Public Sector General Insurance Companies and IRDA approved Insurance Brokers should have issued a single policy for the above coverage in any of the last 7 years for a sum insured value not less than Rs. 4,500 crores as the Leader.</p>	<p>a) Self-attested copy of valid IRDA License should be furnished.</p> <p>b) Sufficient and valid documentary evidence to satisfy the eligibility criteria as stipulated at b), c) & d) are required to be submitted by the bidder.</p>
B) FINANCIAL CRITERIA	
Eligibility criteria	Documentary Proof
<p>a) Average annual financial turnover (Gross Direct Premium) of the bidder during last three financial years ending with 31/03/2021 should be at least Rs.1,000 Crore.</p> <p>b) Net worth of the bidder during last financial year i.e. FY 2020 - 21 shall be positive as per audited balance sheet. However, the criterion of having positive net - worth is not applicable to PSUs.</p> <p>c) INSOLVENCY: The Bidder against whom an application for initiating corporate insolvency resolution process has been admitted by the</p>	<p>The bidders have to submit the copies of audited financial Statement of Accounts and Balance Sheets of the FY 2018-19, FY 2019-20 & FY 2020-21 in support of both the qualifying criteria along with the bid.</p> <p>Self- Declaration regarding insolvency under the Insolvency</p>

Adjudicating Authority under the Insolvency and Bankruptcy code 2016, or as amended from time to time shall not be eligible for bidding. In case, bidder in respect of whom any application for initiating corporate insolvency resolution process was not admitted at the time of submission of bid but subsequently during the period of evaluation of bids or any time before the work is awarded, any such application is admitted by the Adjudicating Authority under the IBC 2016, the bidder shall be considered as ineligible and his bid shall be rejected.

Further, the bidder while submitting the bid or during the period of evaluation of bids or any time before the award of work, shall inform IIMK regarding any admission of application for corporate insolvency resolution process by the Adjudicating Authority under the IBC 2016 against bidder and any suppression of such fact shall render the bidder liable for rejection of his bid an banning of business dealing as per terms and conditions of the Bid Document.

and Bankruptcy code 2016 as per Appendix – H

2. The bidders are advised to submit the desired papers/documents with their technical bids. Organizational Profile, failing which the bids shall be declared un-responsive.
3. **Technical Details (Terms and Conditions of the Policy):** As part of technical evaluation, the details of the terms and conditions of the policy will be forwarded and attached with the tender. All terms and conditions which will form part of the insurance policy will be provided and attached with the tender document. The terms and conditions will include but not limited to the following:
 - (a) Subjective: Warranties, Endorsements, Clauses, Special Conditions, Risk Covered, Fire Product Exclusions, etc.
 - (b) Deductibles including Terrorism Deductibles.
 - (c) General Exclusions
 - (d) General Conditions
 - (e) Any Other Clauses
4. **Burglary & Housebreaking Policy and Third Party Liability Insurance cover to Lift Passengers policy:** All terms and conditions which will form part of the insurance policy will be provided and attached with the tender document. The terms and conditions will include but not limited to the following:
 - (a) Operative Clause.
 - (b) Exclusions.

- (c) Special Conditions
- (d) General Conditions
- (e) Any Other Clauses

5. The additional Terms and conditions for “Providing Standard Fire & Special Perils Policy Fire with Earth Quake and STFI Cover and Burglary & Housebreaking Policy (Business Premises) is given in below, which shall form part of the tender;

- a) Only leading General Insurance Companies and through IRDA approved Insurance Brokers, who are having license from Insurance Regularity Development Authority to do General Insurance business in India, need to send their quotation.
- b) Quote should be strictly as per perils mentioned in the tender, failing which quotation shall be out rightly rejected
- c) Agencies Intending to participate and get qualified need to fulfil the Pre-Qualification Criteria stipulated.
- d) The tenderers have to send the relevant copies for meeting Pre-qualification criteria and documents substantiate the required parameters of PQC. The agency has to submit the work orders copies along with work completion certificates issued by the Principal Owner clearly indicating the quantum, value and type of work executed for the relevant years in support of the said qualifying criteria along with the tender.
- e) Quotations submitted through Insurance brokers should essentially attach the quotation received from Insurance Company, duly signed.
- f) All applicable taxes to be quoted separately
- g) Period of validity for your quotation may be indicated. The premium quoted should be valid for not less than 90 days.
- h) During the policy period there will be no revision in the premium amount.
- i) In addition to the above, the firms may also indicate any other options/schemes with them with appropriate documents (optional).
- j) For addition/deletion during the insurance period, additional premium amount will be given / withdrawn on pro-rata basis.
- k) The Tenderer is expected to carry out a detailed survey or investigation and undertake a comprehensive assessment of risks, costs and obligations associated with the particular Tender.
- l) The bidder has to furnish a self-declaration to the effect that they have not been banned or de-listed by IRDAI/ any Government or Quasi Government agency or PSUs of India. If they have been banned or de-listed by IRDAI or any Government or Quasi Government agencies or PSUs, then this fact must be clearly stated. If this declaration is not furnished, the bid shall be treated as nonresponsive and liable for rejection.
- m) If any information in this schedule is found to be incorrect or concealed, qualification application will summarily be rejected.
- n) The selected Insurance Company will have to execute the Service Level Agreement (SLA) on appropriate Non Judicial Stamp paper as per draft SLA in **Appendix – G**, which is a part of the Techno Commercial Bid. The SLA contains parameters with respect to:

- I. Time frame for issuance of policies and endorsements, and write up on Claim procedures along with document required for settlement of claim.
- II. Time frame for appointment of surveyor.
- III. Panel of surveyor mutually agreed to between IIMK and Insurer
- IV. Time frame for On A/C payment
- V. Time frame for final settlement
- VI. Any other conditions as may be required and accordingly modified

6. Reinsurance Support:

Please state the name of your Re-insurer for this risk and attach a confirmation: Please confirm that the Institute Policy quote has Re-insurance support that has enjoyed a rating of minimum "A" from accredited agency. Re-Insurance support is mandatory for pre-qualification of Techno-Commercial bid. Please state the name of your Re-insurer for this risk and attach a confirmation from your Re-insurer for this risk in their letter-head duly signed by them, which should confirm to the following:

- (a) That they have given lead reinsurance terms to you (Name of the Bidder) for the Package Policy of IIMK covering full sum Insurance of Property Damage as per the Terms of Tender.
- (b) Support also required for Standalone Terrorism cover for Property Damage due to Terrorism Activity.
- (c) Please state the Rating of the Re-Insurer and name of the accredited agency.
- (d) While the Re-insurance support is being sought, it is imperative for the bidder to ensure the financial rating of the Reinsurer as well as the process of recovery of claim from them. Noncompliance of above may render the bid invalid.
- (e) Insurance of IIMK being separate and independent contract of insurance to be underwritten by the successful bidder, under any circumstances, claim of IIMK will not be prejudiced irrespective of the Re-Insurance contract.

7. Please confirm that you have quoted separately for IIMK Policy covering:

(a)	Total sum insured for properties for Fire and Special Other Perils Policy with Earth Quake and STFI Cover	Rs.418.42 Cr
(b)	First Loss Cover Amount in Burglary & House Breaking Policy	Rs. 10.00 Cr
(c)	Electronic Equipment Policy Cover	Rs. 51.30 Cr
(d)	Third Party Liability Insurance Cover to Lift Passengers @Rs 5.0 Lakhs per passenger with a maximum assured sum of Rs 10.0 Lakhs.	-

In respect of all properties, as per fixed assets register and subsequent additions Including Capital Work in Progress, Inventory, Goods Held during the currency of the policy which are owned by / under care & custody of IIMK and situated anywhere within

the confines of the Institute. It also includes Properties under Construction, Inventory, Goods Held during the currency of the policy which are owned/ leased by IIMK and situated anywhere within the Confines of the Institute.

All immovable and movable properties and assets of IIMK but not limited to all permanent and temporary constructions, installations, civil structures like Administrative Building, Library and Information Centre, Guest Houses, Residential Buildings, Dispensary, Shopping Centre including contents thereof, Roads, Culverts, Bridges, Boundary Walls, Fencings, all electrical, mechanical & electronic equipment (fixed or mobile) IT infrastructure, servers, Solar Panel with all structures & equipment, Networking, water installations including water pipelines, third party properties under care, custody & control of the assured, Electrical installations substations, distribution & overhead transmission lines, Wire & Cables (embedded or on surface / overhead), Capital Work in Progress / Properties in course of construction / erection, Passenger Lifts, Dumb Waiter Lifts, Minor Works, Temporary Structures, Inventories (including Consumables)and the like etc. It also includes third party properties /cargo/ goods held in the care, custody or control of the assured.

All risk including but not limited to AOG Perils, Earthquake, Storm, Tempest, Flood, Inundation, Hurricane, Sea wave, Tsunami, Subsidence, Landslide, Rockslide, all types of machinery breakdown, or derangement of any communication equipment, alarm system or computer system, / damage due to cessation, fluctuation, variation in or insufficiency of water, gas or electricity supplies / damaged due to artificially generated electrical current to electrical appliances, fixtures or wirings / damage due to processing, erecting, dismantling, renovating, repairing or working on the properties/ damage during dismantling (including owners surrounding properties) and transit of insured handling equipment . So this is an All Risk Policy subject to named exclusion. Coverage also includes Riots, Strike, Malicious Damage, Civil Commotion, vandalism etc.

8. We have no claim against insurance policy since last three years.
9. **BID SECURITY DECLARATION FORM:** Bidders are required to fill the Bid Security Declaration Form as per given in **Appendix D** in the bid documents. Bidders will be disqualified/blacklisted from bidding for any contract with the Institute for a period of one year from the date of notification of bid if the bidder is found to be in breach of any bid terms & conditions/ Contract Order.
10. The bidder must attach self-attested copies of its Bank Account, PAN, GST number, Certificate of incorporation/registration.
11. **PRICES:** The rates quoted shall be inclusive of all admissible taxes/Duties/ Levies. Any increase in taxes and others statutory duties/levies after the expiry of scheduled delivery date or award of contract order shall be to the vendor's account. However, benefit of any decrease in these taxes/duties shall be passed on to the IIMK by the vendors.

12. **PAYMENT TERMS:** Please note that no advance payment will be made. 100% Payment will be released within 30 days after satisfactory delivery of all items. No payment will be admissible for rejection. Payment shall be released after deducting TDS/GST as per Income Tax Rules and any other deductions as per Government rules.

PART III : STANDARD CONDITIONS OF CONTRACT

1. Authorized signatory: If the tender is made by or on behalf of a company incorporated under the Companies Act of 1956, it shall be signed by the Managing Director or one of the Directors duly authorized on that behalf. If it is made by a partnership firm, it shall be signed with co-partnership name by a member of the firm who shall sign copy of Power of Attorney with the tender authorizing him to sign on behalf of the partners. A certified copy of the registered partnership deed shall also be submitted along with the tender.
2. The bidder should have successfully executed at least three similar orders in Government and/or Private sector. The bidders are required to submit supporting document for the past experience i.e. copy of the purchase order/ Contract Order and work completion report etc. These documents would be subject to further verification by the IIM, if required.
3. The vendor should attach a list of his/her customers with supporting documents, failing which the tender is liable to be rejected.
4. Law: The Work Order and agreement shall be considered and made in accordance with the laws of the Republic of India. The work Order shall be governed by and interpreted in accordance with the laws of the Republic of India.
5. Conciliation: Any dispute or difference whatsoever arising between the parties relating to or arising out of Contract, shall be settled first by Conciliation in accordance with the Govt. Rules and settlement so rendered between the parties in pursuance thereof shall be final and binding on the parties. Reference to Arbitration shall be made only when the Conciliation has failed. All disputes will be subject to Kozhikode Jurisdiction only.
6. Penalty for use of undue influence: The bidder shall undertake that he has not given, offered or promised to give, directly or indirectly, any gift, consideration, reward, commission, fees, brokerage or inducement to any person in service of IIMK or otherwise in procuring the Orders or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of the present Work Order or any other work order with the Government of India for showing or forbearing to show favor or disfavor to any person in relation to the present work Order or any other work Order with the Government of India. Any breach of the aforesaid undertaking by the bidder or any one employed by him or acting on his behalf (whether with or without the knowledge of the bidder) or the commission of any offers by the bidder or anyone employed by him or acting on his behalf, as defined in Chapter IX of the Indian Penal Code, 1860 or the Prevention of Corruption Act, 1986 or any other Act enacted for the prevention of corruption shall entitle IIMK to cancel the work Order and all or any other work Orders with the Bidder and recover from the Bidder the amount of any loss arising from such cancellation. A decision of IIMK or the nominee to the effect that a breach of the

undertaking had been committed shall be final and binding on the Bidder. Giving or offering of any gift, bribe or inducement or any attempt at any such act on behalf of the Bidder towards any officer/employee of IIMK or to any other person in a position to influence any officer/employee of the IIMK for showing any favor in relation to this or any other Work Order, shall render the Bidder to such liability/ penalty as IIMK may deem proper, including but not limited to termination of the Work Order, imposition of penal damages, forfeiture of the Bank Guarantee and refund of the amounts paid by IIMK.

7. Access to books of accounts: In case it is found to the satisfaction of IIMK that the bidder has engaged an Agent or paid commission or influenced any person to obtain the contract as described in clauses relating to Agents/Agency Commission and penalty for use of undue influence, the bidder, on a specific request of IIMK, shall provide necessary information/ inspection of the relevant financial documents/information.
8. Non-disclosure of contract documents: Except with the written consent of the IIMK/Bidder, other party shall not disclose the contract or any provision, specification, plan, design, pattern, sample or information thereof to any third party.
9. Termination of contract: The IIMK shall have the right to terminate this contract in any of the following cases without payment of compensation: -
 - a) The successful Bidder is declared bankrupt or becomes insolvent.
 - b) The IIMK has noticed that the successful bidder has utilized the services of any Indian/Foreign agent in getting this contract and paid any commission to such individual/company etc.
 - c) For non-performance/default in compliance of the terms and conditions of the contract.
10. IIMK may terminate this contract at any time with the notice of 30 days in advance.
11. Notices: Any notice required or permitted by the contract shall be written in the English language and may be delivered personally or may be sent by registered pre-paid mail/airmail, addressed to the last known address of the party to whom it is sent.
12. Amendments: No provision of present Contract shall be changed or modified in any way (including this provision) either in whole or in part except by an instrument in writing made after the date of this Contract and signed on behalf of both the parties and which expressly states to amend the present Contract.
13. The Bidder is required to give confirmation of their acceptance of the Standard Conditions of the Contract, which will automatically be considered as part of the Contract concluded with the successful Bidder as selected by the IIMK. Failure to do so may result in rejection of the Bid submitted by the Bidder.

PART V: PREPARATION OF BID DOCUMENT

1. The Bidder is expected to examine all instructions, forms, terms and specifications in the Bid Document. Failure to furnish all information required as per the Bid Documents or submission of

the bids not substantially responsive to the Bid Documents in every respect will be at the bidder's risk and shall result in rejection of the bid. Each bidder shall submit only one Bid. Bidder shall not contact other bidders in matters relating to this tender.

2. All pages of the Bid Document must be signed by the authorized signatory and sealed with the stamp of the bidding firm as token of having accepted all the Terms and Conditions of this Bid
3. Complete bid documents can be downloaded from the through Ministry of Education's online procurement portal (<https://mhrd.euniwizarde.com/>) or from the Website of IIMK (<http://iimk.ac.in/>). Information on issuance of corrigendum, if any, related to this bid will also be available on E-Procurement Portal and also in the website of the Institute.
4. Bidders should furnish the required details in their own letter-heads. In case desired documents/proof is not enclosed, the Bid may be rejected and no clarification/ enquiry in this regard will be entertained.
5. **BID DOCUMENTS** : The services required to be rendered, bidding procedures and contract terms and conditions are prescribed in the Bid Documents. The Technical Bid shall be uploaded with the following documents duly signed on all pages.
 - (i) General Information and Instructions for the Bidders
 - (ii) Terms & Conditions of Contract
 - (iii) Standard Conditions of Contract
 - (iv) Preparation Of Bid Document
 - (v) Technical Specifications
 - (vi) Organizational Profile (Appendix-A)
 - (vii) Commercial Profile (Appendix-B)
 - (viii) Non-Blacklisting Declaration (Appendix-C)
 - (ix) Bid Security Declaration Form (Appendix-D)
 - (x) Tenderer Bank information for E-Payment (Appendix-E)
 - (xi) Service Level Agreement (SLA)
6. **FINANCIAL BID**
 - (a) The vendor has to submit the price bid as given in the format in **Appendix-F**. The bidder needs to fill up the rates, downloaded for the Price Bid (In Excel format) in the designated cell and upload the same in designated location of BOQ.
 - (b) The prices shall be inclusive of all Taxes. However, basic unit price and all other components of the price need to be individually quoted as per price schedule given in Price Bid.
 - (c) "DISCOUNT, if any, offered by the bidders shall not be considered unless they are specifically indicated in the price schedule. Bidders desiring to offer discount shall

therefore modify their offers suitably while quoting and shall quote clearly net price taking all such factors like discount, free service, etc. into account”.

7. PERIOD OF VALIDITY OF BIDS

- (a) Bid shall remain valid for a period not less than 120 days after the deadline date specified for submission.
 - (b) In exceptional circumstances, IIMK may request the consent of the bidder for an extension to the period of bid validity. The request and the response thereto shall be made in writing. A bidder accepting the request and granting extension will not be permitted to modify his bid.
8. Opening of bids: The valid e-bids received through the e-Procurement portal before the deadline are will be open at 16:00 hours on 09.09.2021 by representatives of IIMK and the bidders or their representatives they choose can be log into the e-procurement portal for getting the updates of the bid. In the event of the specified date of bid opening being declared a holiday for IIMK, the bids shall be opened at the appointed time and location on the next working day.
 9. Right to accept /reject the bid: IIMK does not pledge itself to accept the Bid and reserves to itself the right of accepting the whole or any part or portion of the Bid or cancel the Bid without assigning any reason whatsoever.
 10. IIMK will examine the materiality/significance of the deviation/variation, if any, and shall take its own decision to accept or reject the Bid. IIMK’s decision on acceptance/rejection shall be final without assigning any reason thereof. Bid once submitted will not be allowed for revision without the approval of IIMK. Any withdrawal of Bid after submission of offer will result in debarring/blacklisting of the party.
 11. Evaluation of bids: The duly constituted bid evaluation Committee (BEC) shall evaluate the bids and is empowered to take appropriate decisions on minor deviations. The decision of the BEC on Techno –Commercial evaluation(s) shall be final and binding on all the bidders.
 12. Award of bid: The contract shall be awarded to the lowest evaluated bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the corresponding bidding document.
 13. Acknowledgement/acceptance of the Contract Order: The vendor shall give an acknowledgement of the Order within 10 days of the date of issue of the Contract Order. In case, the vendor fails to acknowledge the Contract Order within the stipulated time, the Institute is at liberty to cancel the same.
 14. Submission of hard copy of the bid:
 - (a) All bids should be done through Ministry of Education’s online procurement portal at <https://mhrd.euniwizarde.com/>,

- (b) Tendering shall be in one stage. The Technical Bid (Documents) and Financial Bid (BOQ) shall be accepted only in online mode through E-Procurement Portal. Both the Technical and Financial Bid shall be open on due date and time as mentioned in the NIT.
- (c) A Sealed envelope containing the hard copy of the Bid with all supporting documents, completely filled and duly signed shall be submitted, which shall be superscripted as **“Tenders for Providing (a)Standard Fire & Special Perils Policy Fire with Earth Quake and STFI Cover (b) Burglary & Housebreaking Policy (Business Premises) (First Loss Policy) (c) Electronic Equipment Policy(d) Third Party Insurance for Passenger Lifts for IIM Kozhikode for Indian Institute of Management Kozhikode”**. The envelope must be super scribed with Bid No. and date of opening.
- (d) The bidders are directed to send the hard copy of the bid in a sealed cover so as to reach the address mentioned below latest by **15:00 Hrs on 23.09.2021**
- (e) Address for sending the Technical Bid:

**CHIEF ADMINISTRATIVE OFFICER
INDIAN INSTITUTE OF MANAGEMENT KOZHIKODE
IIMK CAMPUS P.O., KOZHIKODE – 673 570 (KERALA)**

FOR FURTHER DETAILS, IF ANY, PLEASE CONTACT CHIEF PURCHASE OFFICER (PHONE: 0495-2809459; E-MAIL PURCHASE@IIMK.AC.IN) BETWEEN 9:30 AM AND 5:00 PM ON WORKING DAYS.

Date: 02.09.2021

Sd/-
Lt Col M Julius George (Retd)
Chief Administrative Officer

ORGANIZATIONAL PROFILE

Name of the Bidder:

- 1. Name of Firm :
- 2. Type :
- 3. Name of Owner/Proprietor :
- 4. Year of establishment :
- 5. Brief Description (May add as a separate enclosure) :
- 6. Contact Number and Mobile Number:
- 7. Email Id :
- 8. Address :
- 9. Client list with contact reference
(Add as a separate enclosure as the table given below)

Sl. No.	Name of Client	Period of Service	Details of Service
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- 10. Range of service provided/able to provide (May add as a separate enclosure)
- 11. GST Registration :
- 12. Organizational structure (To include details of Proprietor/Directors, managers and Members break up) (add as a separate enclosure)

(Stamp & Signature of the Bidder)

COMMERCIAL PROFILE

Name of the Bidder:

PROFORMA OF ANNUAL TURNOVER STATEMENT

Financial Year	Annual Turnover (Rs.)
2018-2019	
2019-2020	
2020-2021	

Details of the following (enclose copies for proof);

- (a) IT Return for the past two years
- (b) Balance Sheet and P&L Account for last two years
- (c) GST Registration
- (d) PAN
- (e) ESI, PF and Service Tax

(Stamp & Signature of Bidder)

Non-Blacklisting Declaration

(To be submitted on Letter Head of bidder along with Technical Bid)

Dated:

To,

.....
.....
.....
.....

Subject: Declaration for Non-Blacklisting

Tender Reference No:

Name of Tender/Work: Providing Standard Fire & Special Perils Policy and Burglary & Housebreaking Policy (Business Premises) for IIM Kozhikode

Dear Sir,

I/We hereby declare that I/we have not been blacklisted by any Central/ State Government/agency of Central/ State Government of India or any other country in the world/ Public Sector Undertaking/ any Regulatory Authorities in India or any other country in the world during last 5 years for any kind of fraudulent activities.

Yours Faithfully,

(Signature & Name of the Bidder, with Official Seal)

[In letter Head of the Firm]

Bid Security Declaration Form

Bid No. _____ dt. _____

To

**Indian Institute of Management Kozhikode
IIMK Campus P. O., Kozhikode,
Kerala, PIN - 673 570**

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be **disqualified/blacklisted** from bidding for any contract with you for a period of one year from the date of notification of bid if I am /We are in a breach of any obligation under the bid conditions, because I/We

- a) have withdrawn/modified/amended, impaired or derogated from the bid, my/our Bid during the period of bid validity specified in the form of Bid;
- or
- b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) failed to execute the contract, if required, or (ii) failed or refused to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand that this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiry of the validity of my/our Bid.

Signed : *(signature of person whose name and capacity are shown)*

in the capacity of *(insert legal capacity of person signing the Bid Securing Declaration)*

Name: *(insert complete name of person signing the Bid Securing Declaration)*

Duly authorized to sign the bid for an on behalf of *(insert complete name of Bidder)*

Dated on _____ **day of** _____ *(insert date of signing)*

Corporate Seal (where appropriate)

TENDERER BANK INFORMATION FOR E-PAYMENT

1	Name and Full address of the Tenderer & E-Mail address	
2	Credit Account No.	
3	3Account Type (SB or CA or OD)	
4	Name of the Bank	
5	Branch full address with Telephone No	
6	MICR Code. (Should be 9 digits)	
7	Telephone/Mobile/Fax No. of the Tenderer	
8	PAN (Permanent Account Number)	
9	GST Registration Number	
10	TIN No. 11 Xerox Copy of Cheque and PAN card should be enclosed.	

PRICE BID

(i) Fire & Special other Perils Policy with Earth Quake & STFI Cover			
Sl. No.	Description of Items	Value of Insurance Coverage	Premium Amount
1	Buildings and related Assets	295.05 Crore	
2	Furniture & Fixtures	27.09 Crore	
3	Equipment	75.60 Crore	
4	Library Books	20.68 Crore	
	Total Assets	418.42 Crore	
GST Rate _____ & Amount			
(A) Net Total Premium Amount			
(ii) Burglary & House Breaking Policy:			
Sl. No.	Description of Items	Value of Insurance Coverage	Premium Amount
1	Furniture & Fixtures	27.09 Crore	
2	Equipments	99.60 Crore	
3	Library Books	20.68 Crore	
	Total	147.37 Crore	
First Loss Cover 10.00 Crores only			
GST Rate _____ & Amount			
(B) Net Total Premium Amount			
(iii) Electronic Equipment Policy:			
Sl. No.	Description of Items	Value of Insurance Coverage	Premium Amount
1	Servers, Computers & Peripherals	24.00 Crore	
2	E-Journals, Databases & CD-ROM	27.20 Crore	
3	Library Books	0.10 Crore	
	Total	51.30 Crores	
GST Rate _____ & Amount			
(C) Net Total Premium Amount			

(iv) Third party Liability Insurance Cover to Lift Passengers' Policy:			
Sl. No.	Passenger Lift Capacity	Number of Passenger Lifts	Premium Amount
1	16 Passengers	02	
2	13 Passengers	15	
3	10 Passengers	01	
4	08 Passengers	06	
Total 24 Lifts* (*List of Passenger Lifts attached at Appendix-J			
GST Rate _____ & Amount			
(D) Net Total Premium Amount			
Grant Total Premium Amount (A)+(B)+(C)+(D)			

Value of Insurance Coverage

Note: The bidder needs to fill up the rates, downloaded for the **Price Bid (In Excel format)** in the designated cell and upload the same in designated location of **BOQ**.

Draft Service Level Agreement between Indian Institute of Management Kozhikode (hereinafter referred to as IIMK) and..... Insurance Co Ltd, the insurer (herein after referred to as Insurer) on Insurance Program effective 06.04.2021

1. Documentation:

- a. Insurer will issue “Held Cover Certificate” within 24 hours of payment of premium towards Risk Cover Commencement stating the period of coverage after receipt of. Premium by the Insurer
- b. Insurer will issue draft of all policy copies to IIMK within 07 working days from the date of payment of Premium.
- c. All Terms, Conditions as per Tender including clauses, warranties and deductibles shall be attached/ incorporated in the Policy Document. No restrictive Conditions/ warranties etc. in deviation from the Tender shall be imposed.
- d. The policy wordings will fully comply with all the stated requirements of Tender and there will be no condition in the insurance policy contrary to the tender terms & /or parameters of cover and in anyway dilute the said requirements of cover. If there is any deviation noted subsequently in the policy, necessary change will be effected through endorsement to comply with the tender terms and no claim shall be prejudiced due to this deviation.
- e. All the Premium quoted by the insurer as per tender (including liability premium) or negotiated premium as agreed between IIMK & Insurer are fixed and no further premium will be asked in future till expiry of the policy subject to no change in the sum insurance or any other terms as mentioned in the Tender. This is however subject to any statutory payment due to legislation.
- f. If any discrepancy arises as to the issued documents not being in conformity with the tender terms the certificatory Endorsements shall be issued and delivered by the Insurer within 10 (Ten) working days.

2. **Prompt Communication:** The Insurer will promptly communicate to IIMK on any matter having a bearing on insurance cover/ policy within 10(ten) working days.

3. **Non Cancellation clause:** The insurance policies, issued by the Insurer shall not be cancelled by the insurer. However in the event of any statutory obligation if the policies are to be cancelled / replaced, minimum notice period of 60 days shall be given by the insurer.

4. **Claim Management:** Insurer shall depute surveyor latest within 48 hours of reporting of any Claim by IIMK.

- a) Surveyor should submit his LOR within 7 days of his first visit. Surveyor will submit assessment sheet within 30 days of submission of all required documents by IIMK/Sun Risk. Such Assessment sheet will be submitted to IIMK. On confirmation of the Assessment sheet by IIMK, surveyor shall submit Final Survey Report within 15 days of conveyance of such confirmation with a copy to IIMK.
- b) Surveyor/Insurer shall abide by the relevant IRDA Regulation re: IRDA (Protection of Policyholders’ Interest) Regulations, 2002.

- c) Insurer shall settle the claim within 30 days of the submission of Final Survey Report.
- d) Panel of Surveyors It is agreed that surveyor will be appointed from the panel of surveyors as stated below.

1. _____,
2. _____,
3. _____,

Unless agreed to by IIMK, surveyor outside the panel as above will not be appointed. d) On Account Payment For estimated claims over Rs.50 lacs, the Insurer shall pay an “on account” payment up to a limit of 50% of the total claim and the amount shall be made by the insurer within two months from the date of occurrence of loss subject to satisfaction of Surveyor’s interim assessment.

Settlement will not be held up on the plea/any reasons of Reinsurer’s concurrence or otherwise.

Place: -

We agree to the SLA as above

Date :-

(Signature of bidder)

Bidder's Declaration

[Format for declaration by the bidder]

I/ We, M/s _____ (Name of Bidder) hereby certify that proceedings for insolvency under the Insolvency and Bankruptcy code 2016, or as amended from time to time, have not started, against us.

Further, while submitting the bid or during the period of evaluation of bids or any time before the award of work, we shall inform IIMK regarding any admission of application for Corporate Insolvency Resolution Process by the Adjudicating Authority under the IBC 2016 against bidder.

(Seal & Signature of Bidder)

Note: This 'Declaration' should be on the letter head of Bidder.

LIST OF PASSENGER LIFTS IN IIMK CAMPUS

SI No	No. of Passengers	LM No.	Location	Licence No.
1	13	LI-2857	Classroom Block	488/EIC/5
2	13	LI-2858	Classroom Block	488/EIC/6
3	13	LI-2841	Hostels	488/EIC/7
4	13	LI-2842	Hostels	488/EIC/8
5	13	LI-2843	Hostels	488/EIC/9
6	13	LI-2844	Hostels	488/EIC/9
7	13	LI-2845	Hostel Block C	488/EIC/1
8	13	LI-2846	Hostel Block D	488/EIC/2
9	13	LI-2847	Hostel Block D	488/EIC/3
10	13	LI-2848	Hostel Block C	488/EIC/4
11	13	LI-2849	Housing Block A	488/EIC/11
12	13	LI-2850	Housing Block B	488/EIC/12
13	13	LI-2851	Housing block C & D	488/EIC/13
14	13	LI-2852	Housing block C & D	488/EIC/14
15	8	44750143	Faculty Apartment 1A	91/EIC/6
16	8	44750144	Faculty Apartment 1B	91/EIC/5
17	8	44750127	H Canteen (Staff Dining)	91/EIC/9
18	8	2112	MDC D Block	91/EIC/4
19	16	2111	MDC C Block	91/EIC/3
20	16	2109	MDC AB Block	91/EIC/1
21	13	2110	MDC AB Block	91/EIC/2
22	10	44750145	J Canteen (Students)	91/EIC/8
23	8	44750148	Faculty Apartment 2A	91/EIC/7
24	8	44750084	Library	91/EIC/10