



भारतीय वन प्रबंध संस्थान, भोपाल

निविदा सूचना

(सं. Ins.policy/Transport/2020/01)

भारतीय वन प्रबंध संस्थान के **okguksa** के बीमा पॉलिसी हेतु निविदा आमंत्रण सूचना हेतु सार्वजनिक क्षेत्र की बीमा कंपनियों से मुहरबंद निविदाएँ आमंत्रित करता है। निविदा जमा करने की अंतिम तारीख 14/12/2020 है। विस्तृत विवरण के लिए कृपया हमारी वेबसाइट <http://iifm.ac.in/tenders> देखें।

(मुख्य प्रशासनिक अधिकारी)



भारतीय वन प्रबंध संस्थान, भोपाल

INDIAN INSTITUTE OF FOREST MANAGEMENT

Post Box 01, Nehru Nagar, Bhopal, Madhya Pradesh – 462003, India

Tender No Ins.policy/Transport/2020/01

NOTICE INVITING TENDER FOR VEHICLE INSURANCE POLICY FOR IIFM OFFICE VEHICLES

Indian Institute of Forest Management, Bhopal was established as an autonomous institution under the Ministry of Agriculture in 1982 and was later brought under the Ministry of Environment and Forest, Government of India in 1985. Since then, the Institute has developed itself as an educational, training, research and consultancy organisation at national and international level.

The Institute invites sealed quotations under two-bid system from the interested **Public Sector Undertakings (PSU) Insurance companies** for providing vehicle insurance for IIFM office vehicles during the year 2021.

Important Dates & Time

Sl. No.	Particulars	Date	Time
1.	Last date & time for submission of tender	14-12-2020	05:00 PM
2.	Date & time of opening of Technical Bids	15-12-2020	11:00 AM
3.	Date & time of opening of Financial Bids	Will be intimated to the technically qualified bidders at a later date	

The bids/offers received after the due date and time mentioned above will not be entertained under any circumstances. Incomplete and unsigned bids or the bids not in prescribed format will be rejected without assigning any reason. The bids / offers should be complete in all respects and submitted in a sealed cover to: -

Chief Administrative Officer

Indian Institute of Forest Management
Nehru Nagar, Bhopal (MP), India – 462003
Phone: 0755-2765125
Email: cao@iifm.ac.in

Chief Administrative Officer

Terms and conditions:

1. The details of the vehicles are given at Annexure III of the Technical bids.
2. Financial bid should be strictly as per the Financial bid format. Quote of premiums should be for one year from the due date as mentioned in the financial bid form.

3. Procedure for submission:

Sealed envelopes A & B (as stated below) to be placed in a single cover (sealed) and superscribed as "Tender for Insurance of IIFM office vehicles." The sealed envelope should be dropped in the tender box placed in the office of Chief Administrative Officer before the due date and time. Those who send the tender documents by post, have to ensure that the documents reach before the prescribed time & date. The Institute will not take any responsibility under any circumstances for courier/postal delays.

ENVELOPE 'A':

This envelope should contain the following

- a) Duly completed covering letter as per *Annexure-II* on official letter head.
- b) Technical Bid as per *Annexure-I, Annexure-III and the terms and conditions duly signed.*
- c) Relevant supporting documents of technical bid, if any

ENVELOPE 'B':

This envelope should contain only the financial bid as per *Annexure- IV*

4. Bids should be legible and clear. No conditional bids will be entertained.
5. Technical bids will be opened on the appointed date and time at the institute in presence of an authorised representative of the bidder, if any.
6. Financial bids of only technically qualified parties shall be opened. It will be communicated to the technically qualified bidders over telephone and/or email.
7. The Technical Evaluation Committee of the Institute constituted for the purpose shall assess the ability of the agencies to render the requisite services based on the company profile, rating and on such other criteria as it may fix and the Financial Bids of only those firms qualifying the technical evaluation will be considered.
8. The tenderer should sign on each page of the tender documents.
9. Bids which are late/vague/conditional/incomplete/not confirming to the laid down procedure in any respect will be rejected.
10. Tenders sent by fax & e-mail will not be accepted.
11. In case of differences arising in the terms and conditions of the tender documents with the firm(s), the decision of IIFM Bhopal shall prevail.
12. The successful Company shall at its own cost comply with the provision of orders and notifications issued by IRDA and Government from time to time.
13. In case of any unsatisfactory service, suitable penalties as decided by the Competent Authority shall be levied after issuing notice.
14. In case of failure in settlement of claims within the time frame, the penalty will be enforced as per Institute norms.
15. The period of contract will initially be for one year extendable for a period of three years on yearly basis on mutually agreed terms and conditions, which is liable to be terminated with one month's notice, if any lapse or unsatisfactory performance of the Company/firm is noticed.
16. The Courts of Bhopal alone will have the jurisdiction to try any matter, dispute or reference between the bidders and the Institute arising out of this service. It is specifically agreed that no court outside and other than Court in Indore shall have jurisdiction in the matter.
17. IIFM Bhopal reserves the right to modify/change/delete/add any further terms and conditions prior to issue of agreement.

- 18.** Arbitration- All dispute and differences which may arise between the IIFM Bhopal and the Insurance Company shall be referred to Director, IIFM Bhopal whose decision shall be binding on all concerned.

Special Terms and Conditions:

1. The annual **premium quoted should be exclusive of applicable taxes** for all the items. **Taxes as applicable will be paid at the time of billing.**
2. Any claim for **increase in premium rates during the policy period** on account of any reason whatsoever **will not be entertained.**

(Signature of the Authorized Person)

Date:

Name _____

Mobile No. _____

An oval-shaped seal containing the word "Seal" in a bold, serif font.



भारतीय वन प्रबंध संस्थान, भोपाल

INDIAN INSTITUTE OF FOREST MANAGEMENT

Post Box 01 , Nehru Nagar, Bhopal, Madhya Pradesh – 462003, India

FORMAT FOR TECHNICAL BID FOR VEHICLE INSURANCE POLICY FOR IIFM OFFICE VEHICLES

Sl. No.	Particulars	Complied Yes/ No	Details Supporting documents to be enclosed. Yes/ No
1.	Name of the Insurance Company		
2.	Full particulars of the Office		
	a) Address		
	b) Telephone No.		
	c) Fax No.		
	d) E-Mail address		
3.	Registration details (attach self-attested copies of certificates/ Registrations/ License etc. mandatorily),		
	a) IRDA Reg. No.		
	b) PAN No.		
	c) GST Reg. No.		
4.	Adequate experience in providing vehicle Insurance during past 10 years		
5.	Tender documents duly signed on each page		

DECLARATION:

- I have carefully read and understood all the terms and conditions of the tender and hereby accept the same.
- The information/document furnished along with the above application is true and authentic to the best of knowledge and belief.

(Signature of the Authorized Person)

Date:

Name _____

Mobile No. _____

Seal

(On office letter head)

Date:

To
Chief Administrative Officer
Indian Institute of Forest Management
Nehru Nagar, Bhopal (MP), India – 462003

Sub: Notice Inviting Tender for Vehicle Insurance Policy for IIFM office vehicles.
Ref: Tender No dated

Dear Sir,

With reference to the above, I am/ We are enclosing our Notice Inviting Tender for Vehicle Insurance Policy for IIFM vehicles.

I/ We hereby reconfirm and declare that I/ We have carefully read and understood the above referred Tender document including instructions, terms & conditions and all the contents stated therein and all subsequent corrigendum published on Institute website.

Thanking you

Yours faithfully,

(Signature of the Authorized Person)

Date:

Name _____

Mobile No. _____



TECHNICAL BID FOR VEHICLE INSURANCE POLICY FOR IIFM OFFICE VEHICLES

Technical details								
Insured Vehicle Details								
Sr. No.	Vehicle Registration no.	Seating Strength	Make-Model	Year of Manu.	Engine No. & Chassis No.	Insurance Period		Remarks
						from	To	
1	MP 04 CN 6670	06+01	MAHINDRA Thar CRDE	2014	BUE4L95335 MA1SL4BUNE2L57695	02-01-2020	01-01-2021	
2	MP 04 CM 5740	04+01	MARUTI EECO 5 STAR	2014	G12BN317879 MA3ERLF1S00341611	01-05-2020	30-04-2021	
3	MP 04 HC 2663	04+01	MARUTI-Esteem vxi	2004	167091 412710	12-05-2020	11-05-2021	
4	MP 04 CX 3672	04+01	NEW CIAZ SIGMA	2019	1067273 395062	12-07-2019	11-07-2022	
5	MP 04 PA 1308	32+01	TATA LP 712	2011	497TC92GY843354 MAT453554B7G34489	29-08-2020	28-08-2021	
6	MP 04 CF 9306	04+01	TATA Indigo Manza Aura Safire BS IV	2010	067865 G25524	21-09-2020	20-09-2021	
7	MP 04 PA 1326	40+02	TATA 1512 TC Bus	2011	11E63140398 MAT 412049BOF11253	13-10-2020	12-10-2021	
8	MP04 C 6325 with Water Tanker MP 04 C 6326	0+01	HMT Tractor	1990	008546 008144	06-11-2020	05-11-2021	
9	MP 04 C 6327	--	Trolley	--	054188	06-11-2020	05-11-2021	

(Signature of the Authorized Person)

Date:

Name _____

Mobile No. _____

Seal



भारतीय वन प्रबंध संस्थान, भोपाल

INDIAN INSTITUTE OF FOREST MANAGEMENT

Post Box 357, Nehru Nagar, Bhopal, Madhya Pradesh – 462003, India

FINANCIAL BID

FOR

VEHICLE INSURANCE POLICY FOR IIFM OFFICE VEHICLES

Financial details							
Insured Vehicle Details							
Sr. No.	Vehicle Registration no.	Seating Strength	Make-Model	Year of Manu.	Engine No. & Chassis No.	Insurance Due Date	Premium Quote Rs.
1	MP 04 CN 6670	06+01	MAHINDRA Thar CRDE	2014	BUE4L95335 MA1SL4BUNE2L57695	01-01-2021	
2	MP 04 CM 5740	04+01	MARUTI EECO 5 STAR	2014	G12BN317879 MA3ERLF1S00341611	30-04-2021	
3	MP 04 HC 2663	04+01	MARUTI-Esteem vxi	2004	167091 412710	11-05-2021	
4	MP 04 CX 3672	04+01	NEW CIAZ SIGMA	2019	1067273 395062	11-07-2022	
5	MP 04 PA 1308	32+01	TATA LP 712	2011	497TC92GYY843354 MAT453554B7G34489	28-08-2021	
6	MP 04 CF 9306	04+01	TATA Indigo Manza Aura Safire BS IV	2010	067865 G25524	20-09-2021	
7	MP 04 PA 1326	40+02	TATA 1512 TC Bus	2011	11E63140398 MAT 412049BOF11253	12-10-2021	
8	MP04 C 6325 with Water Tanker MP 04 C 6326	0+01	HMT Tractor	1990	008546 008144	05-11-2021	
9	MP 04 C 6327	--	Trolley	--	054188	05-11-2021	
Total							

Note – Taxes as applicable will be paid at the time of billing.

1. We agree with all the details of the Insurance Scheme and the Terms and Conditions of Tender.

(Signature of the Authorized Person)

Date:

Name _____

Mobile No. _____

Seal