

**NATIONAL SMALL INDUSTRIES CORPORATION LTD.**  
**“NSIC BHAWAN”, Okhla Industrial Estate**  
**New Delhi -110 020**  
**CIN No. U74140DL1955GOI002482**

**Tender Document**

**for**

**“ POLICY FOR INSURANCE OF FIXED ASSETS”**

**of**

**NATIONAL SMALL INDUSTRIES CORPORATION LIMITED**

**at**

**“NSIC Bhawan”, Okhla Industrial Estate, New Delhi**

**and**

**its Branch / Zonal Offices and NTSCs**

**at various places / locations in India**

**Starting Date of Sale/Downloading: 26.07.2018 (Office hours)**  
**of Tender document**

**Last date of receipt of tender : 10.08.2018 (Latest by 3.00 P.M.)**

**Date of opening of Price Bid : 10.08.2018 at 4.00 P.M.**

**(Rajni Bala Chhabra)**  
**Manager (Admn)**

**The National Small Industries Corporation Ltd.**

"NSIC Bhawan", Okhla industrial Estate,

New Delhi – 110 020

**CIN No. U74140DL1955GOI002482**

No: SIC/ADMN/5/29/2017-18

Dated: 26.7.2018

M/s.-----

-----

-----

**Sub:- Tender for “Policy for Insurance of Fixed Assets” of NSIC at NSIC Bhawan, Okhla Industrial Estate, New Delhi (For Head Office, STP, STP Ext., EMC premises) and its Branch/Zonal Offices and NTSCs all over India.**

Sealed Quotations are invited from **Central Govt. PSU Insurance Companies based in Delhi & NCR** for **“Policy for Insurance of Fixed Assets”** of NSIC at NSIC Bhawan, Okhla Industrial Estate, New Delhi (For Head Office, STP, STP Ext., EMC premises) and its Branch / Zonal Offices and NTSCs all over India. The details are as below:-

1. Offer documents can be obtained from our office at the address given below from **26.07.2018 to 10.08.2018** on all working days from 10.00hrs to 15.00 hrs
2. The Price Bid in the prescribed format at **Annexure-I** and the form is downloaded from the website should reach this office latest by **15.00 hrs on 10.08.2018** in separate sealed envelopes at the address as below:-

**Manager (Admn)**  
**NSIC Bhawan, Okhla Industrial Estate,**  
**New Delhi-110 020**

3. The sealed envelopes containing Price Bid in the prescribed format and DD (if any) must be super scribed with **“Quotation for Policy for Insurance of Fixed Assets of NSIC”**.

NSIC reserves the right to accept or reject any offer, without assigning any reasons thereof, and to amend the terms and conditions before award of the contract.

Thanking you,

Manager (Admn)  
ISSUING AUTHORITY



**THE NATIONAL SMALL INDUSTRIES CORPORATION Ltd.,**  
( A GOVERNMENT OF INDIA ENTERPRISE )  
**NSIC BHAWAN, OKHLA INDUSTRIAL ESTATE**  
**NEW DELHI –110020.**  
**CIN No. U74140DL1955GOI002482**

No: SIC/ADMN/ 5/29/2017-18

Dated: 26.07.2018

**TERMS & CONDITIONS OF THE OFFER**

**1.0 Definitions:-**

- 1.1 "Corporation" shall mean the National Small Industries Corporation Ltd. (A Govt. of India Enterprise ) Okhla Industrial Estate, New Delhi . 110020, and shall include their legal representatives, successors and permitted assignees.
- 1.2 "Contract" means and includes the documents forming the tender and acceptance thereof together with the documents referred to therein including the conditions.
- 1.3 "Competent Authority" means Chairman – cum – Managing Director of Corporation and his successors.
- 1.4 "Officer In Charge " shall mean the officer of the Corporation, not below the level of Deputy Manager, designated by "Competent Authority." as the case may be, who shall supervise and be in-charge of such works.
- 1.5 "Insurer" shall mean a branch of Central Govt. PSU Insurance Company which is awarded the contract of insuring the assets of NSIC at Head Offices premises and Branch / Zonal offices and NTSCs all across India at various places.

**2.0 Period :** . Period of the cover will be one year from the date of the policy i.e. from **01.09.2018 to 31.08.2019.**

**3.0 Fixed Assets to be insured:**

- 3.1 Fixed assets of the corporation are spread at NSIC Bhawan, Okhla Industrial Estate, New Delhi (For Head Office, STP, STP Ext., EMC premises) and its Branch / Zonal Offices and NTSCs all over India (**List as per Annexure-II**).
- 3.2 The places wherein the Fixed Assets are located may be increased/decreased subject to the decision of the corporation to open / close new/existing office.
- 3.3 Fixed Assets with Furniture & Fixtures, sum insured may be revised at the discretion of the corporation during the currency of the policy with prorata adjustment / payment of premium.

**4.0 Risks Covered:-** The various risks covered in the insurance policy are as below:-

- a. As per Standard Fire & Special Peril Policy with Flood & Cyclone.
- b. Add on cover for Earthquake.
- c. Add on cover for Terrorism / Riots / commotion
- d. Fidelity –Individual Named Policy ( Store Keeper)
- f. Burglary / theft for asset given at Sl. 2 to Sl. 13 of Annexure-II

**5.0 Sum to be insured for assets:-** The sum to be insured for assets based in Corporation offices (All over India) at the beginning shall be as below:-

- i. Standard Fire & Special Perils Policy = Rs. 10757.40 lacs

- with Flood, Cyclone Earth quake,  
Terrorism, Riots, commotion & Theft
- ii. Fidelity- Individual Named Policy for store Keeper : = Rs. 5.00 lacs
- iii. Burglary/Theft Policy for Assets given at =Rs. 5523.37 lacs  
( Sl. 2 to Sl. 13 in annexure-II )

**“ The insured value of assets may be revised during the course of validity of policy.”**

## **6.0 Payment of Premium:**

- 6.1 The insurance premium payable is as per the price quotation as mentioned in Performa in **Annexure-I**. The premium rate shall remain firm during the insurance period of the policy.
- 6.2 Total premium shall be paid by the Corporation, Head Office at New Delhi. However, Bidder/Insurer shall provide premium bills in the form of Invoice based on the sum insured for availing the convert credit of service tax by the Corporation.
- 6.3 The Bidder/Insurer are required to quote the premium rates separately for every risk as above, strictly as per IRDA tariff provisions.
- 6.4 Corporation will not be liable for any difference in premium in any case for violation/ breach of IRDA tariff provisions in the quotation by the Bidder/Insurer.
- 6.5 The Bidder/insurer shall quote the premium rates and total premium respective areas of coverage for respective sum insured.
- 6.6 The total premium will be inclusive of all expenditure to be incurred by the Bidder/insurer and applicable taxes, duties, service tax and surcharge etc. and no expenditure other than those quoted in the Tender will be paid by the corporation on any account for the defined scope of coverage.
- 6.7 All premium rates & total premium to be quoted by the Bidders/Insurer will be in Indian Rupees only on firm price basis and shall remain valid during the currency of the policy.

## **7.0 Miscellaneous Terms :**

- 7.1 Bidder/Insurer is free to carry out inspections at sites all across India at their own cost and risk, if so desired for this purpose. They may examine the site and its surroundings and obtain all information that may be necessary for preparing the bid.
- 7.2 Corporation will require following documents from the Insurer:-
- a. The insurance company will issue the premium receipt and the cover note for the desired coverage immediately on receipt of the premium by them.
  - b. The cover note shall be issued by the insurance company to the corporation within five working days of the receipt of premium.
  - c. Any amendment of the policies shall be confirmed by issuing endorsement within five working days on the receipt of the necessary information/premium from Corporation.

## **8.0 ARBITRATION:-**

- 8.1 If any dispute or difference arises between the Corporation and Bidder/Insurer with regard to the construction, meaning, interpretation or termination of this tender and effect of these presents or any part thereof the same shall be referred by either party to the Chairman Cum Managing Director of the NSIC who shall refer the matter for adjudication to the sole arbitrator. There shall be no objection to the said appointment of the arbitrator. The award of the sole arbitrator so appointed shall be final and binding on the parties to the tender. The cost and expenses of arbitration

shall be borne by the parties equally. In case, the arbitrator so appointed is dies, neglects, or refuses to act as an arbitrator or is otherwise unable to act for any reason whatsoever, it shall be lawful for the Chairman-cum-Managing Director to appoint another arbitrator in place of such arbitrator in the manner as aforesaid. Such other person shall be entitled to proceed with the reference from the stage where the earlier arbitrator left the proceeding.

- 8.2 The venue of the Arbitration shall be at Delhi or at any other place where the office of NSIC is situated, at the discretion of the Chairman-cum-Managing Director and the Court at the respective places shall have exclusive jurisdiction to decide the matter relating to the Arbitration referred to the above.

**If, Any Corrigendum or addendum, it will be uploaded on NSIC Website only.**

Manager (Admin)  
ISSUING AUTHORITY

**Signatures of the authorized signatory  
of the Tenderer with seal**

**Annexure-I**

**PRICE BID**

**Premium Quotes**

(Amount Rs. In lacs)

<b>Sl. No.</b>	<b>Risk Details</b>	<b>Sum Assured</b>	<b>Premium quoted</b>	<b>Service Tax</b>	<b>Total Amount (INR)</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
1	Standard Fire & Special Perils Policy with Flood, Cyclone, Earth – quake, Terrorism, Riots, commotion & Theft	<b>10757.40</b>			
2	Fidelity-Individual Named Policy for Store Keeper	<b>5.00</b>			
3.	Burglary/Theft for assets(As per clause 5 of tender document)	<b>5523.37</b>			

**Signature and Seal  
of the authorised signatory**

## Annexure-II

### List of Fixed Assets of NSIC

As spread at NSIC Bhawan, Okhla Industrial Estate, New Delhi (For Head Office, STP, STP Ext., EMC premises) and its Branch / Zonal Offices and NTSCs all over India are as given below:

<b>S.No.</b>	<b>Particulars</b>	<b>Amount (Rs. In Lacs)</b>
1.	Building	5234.03
2.	Furniture & Fixtures	392.50
3.	Office Equipment	214.96
4.	Tools & Plants	1376.09
5.	Computer Software	206.33
6.	Typewriters	0.15
7.	Electrical Fixture	391.79
8.	Computers	333.06
9.	Weigh Bridges	0.77
10.	Machinery & Equipment	2237.15
11.	Lab Equipment	16.48
12.	Plant & Machinery	352.83
13.	Books	1.26
<b>TOTAL (Rs. In Lacs)</b>		<b>10757.40</b>

**Signature and Seal  
of the authorised signatory**

## निविदा सूचना

सं. एसआईसी/एडमन/5/29/2017-18

दिनांक 26 जुलाई, 2018

एनएसआईसी के मुख्य कार्यालय के परिसरों, ओखला औद्योगिक क्षेत्र और समस्त भारत इसके शाखा कार्यालयों/जोनल कार्यालयों तथा एनटीएससीज में अचल परिसंपत्तियों की बीमा पॉलिसी के लिए दिल्ली/एनसीआर स्थित केन्द्रीय सरकार के सरकारी क्षेत्र के उपक्रमों की बीमा कम्पनियों से मोहर बंद निविदाएं आमंत्रित की जाती हैं।

इस संबंध में परिशिष्ट / संशोधन, यदि कोई हो, तो वह केवल एन एस आई सी की वैबसाइट पर अपलोड किया जाएगा। विस्तृत सूचना के लिए कृपया [www.nsic.co.in](http://www.nsic.co.in) वैबसाइट को देखें या निम्नलिखित पते पर सम्पर्क करें:

**प्रबंधक (प्रशासन)**

**राष्ट्रीय लघु उद्योग निगम लिमिटेड**

**एनएसआईसी भवन, ओखला औद्योगिक क्षेत्र**

**नई दिल्ली-110020**

**फोन : 26926671**

निविदाएं प्राप्त होने की अंतिम तारीख **10.08.2018** को **15:00** बजे तक है।





TENDER NOTICE

NO.SIC/ADMN/5/29/2017-18

Dt. 26.07.2018

Sealed tenders are invited from Central Govt PSU's Insurance companies located in Delhi/NCR for insurance policy of fixed assets in NSIC Head Office Premises, Okhla Industrial Estate and its Branch Offices/Zonal Offices and NTSCs all over India.

For detailed information please visit the Website [www.nsic.co.in](http://www.nsic.co.in) OR contact at the following address:

Manager (Admin)

National Small Industries Corporation Ltd.,  
NSIC Bhawan, Okhla Industrial Estate,  
New Delhi-110020.

Ph. No.- 26926671

Last date of receiving of tenders is  
10.08.2018 by 15.00 hrs.

**If, Any Corrigendum or addendum, it will  
be uploaded on NSIC Website only.**