

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 Branches, Zonal Offices and NTSCs etc.

at various places / locations in India

Starting Date of Sale/Downloading: 03.08.2019 (Office hours)
of Tender document

Last date of receipt of tender : 19.08.2019 (Latest by 3.00 P.M.)

Date of opening of Price Bid : 19.08.2019 at 4.00 P.M.

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

राष्ट्रीय लघु उद्योग निगम लिमिटेड
The National Small Industries Corporation Ltd.
(भारत सरकार का उद्यम/A Govt. of India Enterprise)
ओखला औद्योगिक क्षेत्र, नई दिल्ली-110020
Okhla Industrial Estate, New Delhi-110020

The National Small Industries Corporation Ltd.

"NSIC Bhawan", Okhla industrial Estate,

New Delhi -- 110 020

CIN No. U74140DL1955GOI002482

No: SIC/ADMN/5/29/2019-20

Dated: 3.8.2019

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. Tender documents can be obtained from our office at the address given below from **03.08.2019 to 19.08.2019** 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 can be downloaded from the website i.e. <https://nsic.co.in> and should reach this office latest by **15.00 hrs on 19.08.2019** in separate sealed envelopes at the address as below:-

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

3. Any bid received after due date and time shall not be considered and shall be rejected.
4. The sealed envelopes containing Price Bid in the prescribed format 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,

R. Mohan

Manager (Admin)
ISSUING AUTHORITY
राष्ट्रीय लघु उद्योग निगम लिमिटेड
The National Small Industries Corporation Ltd.
(भारत सरकार का उद्यम/A Govt. of India Enterprise)
ओखला औद्योगिक क्षेत्र, नई दिल्ली-110020
Okhla Industrial Estate, New Delhi-110020

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/ 5/29/2019-20

Dated: 03.08.2019

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 its 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 its Branches, Zonal offices and NTSCs etc. all across India at various places.

2.0 Period : Period of the cover of Insurance will be one year from the date of the policy i.e. from **01.09.2019 to 31.08.2020.**

3.0 Fixed Assets to be insured:

- 3.1 Fixed assets of the corporation are spread at NSIC Bhawan, (For Head Office, STP, STP Ext., EMC premises) Okhla Industrial Estate, New Delhi and its Branches / Zonal Offices, NTSC and all other offices located all over India (**List as per Annexure-III**).
- 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 prorate adjustment / payment of premium.

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

- a. Standard Fire & Special Peril Policy with Flood & Cyclone.
- b. Cover for Earthquake for assets given at Sl. 2 to Sl. 8 of Annexure-II
- c. Cover for Terrorism / Riots / commotion for assets given at Sl. 2 to Sl. 8 of Annexure-II
- d. Burglary / Theft for assets given at Sl. 2 to Sl. 8 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. 15674.08 lakh
with Flood, Cyclone Earth quake,
Terrorism, Riots, commotion & Theft
 - ii. Burglary/Theft Policy for Assets given at = Rs. 4250.79 lakh
(Sl. 2 to Sl. 8 in annexure-II)
- Note : value at sl. no. i includes the value mentioned at sl. no. 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, GST 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 Bidder/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 Insurer with regard to the construction, meaning, interpretation or termination of this tender document/Contract 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 / contract. 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 of NSIC 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 of NSIC 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.

Rehman

Manager (Admin)
ISSUING AUTHORITY

राष्ट्रीय लघु उद्योग निगम लिमिटेड
The National Small Industries Corporation Ltd.
(भारत सरकार का उद्यम/A Govt. of India Enterprise)
ओखला औद्योगिक क्षेत्र, नई दिल्ली-110020
Okhla Industrial Estate, New Delhi-110020

Signatures of the authorized signatory
of the Bidder with seal

Annexure-I

PRICE BID

Premium Quotes

(Amount Rs. In lakhs)

Sl. No.	Risk Details	Sum Assured	Premium quoted	Service Tax	Total Amount (INR)
1.	Standard Fire & Special Perils Policy with Flood, Cyclone, Earth – quake, Terrorism, Riots, commotion & Theft	15674.08			
2.	Burglary/Theft for assets(As per clause 5 of tender document)	4250.79			

Note : value at sl. no. 1 includes the value mentioned at sl. no.2.

Rehale

**Signature and Seal
of the authorised signatory**

राष्ट्रीय लघु उद्योग संघ लि.
The National Small Industries Corporation Ltd.
(भारत सरकार का उद्यम/A Govt. of India Enterprise)
ओखला औद्योगिक क्षेत्र, नई दिल्ली-110020
Okhla Industrial Estate, New Delhi-110020

Annexure-II

List of Fixed Assets of NSIC

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

S.No.	Particulars	Amount (Rs. In Lakh)
1.	Building	11423.33
2.	Furniture & Fixtures	447.04
3.	Office Equipment	208.05
4.	Computer Software	165.13
5.	Typewriters	0.07
6.	Electrical Fixture	334.34
7.	Computers	281.01
8.	Plant & Machinery	2815.11
TOTAL (Rs. In Lakh)		15674.08

R. Mahajan

Signature and Seal
of the authorised signatory

राष्ट्रीय
The National Small Industries Corporation Ltd.
(भारत सरकार का उद्यम/A Govt. of India Enterprise)
ओखला औद्योगिक क्षेत्र, नई दिल्ली-110020
Okhla Industrial Estate, New Delhi-110020