

<b>Enquiry/ IFB/ Tender Notice Number: APSCSCL/01/INS/OA/2021-22</b>	
<b>Name of Work:</b> PROVIDING INSURANCE COVERAGE ON REINSTATEMENT VALUE BASIS TO THE GODOWNS, ASSETS, FURNITURE, COMPUTERS, PRINTERS, FIXTURES & OTHER BUILDINGS OF A.P.S.C.S.C.L , FOR A PERIOD OF ONE YEAR	<b>Tender Category:</b> Services
<b>Tender Type:</b> Open	<b>Estimated Contract Value:</b> Rs. 88,73,26,405
<b>Bid Submission Closing Date:</b> 27.07.2021 12:00 PM	<b>Tender Evaluation Type:</b> Open & Reverse.

## **ANDHRA PRADESH STATE CIVIL SUPPLIES CORPORATION LTD**



### **REQUEST FOR PROPOSAL (RFP)**

*PROVIDING INSURANCE COVERAGE ON REINSTATEMENT VALUE BASIS TO THE **GODOWNS, ASSETS, FURNITURE, COMPUTERS, PRINTERS, FIXTURES & OTHER BUILDINGS OF A.P.S.C.S.C.L**, AT VARIOUS LOCATIONS IN THE STATE OF A.P AND TELANGANA FOR THE PERIOD OF ONE YEAR, FROM 00.00 HRS ON 31.07.2021 TO 23.59 HRS OF 30.07.2022.*

For Participation of **Public Sector General Insurance Companies** and **IRDAI Licensed Composite Insurance Brokers** through Public Sector General Insurance Companies as Per PQB & Technical Bid Requirements.

**VC & MANAGING DIRECTOR, APSCSCL**  
 Regd. Office, 74-2—5B, 4<sup>th</sup> & 5<sup>th</sup> Floor,  
 Raghu Gardens, Ashok Nagar,  
 Bandar Road,  
 Vijayawada – 520007.  
**E-mail:** dcpho.apscsc@ap.gov.in

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**NOTICE INVITING QUOTATIONS (APSCSCL)**

1	Purchaser	<b>ANDHRA PRADESH STATE CIVIL SUPPLIES CORPORATION LTD</b>
2	Department	<b>Consumer Affairs</b>
3	Tender Number	<b>APSCSCL/01/INS/OA/2021-22</b>
4	Tender Subject	<b>PROVIDING INSURANCE COVERAGE ON REINSTATEMENT VALUE BASIS TO THE THE GODOWNS,ASSETS,FURNITURE,COMPUTERS, PRINTERS, FIXTURES &amp; OTHER BUILDINGS OF A.P.S.C.S.C.L, AT VARIOUS LOCATIONS IN THE STATE OF A.P &amp; TELANGANA FOR THE PERIOD OF ONE YEAR, FROM 00.00 HRS ON 31.07.2021 TO 23.59 HRS OF 30.07.2022.</b>
5	Estimated Contract Value	Rs. <b>88,73,26,405/-</b>
6	Tender Type	OPEN TENDER CUM REVERSE
7	Tender Fee (Non-Refundable)	Rs. 2000/- + GST (Rs. 2,360/-)
8	Tender Fee Payable To	<b>ANDHRA PRADESH STATE CIVIL SUPPLIES CORPORATION LTD</b>
9	EMD	Rs. 50,000/- (Rupees Fifty Thousand Only).
10	Process Fee & Payable to	As applicable & payable to APTS
11	<b>Transaction Fee Payable to</b>	0.03% of the Estimated Contract Value (ECV to be paid Online through AP E procurement Portal only.
12	<b>Tender Schedule Available Date &amp; Time</b>	The tender document (e-tender) can be downloaded from the AP E-Procurement website <a href="http://www.tender.apecurement.gov.in">www.tender.apecurement.gov.in</a> from 11:30 Hrs of 23.07.2021 onwards and up to 11:30 Hrs of 27.07.2021. Terms, Conditions & Timelines etc. for participating in the e-tender shall be as provided in the tender document and the Terms & Conditions of AP e-Procurement portal shall also apply, if any.
13	<b>Bid Submission Closing Date</b>	<b>27.07.2021 @ 12:00Hrs.</b>

14	Pre-Qualification/ Technical Bid/ (Part 1) Opening Date	27.07.2021 @ 12:30 Hrs
15	Price/Commercial Bid/ (Part 2) Opening Date	28.07.2021 @ 11:30 Hrs
16	Bid Submission	The intending bidders shall register themselves with the AP e-procurement portal using valid Digital Signature & Encryption Certificate. Interested bidders can participate in the bidding only after payment of a Non-Refundable tender fee of INR 2000/- along with 18%GST (Total INR 2,360/-). In addition to tender fee the bidder shall pay the EMD of Rs.50,000/- through online in e- procurement portal only. The bidder shall upload receipt/ transaction acknowledgment along with the Prequalification documents in the Online portal. For Online payment of Tender fee, please use the corporation Account No. 37270582042 and IFSC Code; SBIN0016857 for your remittance. Last date for submission of Techno- Commercial Bid is 27.07.2021 @12.00 Hrs. Anyfurther communications, amendments etc. shall be available on the above website of AP E-Procurement. APSCSCL reserves the right to (i) reject any or all bids with or without assigning any reasons whatsoever, (ii) reschedule / postpone the bid date (s) due to any unforeseen circumstances at any stage of the bid process, (iii) cancel or annul the entire bid process without assigning any reasons whatsoever.(For any queries please contact us at <b>9949527087, 7013063685</b> ); <b>E-mail: <a href="mailto:dcpho.apscsc@ap.gov.in">dcpho.apscsc@ap.gov.in</a></b>
17	PQB requirements/Eligibility Criteria	As per RFP/ Tender document.
18	Place of Tender Opening	AP E-Procurement account of APSCSCL
19	Officer Inviting Bids	VC & MANAGING DIRECTOR,APSCSCL
20	General Terms & Conditions	As per RFP/ Tender document.

**For Online payment of Tender fee, please use the following APSCSCL account.**

1. Name of the Beneficiary:	VC & MANAGING DIRECTOR, ANDHRA PRADESH STATE CIVIL SUPPLIES CORPORATION
2. Account Number:	37270582042
3. IFS CODE:	SBIN0016857
4. Name of the Bank and Branch:	State Bank Of India, M.G.Road Branch, Vijayawada

**Note:** Bank transfer charges either way would be on bidder's a/c only. Demand Draft payment is not accepted.

**Note:**

- I) Responsibility for the correctness of the information submitted in the bid lies with the bidder only. If any information furnished in the bid is proved to be false at a later date, the bid will not only be rejected but also the bidder will be BLACKLISTED.
- II) The Public Sector General Insurance companies, if required, shall inspect the proposed risk in full shape before quoting the insurance premiums.
- III) Conditional quotations will not be accepted. If the conditional quotations happen to be 1<sup>st</sup> or 2<sup>nd</sup> lowest, they will be treated as invalid and the next lowest quotation will be treated 1<sup>st</sup> or 2<sup>nd</sup> lowest as the case may be.
- IV) Offers cannot be withdrawn after opening of the bid cover. **If quotation is withdrawn after opening of the bid, the tenderer will be BLACKLISTED and will not be allowed to participate in the future bids.**
- V) The Managing Director, APSCSCL, Vijayawada reserves the right to accept or reject any tender without assigning any reason thereof and is not bound to accept the lowest or any other quote submitted.
- VI) **Jurisdiction:** All and any disputes or difference arising out of or touching the purchase order shall be decided only by the Courts or Tribunals situated in VIJAYAWADA/ AMARAVATI only.
- VII) **Reference:** After placing of purchase order, the purchase order number must appear on all the correspondence, Invoices, Policy Copies or any other document or paper connected with the purchase order.
- VIII) **Addition/ Alterations/ Modifications:** The Corporation reserves the right to make additions/alterations/ modifications to the quantity/volume of items in the purchase order. The Insurer shall insure such quantities also at the same rate as originally agreed to and incorporated in the purchase order.
- IX) **Waiver:** Any waiver by the authority of any breach of the terms and conditions of the purchase order shall not constitute any right for subsequent waiver of any other terms or conditions.
- X) **Sub-letting and Assignment:** The Insurer shall not, save with prior consent in writing of the Corporation, sublet, transfer or assign the order or any part thereof or interest therein or benefit or advantage thereof in any manner, whatsoever. Provided nevertheless that any such consent shall not relieve the insurer from any obligation, duty or responsibilities under the contract.
- XI) **Information Provided by the Corporation:** All data and documentation that will be given to the Insurance Broker/ Insurance Company by the Corporation for the execution of the order are the property of the Corporation and shall be returned back when demanded. Except for the purpose of executing the order of the Corporation, Insurance Broker/Insurance Company shall ensure that the above documents are not used for any other purpose. The Insurer shall further ensure that the information given by the Corporation is not disclosed to any person, firm, body, corporate and/or authority and make every effort that the above information is kept confidential. All such information shall remain the absolute property of the Corporation.
- XII) **Modifications:** This Insurance order if placed, shall constitute an entire agreement between the parties hereto. Any modification to the purchase order shall become binding only upon the same being confirmed in writing duly signed by both the parties.
- XIII) **Acceptance of order:** The Purchase Orders will be sent to supplier in duplicate and he shall return one copy along with enclosures, duly signed and stamped, within 2 Working days in token of having received and accepted the order.

- XIV)** APSCSCL at its sole discretion unilaterally may change the Sum Insured values to the extent of  $\pm 15\%$  as indicated in enquiry/ RFP. The successful bidder shall be bound to issue policy for the revised values at the same rate and terms & conditions. Insurers/Bidders are requested to enclose duly signed and stamped copy of RFP document along with their Technical Bid.
- XV)** **Prices:** Price(s) mentioned in the Purchase Order shall be firm and not subject to escalation on any account, till the Order is executed in full and its subsequent amendments accepted by the Insurer/Insurance Company.
- XVI)** **Taxes, Levies and Duties:** Goods and Service Tax (GST) payable shall be shown separately in the offer and invoice. *However, GST will be paid as per the rate applicable at the time of billing.*
- XVII)** **Variation in Statutory Levies:** Any variation, upward or downward, in statutory levies or new levy is introduced after opening of the bids/placement of Order under this Insurance Order shall be to the account of Corporation, unless otherwise mentioned in the Insurance Order, provided that in cases where Insurance period is not adhered to by the Insurer/Insurance Company and there is upward variation/revision after the agreed insurance period, the bidder/ Insurer shall bear the impact of such increased levies and if there is any downward variation/ revision, the corporation shall be given advantage to that extent.
- XVIII)** **Terms of Payment:** Payments shall be made through Account Payee cheques only. If the Insurer/Insurance Company has received any excess payments by mistake or if any amounts are due to the Corporation due to any other reasons, when it is not possible to recover such amounts under the Contract resulting out of this Order the Corporation reserves the right to collect the same from any other amounts given by the Insurer/Insurance Company due to or with the Corporation.
- XIX)** **Cancellation of Order:** The Corporation reserves the right to cancel the Order in part or in full by giving two weeks' notice thereby if: The Insurer/Insurance Company fails to comply with any of the terms of the Order.
- XX)** **Bid Security (EMD):** The bidders are required to pay Bid Security (EMD) of INR 50,000/- (fifty thousand Rupees Only) through online payment in the E-procurement portal of Government of Andhra Pradesh.
- a. The offers without Bid security will be rejected. Proof of payment through NEFT/RTGS/Online payment shall be uploaded on E- Procurement portal.
  - b. The Bid security of the unsuccessful bidders will be returned upon finalization of the Tender through Online "EMD Refund option" in the E- Procurement portal at the earliest. In case of the successful bidder(s), the same shall be refunded after submission of original policy copies.
  - c. APSCSCL shall not be liable to pay any interest on the Bid security deposit so made and the same shall be interest free.
  - d. The Bid security shall be forfeited by the Corporation in the following events:
    1. If a Bidder varies/modifies the Bid during the Bid validity period and any extension thereof as agreed between the Bidder and APSCSCL; or
    2. If a Bidder engages in a Corrupt Practice, Fraudulent Practice, Coercive Practice, Undesirable Practice or Restrictive Practice
    3. If a Bidder does not submit the Price bid; or

4. If a Bidder withdraws its bid during the period of bid validity as specified in this Tender Document or as extended by mutual consent of the respective bidder(s) and APSCSCL; or
5. In the case of Successful Bidder, if it fails within the specified time limit to furnish the Risk Held Covered Letter within the period prescribed in this Tender Document; or
6. If a bidder does not accept the Purchase Order (PO) or fails to sign the Contract or abide by any other terms and conditions of the Purchase Order (PO).

**XXI) PROCESS OF SUBMISSION OF BIDS:**

**Transaction Fee for Tender:** All the participating bidders should pay online the Transaction fees (as per the value calculated by e- Procurement portal during Bid submission) in the E- Procurement portal during Bid submission and this shall be payable to M/s. A.P. Technology Services Limited, Vijayawada by adopting the following channels / modes of payment: 1. Net banking 2. Credit cards/Debit cards issued by any bank by utilizing the Payment Gateways provided in the portal. Please note that CC/DC payment options may incur higher charges than Net banking payments. The bidder shall submit his response through Bid submission to the tender on e- Procurement platform at <http://tender.apecurement.gov.in> by following the procedure given below:

- a) The bidder would be required to register on the e- procurement market place <https://tender.apecurement.gov.in> and submit their bids online. Offline bids shall not be entertained by the Tender Inviting Authority for the tenders published in AP e-procurement platform.
- b) The bidders shall submit their eligibility and qualification details, Technical bid etc., in the formats under PQ/TQ categories as displayed in AP e-Procurement web site. The bidders shall upload the scanned copies of all the relevant certificates, documents etc., mentioned in the All the relevant documents, certificates shall be uploaded in the e-Procurement web site before the technical bid due date. APSCSCL may reject any bid that is not complete in terms of submission of the documents mentioned above and the decision of APSCSCL shall be final and binding in this regard.
- c) The bidder shall sign on the statements, documents, certificates, uploaded by him, owning responsibility for their correctness/authenticity. APSCSCL may reject, outright any Bid unsupported by the adequate proof of the signatory's authority. The decision of APSCSCL in this connection is final and binding on the bidder.
- d) The bidders shall submit the Price Offer in the standard online format provided. The Price bid of only the eligible technically qualified bidders shall be opened.
- e) The bidders shall quote the rate (exclusive of GST) and inclusive of Loading or Discount as applicable. This rate will be the sole bid parameter for commercial evaluation.
- f) Registration with e-Procurement platform: For registration and online bid submission bidders may contact HELP DESK of M/s.Vupadhi Techno Services Pvt Ltd on 08645- 246370/71/72/73/74, <https://tender.apecurement.gov.in>.

- g) Digital Certificate authentication: The bidder shall authenticate the bid with his Digital Certificate for submitting the bid electronically on e-Procurement platform and the bids not authenticated by digital certificate of the bidder will not be accepted on the e-Procurement platform.
- h) For obtaining Digital Signature Certificate, you may please Contact: M/s. Vupadhi Techno Services Pvt Ltd, Flat No: 407, 4th Floor, Sreeram's Sneha Avenue, Near Aravinda School, Kunchanapalli, Tadepalli (M), Guntur (Dt.) - 522501. Andhra Pradesh. Phone No: +91 8645-246370 / 71 / 72 / 73 /74 (OR) You may please Contact Registration Authorities of any Certifying Authorities (CA) in India.
- i) Submission of Hard copies: Not required

**XXII) OPENING OF BIDS:**

- a. The Corporation shall open the technical bids on the technical bid due date as specified in the tender document. The bidders or their authorized representatives may present at the time of opening the technical bids. Only bidder or authorized representative of the Bidder will be allowed at the time of opening the bids. Authorization letter shall be provided in respect of the Authorized representative.
- b. The corporation shall initially evaluate only the Technical bids. The Price bids of only the technically qualified bidders shall be opened.
- c. APSCSCL reserves right to reject any or all bids received with or without assigning any reason.
- d. **Bid Evaluation:** Only those Bidders who are found to be eligible in accordance with the prescribed eligibility conditions in the tender document and whose bids meet the requirements under this Tender will be taken as the “Technically Qualified Bidders”:
  - i. APSCSCL will schedule the reverse auction on the website of e Procurement.
  - ii. Only the qualified and whose financial bids are complying to the RFP requirements only will be permitted to participate in the reverse auction.
  - iii. The date and time of reverse auction will be intimated to the qualified bidders.
  - iv. Reverse auction will be conducted on the lowest rate quoted by the technically qualified bidders.
  - v. The ‘opening price’ i.e. start price for Reverse Auction will be the lowest price quoted.
  - vi. The reverse auction will be conducted and the bidder’s screen will have provision for decrement of prices. In the bidder's screen the total price of his bid and the total lead price at that also be displayed.
  - vii. For the purpose of Reverse Auction, the minimum tick size shall be Rs.2500/- (Rupees Two Thousand Five Hundred Only)

- viii. The Bidders can modify the total price of the bid based on the minimum bid decrement or the multiples thereof, to displace a standing lowest bid and become “L1”, and this will continue as an iterative process.
  - ix. The reverse auction shall be conducted for 3 Hours. If any bidder submits a bid in the last 15 minutes of the auction closing time, the auction time will be automatically increased by 15 minutes. All bidders are required to submit their online bids during this period.
  - x. After the completion of the online reverse auction, the Closing Price (Final L1 Price) and the successful bidder shall be finalized.
- e. The Initial Price Offer (IPO) of only the technically qualified bidders shall be opened. The **lumpsum rate quoted for the complete scope of Tender** shall be the sole criteria for bid evaluation and the L1 bidder shall be adjudged the preferred bidder subject to General, Special & Technical Terms and Conditions mentioned in this document.
- f. The bid evaluation criteria as adopted by the Corporation deemed fit is final and binding on the bidders.

**XXIII) The successful Tendered shall be required to accept the purchase order within 1 working day from the date of receipt of Purchase Order and Should Issue the Risk Held Covered Letter within 1 working day from the date of receipt of Premium. If the Tendered fails to accept the Purchase Order within the above said period or backs out when his Tender is accepted, his Earnest Money Deposit (EMD) mentioned above will also be forfeited to APSCSCL and his Tender will be held void and blacklisted .The Earnest Money Deposit furnished by the Tendered in respect of his Tender will be returned to him on submission of Policy Copies.**

(The terms and conditions contained in this tender document will be converted into contract).

**VC & MANAGING DIRECTOR,APSCSCL**  
*Regd. Office, 74-2—5B, 4<sup>th</sup> & 5<sup>th</sup> Floor,  
Raghu Gardens, Ashok Nagar,  
Bandar Road, Vijayawada – 520007.  
E-mail: dcpho.apscsc@ap.gov.in*

#### **SECTION-I: IMPORTANT INSTRUCTIONS TO THE BIDDERS & GENERAL TERMS AND CONDITIONS**

**APSSCSCL or CORPORATION or PURCHASER:** shall mean Andhra Pradesh State Civil Supplies Corporation, (a Govt. of A.P Undertaking), having its Regd. Office 74-2-5B 4<sup>th</sup> & 5<sup>th</sup> Floor, Raghu Gardens, Ashok Nagar, Bandar Road, Vijayawada – 520007

**SUPPLIER or CONTRACTOR or VENDOR or SUCCESSFUL BIDDER or INSURER or INSURANCE COMPANY or INSURANCE BROKER:** shall mean the Bidder on whom Purchase Order is issued against this Tender Specification.

**1.0** APSCSCL’s General, Technical & Special Terms & Conditions are stipulated in the Sections-1 TO 4. Requirements specific to this tender are stipulated in the remaining



sections and these will take precedence over the standard terms, in case of any ambiguity.

## **2.0 GUIDELINES TO BIDDERS for participating in the OPEN TENDER - REVERSE process:**

2.1 The tender document (e-tender) can be downloaded from the AP E-Procurement website <https://tender.apeprocurement.gov.in> from 11:30 Hrs of 23.07.2021 onwards and up to 11:30 Hrs of 27.07.2021. Terms, Conditions & Timelines etc. for participating in the e-tender shall be as provided in the tender document and the Terms & Conditions of AP e-Procurement portal shall also apply, if any. The bidders need to submit/ upload all the documents as per the requirements of Technical Bid/ Pre-Qualification Bid (PQB) Requirements and other terms & Price Bid duly signed on each page with seal owning responsibility for their correctness/authenticity.

***The quotation/s shall be submitted, in Two Parts, viz.,***

- Part-I: Technical Bid/ Pre-Qualification Bid (PQB) Requirements and other terms (Forming Part – 1)
- Part-II: PRICE BID (Forming Part -2)

### **Note:**

- a) **“Technical Bid/ PQB” is separate from “Price Bid”.**
- b) Technical Bid will be opened before the price bid and hence the **documents related to the Price Bid shall not be placed in the Technical Bid. If price bid is placed in the technical bid the Quotation/ Tender will be disqualified.**
- c) The bidders need to submit the required documents in compliance with the Pre-qualification requirements stipulated in this tender duly signed on each page with seal. Bids, if any, received by Fax/ e-mail or other modes of communication will not be entertained by the Quotations Inviting Authority any offline submission of the bid/ quote will be rejected and action deemed fit will be taken against the bidder.

## **2.2 Technical Prerequisites to submit quotations:**

APSCSCL's General/ Special terms & conditions are stipulated from Page 2 to Page 7 & in Sections I to IV of this RFP/ TENDER document. Requirements specific to this tender are stipulated in the remaining sections and these will take precedence over the standard terms, in case of any ambiguity.

## **2.3 Help Desk:**

**For any queries, please contact us at Ph: 9949527087, 7013063685;E-mail: [dcpho.apscsc@ap.gov.in](mailto:dcpho.apscsc@ap.gov.in)**

## **2.4 RFP Document:**

- a) The tender document (e-tender) can be downloaded from the AP E-Procurement website <https://tender.apeprocurement.gov.in> from 11:30 Hrs of 23.07.2021 onwards and up to 11:30 Hrs of 27.07.2021 and read all the terms and conditions mentioned in the RFP Document and seek clarification, if any, from the Quotations Inviting Authority, prior to submission of bid. APSCSCL

*will not be responsible for any delay/ difficulty/ inaccessibility of the RFP Document for any reason whatsoever.*

- j) The Bidder has to keep track of any changes by viewing the extension of due dates, Addendum/ Corrigendum issued by the Quotations Inviting Authority, from time to time @ <https://tender.apereprocurement.gov.in>. The Department Inviting quotations will not be responsible for any claims/problems arising out of this.
- b) The bidders should fulfill any other pre-requisites mentioned in the RFP document/s. The tenderer should read and understand clearly the general instructions and terms and conditions of the RFP document before submission of the quotation/s.

### **3.0 Opening of Tenders:**

- 3.1 **Part-I i.e. 'Pre-qualification Bid/Technical Bid' or PQB**, will be opened, at the time and place already specified in this RFP Document.
- 3.2 Only those tenders which contain full information and comply with the requirements of Technical Bid (PQB) Pre-Qualification Requirements and other terms (Forming Part – 1) will qualify for opening of **Part- II: 'Price Bid' or 'COMMERCIAL BID'**.
- 3.3 It is the responsibility of the Bidder to ensure that the PRICE BID is completely in line with the **RFP Part-I i.e. Technical Bid (PQB) Pre-Qualification Requirements** and other terms (Forming Part – 1) & the In case the terms indicated in **Price Bid/ Part-II** are found to be different from those indicated in Part-I, APSCSCL reserves the right to either consider the terms more favorable to APSCSCL, or to reject the Bid, outright.
- 3.4 Bidders are requested to ensure that they do not submit **Part-II, ie., Price Bid/Commercial Bid**, along with **Part-I: i.e., Technical Bid (PQB) Pre-Qualification Requirements and other terms (Forming Part – 1)**. APSCSCL reserves the right to disqualify those Bidders, whose **Pre-Qualification/Technical Bid** are found contain Price Bids also.
  - (a) All the Bidders shall invariably submit (upload) self-attested copies of all relevant Certificates/Documents in support of eligibility criteria as mentioned in RFP document and this will be the primary requirement to consider the bid responsive.
  - (c) Technical Bid evaluation shall be carried out, solely based on the Documents/ Certificates etc. uploaded in **PQB/ Technical Bid**.
  - (d) The Purchase Department shall notify the successful bidder for submission of Invoice/ Pre-Invoice, prior to entering into agreement or placement of Order. The Successful Bidder shall, at his sole risk & responsibility, submit the same to the Tender Inviting Authority, before stipulated date & time. The department will not take any responsibility for any delay in receipt/non-receipt of Pre-Invoice from the successful bidder before the stipulated time. On receipt of Invoice/ Pre-Invoice APSCSCL shall release of Purchase order/Sale order as the case may be.
  - (e) **In case of variation in the Invoice/ Pre-Invoice or Failure of submission:** If any successful bidder fails to submit the Pre-Invoice/ Invoice within the stipulated time or if any variation is noticed between the Price Bid & Pre- Invoice submitted by the bidder, the successful bidder will be **suspended from participating in current and future tenders/ quotations for a period of 3 years**. Besides this, the department shall invoke all processes of law including criminal prosecution of such defaulting bidder as an act of extreme deterrence to avoid delays in the

tender process for specified service/ work/materials. If any of the documents/information furnished by the bidder is found, at any point of time, to be false/fabricated/bogus, such Bidder is liable for black listing, cancellation of /Purchase order as applicable and criminal prosecution etc.

**4.0 Due Date & time and Submission of offer:**

<b>23.07.2021 @ 11:30Hrs to 27.07.2021 @ 11:30Hrs.</b>	<b>Tender Schedule Availability</b>
<b>27.07.2021 @ 12:00Hrs. 27.07.2021 @ 12:30Hrs</b>	<b>Bid Submission Closing Date Pre-Qualification &amp; Technical Bid Opening Date</b>
<b>28.07.2021 @ 11:30Hrs</b>	<b>Price/Commercial Bid Opening Date</b>

5.1 Post tender deviations in the quoted prices and/ or conditions or any such offers which will give a benefit to the bidder over others will not only be rejected outright but also the original offer itself will get disqualified on this account.

5.2 Bidders may note that the due date and time of opening the bids shall strictly be adhered to and accordingly. However, due to declaration of unexpected holiday or any unforeseen circumstances, if bids are not opened on the due date, the same shall be opened on the next working day at the same time and venue as originally specified.

**6.0 DISCLAIMER:**

6.1 **APSCSCL reserves the right to change or alter the bid conditions before the final date of submission of the bids by issuing an addendum.** The Request for Proposal (RFP), any subsequent addendum/amendments etc., will be made available at AP E-Procurement website [ww.tender.apecprocurement.gov.in](http://ww.tender.apecprocurement.gov.in). The Bidders shall be solely responsible, for ensuring that their Bids are completely in line with the requirements stipulated therein.

6.2 The Specifications stipulated in these documents, are indicative only. It is the responsibility of the Bidder to ensure that the insurance coverage offered, is completely as per Property/ Occupancy/ Risk requirements. The Bidders are advised to depute their representatives to Site, to study Site conditions, ascertain/assess site requirements, collect all necessary particulars etc. before submitting their bids.

6.3 Any discrepancies in the requirements stipulated in these documents, shall be brought to the notice of the undersigned, and clarifications shall be obtained prior to submission of Offer itself.

*Bidders are advised not to make any assumptions or inferences, on their own*

6.4 *APSCSCL reserves its right, without prejudice to other rights under terms and conditions of RFP and documents or other remedies available, to cancel tenders without assigning any reasons, and will not entertain any correspondence in the matter. APSCSCL accepts no liability whatsoever and will not be liable for any loss or damage arising directly or indirectly (including special, incidental or consequential loss or damage) from cancellation of RFP. **APSCSCL also reserves the right to split the order on more than one bidder, in any manner or reject any or all tenders without assigning any reason.***

**VC & MANAGING DIRECTOR, APSCSCL**  
Regd. Office, 74-2—5B, 4<sup>th</sup> & 5<sup>th</sup> Floor,  
Raghu Gardens, Ashok Nagar,  
Bandar Road, Vijayawada – 520007.  
**E-mail:** [dcpho.apscsc@ap.gov.in](mailto:dcpho.apscsc@ap.gov.in)

**SECTION-II: PRE-QUALIFICATION REQUIREMENTS/ PQB/ Technical Bid/**  
**PART-1 and OTHER TERMS**

- 1.0 The tenderer/ bidder shall submit/upload the satisfactory documentary evidence to establish the following PRE-QUALIFICATION REQUIREMENTS/ PQB/ Technical Bid/ PART - 1 requirement without any ambiguity.
- 1.1 **Pre-Qualification Requirements for Insurance Companies: -**
- A. **Only IRDAI (Insurance Regulatory Development Authority of India) registered Public Sector General Insurance companies with IRDAI Stipulated minimum Solvency Margin of 1.5 or above, are eligible to quote. (IRDAI License Copy & Renewal Fee Receipt Shall be submitted)** failing which the offer will be liable for rejection.
- B. Minimum **Gross Direct Premium** in the preceding 3 Financial years (2020-21, 2019-20 & 2018-19) per annum shall be **more Than Rs.1000 Crores**. This should be supported by submitting Audited financial statements or Authorized Statements, for the last 3 years, failing which the offer will be liable for rejection
- C. **The insurer should be servicing, at present, in the current Financial Year (FY 2021-22), at least 2 Andhra Pradesh Governments' Departments/ PSU companies/corporations/federations of AP government etc. out of which Single Policy Total Sum Insured should be more than Rs. 500 Crores.** Details of the Purchase Orders received from other Andhra Pradesh Governments' Departments/ Organizations/ Corporations etc., in the Current Financial Year i.e. after 01.04.201, are to be submitted failing which the offer will be liable for rejection.
- D. **As per latest Audited Financial Statement, Net Worth of the company shall be more than Rs.100 Crores** failing which the offer will be liable for rejection.
- E. The participating insurance company should not have Declined (in past or present) to Participate (or) Withdraw already submitted quotations thereby causing undue delay in the insurance procurement process to/for any of the Andhra Pradesh Governments' Departments/ Organizations/ Corporations etc. The participating insurance company should not have been blacklisted (In Past or Present) by any of the Andhra Pradesh Governments' Departments/ Organizations/ Corporations etc. A declaration has to be submitted by the participating Insurance Company.
- 1.2 **Pre-Qualification Requirements for Insurance Broking Companies: -**
- A. **Only IRDAI (Insurance Regulatory Development Authority of India) registered & licensed COMPOSITE INSURANCE BROKERS (LIFE, GENERAL& Re-INSURANCE) are eligible to submit the quote/s of IRDAI Licensed Public Sector General Insurance Companies. (IRDAI License Copy clearly mentioning the Broker as COMPOSITE BROKER Shall be submitted)** failing which the offer will be liable for rejection.
- B. **The Broker/s should be servicing, at present, in the current Financial Year (FY 2020-21), at least 2 Andhra Pradesh Governments' Departments/ PSU companies/corporations/federations of AP government etc. out of which Single Policy Total Sum Insured more than Rs. 500 Crores.** Details of the Purchase Orders received from other Andhra Pradesh Governments' Departments/ Organizations/ Corporations etc., in the Current Financial Year i.e. after 01.04.2020, are to be submitted failing which the offer will be liable for rejection.

- C. **As per latest Audited Financial Statement, the Revenue from operations should be at least Rs. 4 Crores in any two of the FY 2018-19, 2019-20 & 2020-21.**
- D. The participating **insurance broker should not have Declined (in past or present) to Participate (or) Withdraw** already submitted quotations thereby causing undue delay in the insurance procurement process to/for any of the **Andhra Pradesh Governments' Departments/ Organizations/ Corporations etc.** The participating insurance broker should not have been blacklisted (In Past or Present) by any of the Andhra Pradesh Governments' Departments/ Organizations/ Corporations etc. A declaration has to be submitted by the participating Insurance Company.
- E. The participating insurance broker should have a Professional Indemnity Policy, as stipulated by IRDAI

**Note:** Offers furnished by any of the brokers against the above tender should invariably from IRDAI register Insurance Companies only. Direct offers received from the brokers will invariably be rejected.

**Tenders received from those not having the required qualification criteria will not be considered.**

**2.0** Notwithstanding anything stated above, APSCSCL reserves the right to assess the tenderers'/ bidder's capability to execute the contract, should the circumstances warrant such assessment in the Overall interest of APSCSCL. In respect of Qualification of the tenderers, *the decision of APSCSCL is final.*

**2.1 To be submitted by the Insurance Company: (Self Attested):**

1. IRDAI License Copy
2. Renewal Fee Receipt
3. GST Certificate
4. PAN
5. Details of the Purchase Orders (or) *Policy Copies (or) Documents* received from other Andhra Pradesh Governments' Departments/ PSU companies/ corporations/Federations/Organizations etc., in the Current Financial Year i.e. after 01.04.2021, *evidencing* insurer should be servicing, at present, in the current Financial Year (FY 2021-22), **at least 2 Andhra Pradesh Governments' Departments/ PSU companies/corporations/federations of AP government etc.** out of which **Single Policy Total Sum Insured should be more than Rs. 500 Crores.**
6. Latest available Proof of Required Solvency Margin.
7. *Audited Financial reports such as Balance Sheet and Profit & Loss account statements for any two of the Financial years 2018-19, 2019-20 & 2020-21 (clearly showing the details of Gross direct premium and Net worth of the insurance company) are to be submitted.*
8. Duly Stamped and Signed copy of RFP Schedule (Every Page) indicating the acceptance of Terms, Conditions, Specifications, Requirements, Qualifications etc.,
9. Declaration has to be submitted by the participating Insurance Company that No Quotations are either Declined (in past or present) to Participate or Withdrawn already submitted quotations thereby causing undue delay in the insurance procurement process to/for any of the Andhra Pradesh Governments' Departments/

Organizations/ Corporations etc. Insurer will be BLACKLISTED from future participation If any, false information or false declaration is submitted.

**2.2 To be submitted by the Insurance Broker:** (Self Attested):In addition to the Documents related to insurance companies as mentioned above:

1. IRDAI License Copy *clearly mentioning the Broker as COMPOSITE BROKER*
2. Copies of at least 2 Mandate Letters received from other Andhra Pradesh Governments' Departments/ Organizations/ Corporations etc.,
3. Details of the Purchase Orders (or) *Policy Copies (or) Documents* received from other Andhra Pradesh Governments' Departments/ Organizations/ Corporations etc., in the Current Financial Year i.e. after 01.04.2021, *evidencing* insurer should be servicing, at present, in the current Financial Year (FY 2021-22), at **least 2 Andhra Pradesh Governments' Departments/ PSU companies/corporations/federations of AP government etc.** out of which **Single Policy Total Sum Insured should be more than Rs. 500 Crores.**
4. *Audited Financial reports for any two of the financial years 2018-19, 2019-20 & 2020-21 (Clearly showing the details of Revenue from Operations above Rs. 4 Crores) are to be submitted.*
5. Copy of Professional Indemnity Policy of Broker which should be in force as on 29.07.2021

**Note:** Responsibility for correctness of the information submitted lies with the bidder only. If any information furnished in the bid is proved to be false at a later date, the bid will not only be rejected but also the bidder will be BLACKLISTED.

3.0 The insurance company to whom the Insurance order is awarded should be responsible to settle the claim if any in the shortest possible and the performance of such insurance companies, which doesn't settle the claims in fair manner within one year from the date of claim, will be recorded and considered for general evaluation of insurance company.

4.0 **PRICES:**

4.1 All prices shall be FIRM and shall be indicated in the Price Schedule. **Variable prices will not be accepted.**

4.2 **Taxes and duties:** Goods and Service Tax (GST) will be paid extra as applicable at the time of billing. GST payable shall be shown separately in the offer and invoice.

4.2.1 It is the responsibility of the Insurer/Bidder, to ascertain and ensure that all taxes/duties, charges etc., as applicable on the date of submission of the Bid, have been indicated, without fail.

4.2.2 **The rates quoted by the Insurance Companies should Comply and shall be in accordance with IIB (Insurance Information Bureau) & IRDAI (Insurance Regulatory & Development Authority) regulations, rates, tariffs that are in force, and applicable to the proposed Risk/ Occupancy/ Contents at their Locations. The Earthquake rates for the occupancies are to be charged as per the respective EQ Zones of the districts in which the proposed property/ properties are located. Similarly, the SFTI & Fire Rates are to be charged in line with IIB (Insurance Information Bureau) & IRDAI (Insurance Regulatory & Development Authority) regulations, rates, tariffs that are applicable to respective occupancies.**

5.0 **PAYMENT TERMS:**

**5.1** The Total Premium including GST will be paid, before the scheduled commencement of Insurance Cover, subject to submission of the Invoice. The Invoice in original shall be submitted to the VC & Managing Director, Andhra Pradesh State Civil Supplies Corporation, (a Govt. of A.P Undertaking), having its Regd. Office 74-2-5B 4<sup>th</sup> & 5<sup>th</sup> Floor, Raghu Gardens, Ashok Nagar, Bandar Road, Vijayawada – 520007 immediately on receipt of purchase order, for arranging payment.

**5.2** In case, any excess payment is made to the INSURER, by mistake OR any amounts are due from the INSURER to APSCSCL for any reason(s), APSCSCL reserves the right to recover such monies from the amounts payable to the INSURER against the Contract resulting out of this specification.

**5.3** Any incidental charges, such as bank charges etc., incurred by the INSURER during the execution of the Contract shall be to the Insurer's account only.

**5.4** The Insurance Company (or) the servicing Insurance Broker shall make its own arrangement to ensure collection of declarations, collection of premiums on submission of bills and to claim bills along with documents from respective departments/ locations of APSCSCL and also handing over the insurance policies, proceeds on claim settlement and to submit other documents if any to APSCSCL.

**6.0 RISK PURCHASE:**

APSCSCL reserves the right to place orders and to reject the tender/offer without assigning any reasons. In case the INSURER fails to execute the Contract as per the stipulated schedule, APSCSCL reserves the right to place orders from the open market or by floating another tender, and recover the additional expenditure so incurred from the INSURER. This is without prejudice to any/all other rights of APSCSCL, as indicated in this Specification.

**7.0 Validity Of offer:**

The Offers shall be valid for a **period of 60 days from the date of opening of Price/Commercial Bids**. The period of validity cannot be counted from any other date other than the date of opening of the price bids.

**Signature & Seal of Authorized Representative  
of the Insurance Co. in token of Acceptance.**

**SECTION –III: TECHNICAL SPECIFICATIONS**

**1. SCOPE OF OFFER:**

PROVIDING INSURANCE COVERAGE ON REINSTATEMENT VALUE BASIS TO THE GODOWNS, ASSETS, FURNITURE, COMPUTERS, PRINTERS, FIXTURES & OTHER BUILDINGS OF A.P STATE CIVIL SUPPLIES CORPORATION, AT VARIOUS LOCATIONS IN THE STATE OF A.P AND TELANGANA, FOR THE PERIOD OF ONE YEAR, FROM 00.00 HRS ON 31.07.2021 TO 23.59 HRS OF 30.07.2022.

**Detailed description of Coverage Required:**

<b>S. No COVERAGES (For Assets)</b>	
<b>1</b>	<b>As per Standard Fire &amp; Special Perils Policy Average Declaration Policy: (a) Fire &amp; Special Allied Perils, (b) Storm and Typhoon perils, (c) Earth Quake (d) Spontaneous Combustion (e) Terrorism Risk (f) Riot &amp; strikes</b>

	<p><b>Add-Ons Required: Earthquake, STFI (For Full Sum Insured)</b></p> <p><b>Free Add-Ons required:</b></p> <ul style="list-style-type: none"> <li>• Removal of Debris in excess of Standard Coverage</li> <li>• Fire Fighting Expenses, Deliberate Damage</li> <li>• Expenses for Loss Minimization or Loss Prevention</li> <li>• Any other Free- Add ons that are appropriate for the proposed risk.</li> </ul> <p><b>Clauses Required: On Account Payment, Designation of Property, 72 Hours Clause, Floater Clause.</b></p>
2	<p><b>Burglary First Loss Policy with First Loss Percentage = 10%</b></p> <p><b>Add-On: Theft</b></p>
S. No	<p><b>COVERAGES (For GODOWNS, OFFICE BUILDINGS, STAFF QUARTERS, ASSETS, FURNITURE, COMPUTERS, PRINTERS, FIXTURES &amp; OTHER BUILDINGS)</b></p>
1	<p><b>As per Standard Fire &amp; Special Perils Multi Location Policy:</b></p> <p><b>As per Standard Fire &amp; Special Perils Policy Average Declaration Policy:(a) Fire &amp; Special Allied Perils, (b) Storm and Typhoon perils,(c)Earth Quake (d) Spantaneous Combustion (e)Terrorism Risk (f)Riot &amp; strikes.</b></p> <p><b>Add-Ons Required: Earthquake, STFI (For Full Sum Insured)</b></p> <p><b>Free Add-Ons required:</b></p> <ul style="list-style-type: none"> <li>• Removal of Debris in excess of Standard Coverage</li> <li>• Fire Fighting Expenses, Deliberate Damage</li> <li>• Expenses for Loss Minimization or Loss Prevention</li> <li>• Any other Free- Add-ons that is appropriate for the proposed risk.</li> <li>• <b>Architecture, Surveyors and Consulting Engineers Fees</b> in excess of Standard Coverage</li> <li>• <b>Impact damage, due to insured own vehicles.</b></li> <li>• <b>Omission to Insure Additions, Alterations and Extensions clause up to 5% of sum insured.</b></li> <li>• <b>Escalation - 5% of Sum Insured</b></li> <li>• <b>Under Insurance Waiver up to 15%</b></li> </ul> <p><b>Clauses Required: On Account Payment, Designation of Property, 72 Hours Clause, Floater Clause, Local Authorities Clause, Free automatic Re-Instatement, expediting cost including Air Freight/Express freight, Goods Held in Trust, Floater clause.</b></p>

**Other Conditions:**

- 1) Risk held cover letter should be arranged on the same day of payment received.
- 2) The claim(s) shall be settled as per the "Reinstatement value".
- 3) The Insurance Company should pay refund premium within one month from the date of submission of last declaration. Any delay beyond one month will attract 24% interest P.A.



- 4) APSCSCL reserves the right to alter or revise the stock values or declaration of stock values that may occur due to oversight i.e. clerical/ typographical mistakes for which the Insurance Company shall accept such revisions as valid.
- 5) The insurance company shall accept the stock declarations sent within 30 days of the closure of previous month by H.O or any Warehouses
- 6) Claims intimated, if any, by APSCSCL should be settled within TWO weeks from the date of receipt of all required documents from APSCSCL.

**Note:** Risk held cover letter should be arranged on the same day of receipt of payment.

**Signature & Seal of Authorized Representative  
of the Insurance Co. in token of Acceptance.**

#### **SECTION-IV: SPECIAL TERMS AND CONDITIONS**

##### **1.0 Documentation:**

- I. The Insurer has to issue the premium Receipt and the policy documents within 7 days after receipt of requisite Premium cheque. The complete policy document will therefore be made available to APSCSCL, within 7 working days of commencement of coverage.
- II. Any amendments required to the policies shall be confirmed by issuing endorsement within 5 working days of the receipt of the necessary information from APSCSCL.
- III. Letters, Faxes, Telephonic Messages and e-Mail should be Acknowledged and answered immediately.

##### **2.0 Claims:**

As APSCSCL has opted for Insurance coverage for the ASSETS on REINSTATEMENT VALUE BASIS claims should be settled on REINSTATEMENT VALUE (*i.e., Present Replacement Value/value of similar new property*) only. The Insurer within 30 days of commencement of Insurance Policy shall provide a comprehensive claims procedure and list of documents required for each type of claim.

- I. A panel of approved Surveyors acceptable to APSCSCL has to be drawn up in consultation with Insurance Company & Insurance Broker, and Individual Surveyors for their consent. They are to be utilized in case of all Losses/Damages, Reported, against which claims would be lodged.
- II. In the event of a Loss, APSCSCL would give immediate intimation to the Insurer/ Broker, and a Surveyor shall be appointed from the approved panel within 24 Hrs from receipt of such notification. If a surveyor is NOT deputed within 24 Hrs, depending on exigency where conditions warrant, APSCSCL will go ahead with the repairs & claim submitted by APSCSCL should be accepted by the Insurer.
- III. At the time of site visit or immediately thereafter, the surveyor shall be advised to give a complete list of documents/requirements of claim and APSCSCL shall furnish these expeditiously. APSCSCL shall also nominate an official who shall co-ordinate with the surveyor. When material information is requested, the same

should be provided within deadline specified and every conceivable effort shall be made to ensure deadlines are met in this regard. If deadlines cannot be met, a full and detailed explanation should be provided.

- IV. All claims lodged with the Insurer shall be promptly settled as per the following understanding:
  - Claims shall be settled on the basis of the Survey Report and necessary Documentation - within 7 working days of their receipt.
  - “On Account Payment” (i.e., 50% of the Assessed Loss), shall be released by the Insurer within 10 working days of receipt of the Final Report of the Surveyors recommending such payment. However, documents required to be obtained from Government agencies like FIR, Final Report from Police/Local Authorities and Fire Brigade Report shall not be insisted for release of “On Account Payment”, where liability is clear and admitted.
- V. Final payment of the claim shall be made within 15 days of receipt of Final Survey Report and all necessary supporting documents/information from APSCSCL for claims which are within the Limits to be specified as may be applicable at the time of settlement, and 30 days for claims which require Approval of Head Office of insurance company.
- VI. The Insurer will also be responsible for Settlement of Survey Fees for all claims.
- VII. **Panel of Surveyors:** Request list of local surveyors (Category – A&B) who may be utilized for recording preliminary evidence in case of exigencies requiring immediate repair/replacement, shall be furnished.
- VIII. Claims shall be settled by the Insurance Company as per policy and order conditions within 15 days from the date of submission of claim along with documents.
- IX. In case claims are not settled by the Insurance Company within the prescribed time limit, the Insurance Company shall pay prevailing Savings Bank Interest rate, till the time of payment. Interest shall be calculated from the day on which the payment falls due.
- X. The Insurance Company shall appoint the surveyor nominated by APSCSCL immediately on receipt of claim(s) intimation from APSCSCL and shall coordinate for immediate settlement of claim.

### **3.0 Premium:**

The Insurer shall confirm that the Premium Quoted is final and that there will be no revision, unless the project undergoes a Material change in the Risk underwritten.

### **4.0 Extension and Termination of Insurance cover:**

- (i) APSCSCL also reserves the right, to seek extension of insurance cover, for specific period, if necessitated and the successful Insurance Company shall arrange extension of the Insurance cover. Policy shall not be cancelled without the concurrence of APSCSCL.
- (iv) APSCSCL reserves the right to withdraw the items/sum insured from the scope of coverage during the policy period. When the item(s) or sum insured from the scope of coverage is/are withdrawn during the policy period, the proportionate premium shall be refunded by the insurance company to APSCSCL. Insurance company shall refund the premium within seven (7) working days from the date of withdrawal or change of coverage intimation.

### **5.0 Coordination:**

The insurer/ insurance broker shall notify the persons with designation to serve APSCSCL Account directly, in respect of all matters including Underwriting or / Claims. The insurer's response, service, settlement of claim etc., will be evaluated from time to time.

- 6.0** The Insurance company may, in their own interest, quote the rates and premium for policy items in line with rules, regulations and guidelines of applicable statutory bodies viz., IRDA/TAC/IIB.
- 7.0** The Successful Insurance Company shall make its own arrangement to ensure collection of declarations, collection of premiums on submission of bills and claim bills along with documents from respective departments/locations of APSCSCL and also handing over the insurance policies, proceeds of claim settlement and other documents from the insurance company. The successful Insurance Company shall appoint one individual/agency for the above purpose who will visit APSCSCL.
- 8.0** The Insurance Company(s) shall submit in the 1<sup>st</sup> week of every month a statement of "Claims pending for settlement" (with reasons/requirements) as well as "Claims settled earlier".
- 9.0** APSCSCL reserves the right to reject any one or all tenders without assigning any reason, thereof. In case the contract is terminated for any reason, the Insurance Company shall refund pro-rata premium for un-expired period apart from settling all pending claims.

**Signature & Seal of Authorised Representative  
of the Insurance Co. in token of acceptance.**

**PART-I  
SCHEDULE-A  
GENERAL DETAILS OF THE BIDDER**

1) A)	Name and Address of the Broking Firm (If applicable), Ph. Number, Fax Number E-Mail id	:	
1) B)	Name and Address of the Insurance Company (If applicable), Ph. Number, Fax Number & E-Mail Id	:	
2)	Offer/Quotation Ref. No	:	
3)	Whether Individual, Proprietary, Pvt or Public Ltd Co.	:	
5)	GST Registration Number (Insurer)	:	
7)	PAN No (Insurance Company)	:	
9)	Name & designation of an authorized Officer at Bidder's Office to whom reference shall be made for expeditious technical co-ordination, in the event of placement of Order	:	

**Documents to be Submitted:**

- 1) Copies of Certificate of Registration.
- 2) Copy of GST of Registration

- 3) Copy of P.A.N Card.
- 4) Copy of IRDAI License
- 5) All PQB/ Technical Bid/ Part - 1 Requirements as per RFP
- 6) Price Bid.

### **SCHEDULE – B - CHECK LIST**

The Bidders (Insurance Companies or Insurance Brokers) are invariably requested to check whether the following documents are being submitted:

#### **PRE-QUALIFICATION BID (INSURANCE COMPANY):**

<b>Sl. No</b>	<b>Description</b>	<b>TO BE PLACED WITH</b>
1	IRDAI License Copy	With PQB
2	Renewal Fee Receipt	With PQB
3	GST Certificate	With PQB
4	PAN	With PQB
5	Proof of Required Solvency Margin.	With PQB
6	<i>Audited Financial reports such as Balance Sheet and Profit &amp; Loss account statements for any two of the Financial years 2018-19, 2019-20 &amp; 2020-21 (clearly showing the details of Gross direct premium and Net worth of the insurance company) are to be submitted</i>	With PQB
7	Details of the Purchase Orders (or) Policy Copies (or) Documents received from other Andhra Pradesh Governments' Departments/ Organizations/ Corporations etc., in the Current Financial Year i.e. after 01.04.2021, evidencing insurer should be servicing, at present, in the current Financial Year (FY 2021-22), at least 2 Andhra Pradesh Governments' Departments/ PSU companies/corporations/federations of AP government etc. Single Policy Total Sum Insured should be more than Rs. 500 Crores.	With PQB
8	Duly Stamped and Signed copy of RFP Schedule (Every Page) indicating the acceptance of Terms, Conditions, Specifications, Requirements, Qualifications etc.,	With PQB
9	Declaration as Mentioned in 2.1 (9) of Section – II of Bid Document	With PQB

#### **PRE-QUALIFICATION BID (INSURANCE BROKER):**

<b>Sl. No</b>	<b>Description</b>	<b>TO BE PLACED WITH</b>
1 a)	PRE-QUALIFICATION BID OF INSURANCE COMPANY (9 Documents)	With PQB
1 b)	IRDAI License Copy	With PQB
2	Copies of at least 2 Mandate Letters received from other Andhra Pradesh Governments' Departments/ Organizations/ Corporations etc., in current Financial	With PQB

	year in proof of service.	
3	<i>Audited Financial reports for any two of the Financial years 2018-19, 2019-20 &amp; 2020-21 (Clearly showing the details of Revenue from Operations above Rs. 4 Crores)</i>	With PQB
4	Details of the Purchase Orders (or) Policy Copies (or) Documents received from other Andhra Pradesh Governments' Departments/ Organizations/ Corporations etc., in the Current Financial Year i.e. after 01.04.2020, evidencing broker should be servicing, at present, in the current Financial Year (FY 2020-21), at least 2 Andhra Pradesh Governments' Departments/ Organizations/ Corporations etc. with Single Policy Total Sum Insured should be more than Rs. 500 Crores.	With PQB
5	Self-attested copy of Professional Indemnity Insurance Policy which should be in force as on 08.11.2020 as stipulated by IRDAI	With PQB

**PRICE BID:**

Sl. No	Description	TO BE PLACED WITH
1	PRICE BID	With Price Bid

**PART-II: PRO-FORMA for PRICE BID**

- Not to be submitted with the PQB/ Technical Bid/ Part -1 Documents
- To be submitted as Price bid only
- To be supported by the Quotations from the respective Insurance Company on their Letter Head/s with Stamp & Signature of Authorised Signatory of the Insurance Co.

STATEMENT SHOWING PREMIUM QUOTED AS PER SECTION - 3 OF BID DOCUMENT (TECHNICAL SPECIFICATIONS) & ANNEXURE OF GODOWNS, ASSETS, FURNITURE, COMPUTERS, PRINTERS, FIXTURES & OTHER BUILDINGS OF A.P.S.C.S.C.L FOR A PERIOD OF ONE YEAR i.e. FROM 31.07.2021 TO 30.07.2022					
S.No	Description of Assets	Sum to be Insured(Rs.)	Total Net Premium	GST	Gross premium
1	Office Buildings	67145910.37			
2	Residential Quarters	2137166.02			
3	Godown structures	776162066.6			
4	Furniture in 2 floors	1966958			
5	Generators	1208700			
6	Air Conditioners	7588791			

7	UPS	337281			
8	Gym Equipment	641945			
9	Kitchen Equipment	460465			
10	Electric Fans & Installation	51687.83			
11	Furniture	719469.27			
12	Refrigerators & Airconditioners	102135.52			
13	Computers	1011791.7			
14	Xerox machines	345305.16			
15	Intercom	43817.35			
16	Weighing Machines	111867.28			
17	Generator	354553.19			
18	Other equipments	26935295.2			
19	Accounting Machines	1199.56			
	<b>TOTAL</b>	<b>887326405</b>			

**NOTE:**

1. The lumpsum rate quoted for the complete scope of RFP/ Tender shall be the sole criteria for bid evaluation and the L1 bidder shall be adjudged the preferred bidder subject to General, Special & Technical Terms and Conditions mentioned in this document.
2. The Participating Insurance Company (or) Insurance Broker/s may, in their own interest, quote the rates and premium for policy items in line with Rules, Regulations and Applicable Guidelines of Statutory Bodies such as IRDAI (Insurance Regulatory and Development Authority of India) /TAC (TARIFF ADVISORY COMMITTEE /IIB (INSURANCE INFORMATION BUREAU).
3. The Final Bid arrived based on the Reverse Tendering Process is bound& deemed to be considerate of all Technical & Tariff Aspects of in line with Rules, Regulations and Applicable Guidelines of Statutory Bodies such as IRDAI (Insurance Regulatory and Development Authority of India) /TAC (TARIFF ADVISORY COMMITTEE /IIB (INSURANCE INFORMATION BUREAU).

4. Notwithstanding anything, APSCSCL does not entertain any communication in this regard and If the Final Bid is inclusive of any deviations, discounts, rebates etc. on the rate chargeable
    - a. The same should not be charged upon APSCSCL at any time during the policy period &
    - b. The same should not be recovered from the claims payable, if any, resulting from insured perils of the policies issued under this RFP/ Tender.
    - c. The same cannot be carried forward to future policies of APSCSCL.
- 

***VC & MANAGING DIRECTOR, APSCSCL***