

**NATIONAL SMALL INDUSTRIES CORPORATION  
LTD.**

**“NSIC BHAWAN”**  
Okhla Industrial Estate  
New Delhi -110 020

Tender Document

For

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

of NSIC

at

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

and

**its Branch/Zonal offices and NTSCs**

at various places in India

**Starting Date of Sale/Downloading: 05.03.2014 (Office hours)**  
**of Tender document**

**Last date of receipt of tender : 20.03.2014 (Latest by 3.00 P.M.)**

**Date of opening of Price Bid : 20.03.2014 at 4.00 P.M.**

**(M.P.Singh)**  
**Deputy General Manager(Admn)**

**NSIC**

ISO 9001:2008

**The National Small Industries Corporation Ltd.**

"NSIC Bhawan", Okhla industrial Estate,  
New Delhi – 110 020

No: SIC/ADMN/5/29/2013-14

Dated:05.03.2014

M/s.-----  
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**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 **05.03.2014 to 20.03.2014** on all working days from 1000hrs to 1700hrs by making a payment of Rs.1000/- (non-refundable) in cash / DD in favour of **National Small Industries Corporation Ltd., New Delhi .**
2. The Quotation in the prescribed format at **Annexure-I** should reach this office **latest by 1500 hrs on 20.03.2014** in sealed envelope at the address as below:-

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

3. The sealed envelop containing quotations in the enclosed format must be super scribed with “**Quotation for Policy for Insurance of Fixed Assets of NSIC**”.
4. The offer form may be down loaded from website [www.nsic.co.in](http://www.nsic.co.in), however in such a case, Rs.1000/- per tender has to be deposited in cash or DD drawn on National Small Industries Corporation Limited, New Delhi to become eligible to submit the same.

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,

**DY. GENERAL MGR (ADMN)**

**THE NATIONAL SMALL INDUSTRIES CORPORATION Ltd.,**  
( A GOVERNMENT OF INDIA ENTERPRISE )  
**NSIC BHAWAN, OKHLA INDUSTRIAL ESTATE**  
**NEW DELHI –110020.**

No: SIC/ADMN/ 5/29/2013-14

Dated: 05.03.2014

**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 Central Govt. PSU 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 01.04.2014 to 31.03.2015.

**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-I**).
- 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. Burglary / theft for Cash on counter and safe
- e. Money insurance Policy (Cash in transit)
- f. Fidelity –Individual Named Policy ( For Cashier & Store Keeper)
- g. Burglary / theft for asset given at Sl. 5 to Sl. 15 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 with Flood, Cyclone Earth quake, Terrorism, Riots, commotion & Theft = Rs. 5918.47lacs
  - ii. Money Insurance Policy (Cash in transit) (Including DD / cheques) = Rs. 100.00 lacs
  - iii. Fidelity- Individual Named Policy for :-
    - a. Cashiers = Rs. 15.00 lacs
    - b. Store keepers = Rs. 5.00 lacs
  - iv. Burglary/Theft Policy (Cash in counter/Safe) = Rs. 20.00 lacs
  - v. Burglary/Theft Policy for Assets given at **SI. 6 to SI. 16 in annexure-II** = **Rs1855.17 lacs**

**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 Corporation Head Office at New Delhi. However, insurance company 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 bidders 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 insurance company.
- 6.5 The bidder 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 bidders 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 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 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 under writers 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 insurer 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 of the receipt of the necessary information/premium from Corporation.

**8.0 ARBITRATION:-**

- 8.1 Except where otherwise provided for in the contract, all questions and disputes relating to the meaning of the words, terms, specifications, operations, and instructions, mentioned in this contract and as to the quality of workmanship or performance of the contractor any other question, claim, right, matter, or thing whatsoever in any way arising out of or relating to the contract, specifications, operating instructions, orders or these conditions; or otherwise concerning the performance of the contract, the execution or failure to execute the same whether arising during the progress of the work or after the completion or abandonment thereof, shall be referred to the sole arbitration of Director (Planning & Marketing) of the corporation or any officer nominated by Director (Planning & Marketing).
- 8.2 The Arbitrator shall have power to call for such evidence by way of affidavits or otherwise as he thinks proper and it shall be the duty of the parties hereto to do or cause to be done, all such things as may be necessary to enable the Arbitrator to make the award without any delay. The Arbitrator shall give a separate award in respect of each dispute or difference referred to him. The venue of arbitration shall be such place as may be fixed by the Arbitrator in his sole discretion. The Award of the Arbitrator shall be final, conclusive and binding on all parties to the contract.
- 8.3 The law under the Arbitration and Conciliation Act, 1996 shall be applicable to such proceedings.

**DY. GENERAL MGR (ADMN)**  
ISSUING AUTHORITY

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

**Annexure-I****Premium Quotations**

(Amount Rs. In lacs)

<b>SI.Nos</b>	<b>Risk Details</b>	<b>Sum Assured</b>	<b>Premium quoted</b>	<b>Service Tax</b>	<b>Total Amount (Rs.)</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>5918.47</b>			
2	Money Insurance Policy(Cash/DD/ Cheques in transit)	<b>100.00</b>			
3	Fidelity-Individual Named Policy for :- a. Cashier b. Store Keeper	<b>15.00</b> <b>5.00</b>			
4	Burglary /Theft Policy (Cash in counter/ safe)	<b>20.00</b>			
5	Burglary/Theft for assets(As per clause 5 of tender document)	<b>1855.17</b>			
	<b>Total:</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.**

<b>Sl. No.</b>	<b>Details</b>	<b>Amount (Rs. In lacs)</b>
1	Buildings	4021.48
2	Land : Freehold	23.45
3	Land : Leasehold	18.37
4	Leased & Seized Assets	76.65
5	Furniture & Fixtures	123.79
6	Telephones	1.66
7	Typewriters	0.24
8	Office Equipments	202.99
9	Electrical Fixtures	618.92
10	Computers	147.91
11	Computer Softwares	44.90
12	Weigh Bridges	2.79
13	Machinery & Equipments	555.84
14	Plant & Machinery	38.84
15	Tools and Plants	0.47
16	Lab. equipment	40.17
	<b>TOTAL</b>	<b>5918.47</b>

**Signature and Seal  
of the authorised signatory**