



भारतीय प्रौद्योगिकी संस्थान इंदौर  
सिमरोल, खंडवा रोड, इंदौर, पिन- 453552

Indian Institute of Technology Indore  
Simrol, Khandwa Road, Indore- 453552



**GeM Bid**

for

**Insurance Coverage of Institute Fixed Assets of IIT Indore**

आवश्यकता की अनुसूची के अनुसार तकनीकी एवं वित्तीय बोली के दस्तावेज़  
ऑनलाइन जमा करने हेतु

**Documents to be submitted online for  
(Technical & Financial Bid as per Schedule of requirement)**

**निविदा आमंत्रण सूचना / NOTICE INVITING TENDER (NIT)**

**for**

**Insurance Coverage of Institute Fixed Assets of IIT Indore**

Online e-Tenders are invited by IIT Indore (in Two Bid System) for the working "(Insurance Coverage of Institute Fixed Assets of IIT Indore) with the following details.

Sl. No.	Description of Stores	NIT No.	EMD
1.	Insurance Coverage of Institute Fixed Assets of IIT Indore	IITI(SC)/CSS/NIT/326/SR/2024-2025	As per GeM Bid Document

**SUBMISSION OF BIDS ONLINE IN TWO BID:** <https://gem.gov.in>

\*NIT No. 326 should be mentioned for the purpose of EMD Submission and the Tender No. should be referred for bid submission/communication etc.

**Note:**

- I. Tender Documents with detail terms & conditions can be downloaded from our website: [http://www.IITIndore.ac.in/tender\\_mms.php](http://www.IITIndore.ac.in/tender_mms.php) & <https://gem.gov.in>
- II. The pre-bid report will be published as a part of the tender document.
- III. All the details/documents pertaining to the NIT such as tender document, pre-bid report, corrigendum and any further updates will be available only on our website and also at Government e-Marketplace (GeM).
- IV. Bidders who are registered as per Circulars of IRDA- IRDA/38/GEN/Misc/2014-15 dated 20/3/2015 and GIC dated 07/06/2011 are exempted for submitting the EMD.

IIT Indore shall not be responsible for non-receipt of bid due to internet issues or any other reasons. **For any issues related to tender please contact Material Management Section, Tel: +91-0731-6603369/3408 Email: [servicecontracts@iiti.ac.in](mailto:servicecontracts@iiti.ac.in).**

**Assistant Registrar (Service Contracts)**



## अनुभाग-1 / SECTION-I

## निविदा की अनुसूची/ SCHEDULE OF TENDER

Sl. No	Event	Date and Time/ Remarks
01	निविदा दस्तावेज़ डाउनलोड करने की तारीख Downloading of Tender document online from GeM	From September 18, 2024 <a href="https://gem.gov.in">https://gem.gov.in</a> & <a href="http://www.IIT Indore.ac.in/tender_mms.php">http://www.IIT Indore.ac.in/tender_mms.php</a>
05	ऑनलाइन बोली जमा करने की अंतिम तिथि और समय (तकनीकी और वित्तीय बोली) Last date & Time of Submission of Bids Online (Technical and Price Bid)	September 25, 2024 upto 12.00 PM (IST) Please refer tender Terms at IIT INDORE
06	तकनीकी बोलियाँ खोलने की तिथि एवं समय Opening of Technical Bids Online	September 25, 2024 at 12.30 PM (IST) Please refer tender Terms at IIT INDORE
07	निविदा के संबंध में सभी संचार को संबोधित करने हेतु All the communications with respect to the tender shall be addressed to:	<b>Assistant Registrar (Service Contracts)</b> <b>IIT Indore, 4th Floor Western Wing</b> <b>(Toward's Gate-1), Abhinandan Building,</b> <b>Khandwa Road, Simrol, Indore- 453552</b> Tel.: 0731-6603580/3369, Email: <a href="mailto:servicecontracts@iiti.ac.in">servicecontracts@iiti.ac.in</a>
08	Submission of Bid Online	<a href="https://gem.gov.in">https://gem.gov.in</a>
09	Contract Period	<b>Initially 01 year from the date of issue of work-order which may be extended further up to 02 years subject to satisfactory performance in the spell of 1 year at the absolute discretion of IIT Indore.</b>
10	Schedule of Price Bid Opening	Schedule for opening of Price Bids will be notified via GeM only to the bidders qualifying the Technical Bid evaluation.
11	किसी भी आवश्यक सहायता के लिए संपर्क करे <b>FOR TAKING ASSISTANCE, IF ANY</b>	<b>GeM Portal website: <a href="http://www.gem.gov.in">www.gem.gov.in</a></b> <b>GeM Portal Help Desk Toll Free</b> <b>No.:18004193436</b>

**अनुभाग-2 /SECTION-II**

**ऑनलाइन बोली जमा करने के लिए बोलीदाताओं को निर्देश**  
**INSTRUCTIONS TO THE BIDDERS FOR ONLINE BID SUBMISSION**

The tender shall be submitted in accordance with these instructions and any tender not confirming to the instructions as under is liable to be rejected. These instructions shall form the part of the tender and the contract.

1. For Online Bid Submission as per the directives of Department of Expenditure, this tender document has been published on the Government E-Marketplace ([URL:http://gem.gov.in](http://gem.gov.in)). The bidders are required to submit copies of their bids electronically on the GeM Portal.
2. More information useful for submitting the online bids on the GeM Portal is available/ obtained at ([URL:http://gem.gov.in](http://gem.gov.in)).
3. For Registration: Bidders are required to enroll on the Government E-Marketplace ([URL:http://gem.gov.in](http://gem.gov.in)).
4. While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender is liable to be rejected. If any tenderer stipulates any condition of his own, such conditional tender is liable to be rejected.
5. IIT INDORE reserves the right to reject any tender/bid wholly or partly without assigning any reason.
6. The Technical Committee constituted by the IIT INDORE shall have the right to verify the particulars furnished by the bidder independently.
7. Tenderer shall take into account all costs of services at site i.e. IIT Indore before quoting the rates. In this regard no claim for any extra payment/work for any reason shall be entertained.
8. All the tender documents & price bid to be uploaded as per this tender are to be digitally signed by the bidder.
9. The Bidder(s) may note that ONLINE BIDS will ONLY be accepted. All the requisite supporting documents mentioned in the bid document should and must be uploaded On-line <http://gem.gov.in>. The Bids sent through FAX, E-mail, by hand and/or by post shall not be accepted/ processed, in any case.
10. The bidders may submit duly filled and completed bidding document ONLINE as per instruction contained in the bidding documents. Incomplete bid shall be rejected. The conditions of tender shall be governed by the details contained in complete bid document.
11. In case, holiday is declared by the Government on the day of opening the bids, the bids will be opened on the next working day at the same time. The IIT INDORE reserves the right to accept or reject any or all the tenders.
12. The detailed instruction for online submissions of bid(s) through e-procurement module of Government E-Marketplace, the bidder(s) may visit following link:- [URL:http://gem.gov.in](http://gem.gov.in).

**Assistant Registrar (Service Contracts)**



**अनुभाग-3 /SECTION-III**

**सामान्य निर्देश / GENERAL INSTRUCTIONS:**

1. Indian Institute of Technology Indore (IIT INDORE) invites **Online tender for the work of "Insurance Coverage of Institute Fixed Assets of IIT Indore"**.
2. **Tender Form:** Tender documents will not be issued in person. The tender document can be downloaded from IIT INDORE Website [www.IIT Indore.ac.in](http://www.IIT Indore.ac.in) & [gem.gov.in](http://gem.gov.in). Tender documents are in 2 (two) parts viz.,
  - a) **Part I (Technical Bid)**
  - b) **Part II (Price Bid).**Please go through the following carefully before submitting the bid/tender:
  3. Details of EMD, submission of tender, etc. are indicated elaborately in the tender document.
  4. **Opening of Part II of the bid:** After verification of Part I (Technical Bid), price bid of only those bidders who satisfy all the eligibility criteria laid down in this notification will be opened.
  5. In case, any document produced in support of eligibility criteria turns out to be not genuine, EMD stands automatically forfeited, whether before award of work or otherwise.
  6. Conditional, Incomplete tenders, Tender in any form other than the prescribed form issued by IIT INDORE or bids received in any mode other than the mode of submission prescribed will be rejected. In such cases, EMD submitted with the tender will be forfeited.
  7. The tender is not transferable under any circumstances.
  8. Canvassing of any kind, direct or indirect, shall lead to disqualification of the tenderer.
  9. **Evaluation of tender:** In case two or more tenders are equal in monetary terms, work will be awarded to the contractor who has executed contracts of higher values.
  10. IIT INDORE reserves the right to:
    - a) reject any or all the tenders without assigning any reason whatsoever;
    - b) not bind himself to accept the lowest or any tender; and
    - c) accept the whole or any part of the tender and the bidder shall be bound to perform the same at the rates quoted. Canvassing in connection with tender/quotation is strictly prohibited. Tender details can be viewed in the website [www.IIT Indore.ac.in](http://www.IIT Indore.ac.in).

**अनुभाग-4 /SECTION- IV**  
**विशेष नियम और शर्तें**  
**SPECIAL TERMS AND CONDITIONS**

1. **Definitions:**-"IITI" shall mean the Indian Institute of Technology Indore and shall include their legal representatives, successors, and permitted assignees.
2. **Period:** Period of the cover will be **one year** from the date of the policy. Which can be extended further for 2 years as per point no. 23.
3. **Other terms & Conditions:**
  - i) The class of Insurance will be "Insurance Coverage of Institute Fixed Assets of IIT Indore"
  - ii) **The number of assets may be 47,059 approximately.**
  - iii) The policy will be "Tailor Made" as per the agreed terms and conditions.
  - iv) Geographical Limits of applicability will be within the territory of India.
4. **Completion of Job:** - Insurance Policy/policies as per requirement of IITI's are to be issued within 24 hours from the date of award of tender. All insurance coverage shall be effective immediately after the award of the tender or as per the agreed terms.
5. Claims, if any, against the policies shall be settled within a maximum of 15 days from the date of submission of claims.
6. Any legal dispute that may arise will be settled within the jurisdiction of the court of Indore only.
7. All corrections (if any) must be signed at the appropriate place by the signatory of the bidder, otherwise, the tender will be invalid. There should not be any correction or overwriting on the price bid. If so, the offer will summarily be rejected.
8. The bidder's quoted Price shall remain firm till completion of the Insurance coverage period. The quoted price shall be inclusive of all taxes & duties, other charges, etc. applicable for the job.
9. **Operating Authority:** The **operating** authority of the insurance contract shall be the Registrar, IIT Indore.
10. **Payment Terms:** Premium shall be paid by IIT Indore immediately on submission of bill / proforma invoice.
11. An unconditional acceptance of the terms & conditions shall be submitted along with the bid.
12. Bidders have to submit their claim process and required documentation details.
13. **Policy features:**

- i. The rate of premium must be inclusive of all taxes, stamp duty etc.  
ii. Service details and technical specification as mentioned below:

**Gross value/Purchase value of Assets (Project Account) as on 29.07.2024**

Sr. No.	Nature of Assets	Cost of Assets as on 31.03.2024 (INR)	Addition during FY 2024-25 (UP TO 28.07.2024) (INR)	Total (INR)
1	Laboratory Equipment's	41,76,27,424.00	1,20,35,777.00	42,96,63,201.00
2	Furniture, Fixtures and Fittings	51,71,741.00	1,25,812.00	52,97,553.00
3	Computers & Peripherals	2,87,38,590.00	53,23,815.00	3,40,62,405.00
5	Books	1,96,722.00	29,765.00	2,26,487.00
	<b>Total Rs. ==&gt;</b>	<b>₹ 45,17,34,477.00</b>	<b>₹ 1,75,15,169.00</b>	<b>₹ 46,92,49,646.00</b>

**Gross value/Purchase value of Assets (Main A/c.) as on 28.07.2024**

Sr. No.	Nature of Assets	Cost of Assets as on 31.03.2024 (INR)	Addition during FY 2024-25 (UP TO 28.07.2024) (INR)	Total (INR)
1	Laboratory Equipment's	1,36,59,01,683.00	91,82,325.00	1,37,50,84,008.00
2	Equipment's Other	16,57,69,437.00	9,85,773.00	16,67,55,210.00
3	Furniture, Fixtures and Fittings	44,07,37,179.00	14,28,971.00	44,21,66,150.00
4	Computers & Peripherals	38,09,71,809.00	1,16,41,365.00	39,26,13,174.00
5	Electrical Installation	2,96,80,040.00	1,15,501.00	2,97,95,541.00
6	Library Books	8,41,80,541.00	2,06,528.00	8,43,87,069.00
7	Cycle	50,880.00	-	50,880.00
8	Audio Visual Equipment's	15,35,78,559.00	4,36,210.00	15,40,14,769.00
9	Plant & Machinery	3,11,46,014.00	5,47,555.00	3,16,93,569.00
	<b>Total Rs. ==&gt;</b>	<b>₹ 2,65,20,16,142.00</b>	<b>₹ 2,45,44,228.00</b>	<b>₹ 2,67,65,60,370.00</b>

**Value of Assets acquired from HEFA Funds till 06.09.2024**

Sr. o.	Nature of Assets	Total Cost of Assets (INR)
1	Laboratory Equipment's	4,91,82,350.00
2	Furniture, Fixtures and Fittings	72,75,433.00
3	Computers & Peripherals	2,16,986.00
	<b>Total Rs. ==&gt;</b>	<b>₹ 5,66,74,769.00</b>

**Total Value of all assets**

Project Asset	₹ 46,92,49,646/-
Institute Asset	₹ 2,67,65,60,370/-
HEFA Asset	₹ 5,66,74,769/-
<b>Total Value Rs.</b>	<b>₹ 3,20,24,84,785/-</b>

**Policy Features:** Safeguarding of the institute assets from risk of fire, earthquake, theft, Burglary and peril, including flood, terrorism , Riots, commotion, accident etc.

**Scope of Insurance Coverage:**

The Institute's stores, Fixed Assets, including equipment, furniture & fixtures, Computer/Peripherals, Electrical Installations, Library Books & Journals, Audio-Visual Equipment, Plant & Machinery, Cycles etc. for fire, earthquake, theft, Burglary & peril including flood, terrorism, Riots, commotion, accident coverage and other hazards.

- iii. The rate of premium must be inclusive of all taxes, stamp duty etc. However, the Goods and Service Tax has to be separately quoted. No subsequent increase in premium rates (except Taxes) will be allowed under any circumstances during the period of the policy. Wherever applicable, rates are to be quoted up to three decimal points.
- iv. Failure to settle the claim within a month will be considered as non-performance on the part of the Insurer and the institute will be free to take appropriate legal action against the company.
- v. Any delay in obtaining legal documents like Succession Certificate etc shall be accepted by the Service Provider and claim has to be honored without any period of limitation.
- vi. There shall be a grace period of 30 days from the due date of the premium.
- vii. Proposal shall not have any Claims Review clause: Irrespective of potential / actual claims /loss experience under the policy, there would no changes allowed to be made mid-term to any terms and conditions and premiums paid for the policy.
- viii. Policy may be discontinued during the policy period on mutually agreed terms by giving one month notice period by either of party.
- ix. The excess premium paid by the Institute shall be refunded by the Insurance Company at the end of the contract period within three months.

**14. Period of Contract-** The Insurance policy shall be One Year Policy, with extension provision for 2 more year on the basis of satisfactory performance.

**15.** The bidders shall quote the rates both in English words as well as in Figures. In case of a difference in rates between words and figures, the lesser of the two shall be treated as a valid rate.

**16. Grace Period:** There shall be a grace period of 30 days from the due date of the premium.

**17.** In case of calculation errors, the decision of the Institute will be final and binding on the bidders and may even lead to rejection of the proposal.

**18. ARBITRATION: -**



- I. 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 policy and as to the performance of the Insurance Co. any other question, claim, right, matter, or thing what so ever in any way arising out of or relating to the policy, specifications, operating instructions, orders or these conditions; or otherwise concerning the performance of the policy, the execution or failure to execute the same whether arising during the tenure thereof, shall be referred to the sole arbitrator appointed by Indian Institute of Technology Indore.
  - II. 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.
  - III. The law under the Arbitration and Conciliation Act, 1996 shall be applicable to such proceedings.
19. IIT Indore reserves the right to accept / reject any quotation(s) either in full or in part without assigning any reasons thereto. In the event of any ambiguity in the policy proposal with regard to any aspect, the interpretation of IIT Indore shall be final and binding on the "Insurer". Acceptable bids will be evaluated on lowest quoted rate/premium on per lakh basis for each insurance company separately.
20. The decision of IIT Indore will be final in all respect.
21. In case the bidder fails to fulfil the obligations fully and in time, IIT Indore shall have the absolute right to take up the work at the Bidder's cost and risk any and such expenses from the amounts due to the Bidder including Security Deposit. The institute shall have the right to impose penalty commensurate with the fault and amount towards damages if any, shall be recovered from the bill and/or security deposit.
22. **Modification of specification of work:** IIT Indore reserves the right of altering the specifications of works of adding to or omitting any items of work or of having portions of the same carried out in the Institute by others and such alterations and variations shall not violate the contract.
23. **Tenure of Contract:** The contract will be for a period of 1 (one) year initially. IIT Indore may renew/extend the contract to such further period(s), as it may deem proper and, in any case, not exceeding 2 (two) years in the spell of 1 year from the date of commencement of work, having regard to the quality and manner of the Service Provider's performance. However, it shall be with consent by the Service Provider on the same terms and conditions at the absolute discretion of IIT Indore.
24. In the event of local problems arising while discharging the functions at IIT Indore, the bidder will deal with such problems appropriately and the bidder will not bring IIT Indore on the scene of arising such matters.
25. IIT Indore reserves the right to terminate the contract without assigning any reason by giving a notice of one month. The bidder will also have to serve a notice of equal period, if bidder wishes to terminate the contract.

26. **Dispute Resolution:** The bidder shall abide by the rules and regulation of IIT Indore. In the event of any dispute arising out of or in connection with this contract, whether during the subsistence of the contract or thereafter, the matter shall be referred to the Court of Indore Jurisdiction or any other officer nominated by IIT Indore for arbitration whose decision shall be final and binding on the parties. The bidder agrees that the arbitrator could be an employee of IIT Indore and shall not have any objections in this regard. The proceedings before the arbitrator would be governed by the provision of the Arbitration and Conciliation Act 1996.
27. **Performance Security:** The successful bidder must submit a performance security of 5% of the total cost of the tender within 7 days of the receipt of the Service Order, to be submitted from an Indian Scheduled Bank in the form bank guarantee valid from the date of commencing of services till 60 days beyond the date the closure of services. No interest will be payable by the IIT Indore on Performance Security. This Performance Security will be liquidated and forfeited in case the successful bidder performs poorly/ terminates the contract during the middle of contract period/ discontinue their service without prior notice/ incurs any loss to the IIT Indore property for reasons attributable to the successful bidder or as mentioned in this tender.
- Note: Bidders who are registered as per Circulars of IRDA-IRDA/38/GEN/Misc/2014-15 dated 20/3/2015 and GIC dated 07/06/2011 are exempted for submitting the PBG.**
28. The above Performance Security amount shall be in one of the following forms:
- (a) Unless otherwise stipulated in Tender Document or Contract, Account Payee Demand Draft or Fixed Deposit Receipt or Banker's Cheque drawn on any commercial bank in India, favoring the authority mentioned in therein.
  - (b) Issued by any commercial bank in India, in the prescribed form provided in **Form-X**.
29. If the successful bidder, having been called upon by the IIT Indore to furnish Performance Security, fails to do so within the specified period, it shall be lawful for the IIT Indore at its discretion to annul the award and enforce Bid Securing Declaration (in lieu of forfeiture of the Bid Security), besides taking any other administrative punitive action like 'Removal from List of Registered Service providers' etc.

**अनुभाग-5 /SECTION-V****तकनीकी बोली (अपलोड किए जाने वाले दस्तावेजों की सूची)****TECHNICAL BID (LIST OF MANDATORY DOCUMENTS TO BE UPLOADED)**

Sl. No.	Particulars	Details & Reference
1.	Earnest Money Deposit Acknowledgement	
2.	Bidder Information	As per Form I
3.	Acceptance Certificate	As per Form II
4.	Declaration Regarding Clean Track / No Legal Action	As per Form III
5.	Declaration of Annual Turnover, Profit & Loss and Income Tax Return	As per Form IV
6.	Letter of Consent	As per Form VI
7.	Form of Undertaking	As per Form VII
8.	Pre-Bid Query Form	As per Form VIII
9.	Performance Report for Services provided in Government/ Semi-Government/ Autonomous Organizations	As per Form IX
10.	Performance Security Format	As per Form X
11.	Details of previous and current clients	As per Form V
12.	Non-Disclosure Agreement (NDA)/ Third Party Non-Disclosure Agreement	As per Form XI
13.	PAN details of the firm have to be indicated along with a certified copy	
14.	An affidavit duly certified by a Notary that the Partners of the firm or sole Proprietor or Company has never been blacklisted or changed the name of the firm (in original). <i>The Notary should be self-attested.</i>	
15.	An affidavit duly certified by a Notary that the Partners of the firm or sole Proprietor or Company is/are not involved in any Police Case/ Vigilance enquiry pending or ever been punished by any Hon'ble Court (in Original). <i>The Notary should be self-attested.</i>	
16.	The Signed copy of NIT	

**Note:**

1. Non-submission of all the documents mentioned above, except Pre-Bid Query Form & Performance Security Format (to be submitted only if applicable), by the bidder will amount to non-eligibility for this tender and its bid shall be liable to be rejected summarily.

**अनुभाग-6 /SECTION-VI****तकनीकी बोली अनुपालन आव्यूह****TECHNICAL BID COMPLIANCE MATRIX**

Documents details to be mandatorily submitted:

Sl. No.	Details	Supporting Document Should be Submitted
1.	The bidder should be an Indian insurance Company and must be registered and approved from IRDA. The Insurance Company must have its fully functional branch at Indore.	Attached relevant documents
2.	The Bidder shall have a valid PAN, GST and attach the copy	enclose self-attested copy of authorization certificate
3.	<b>Udyam Certificate if bidder claim MSEs should be as per GeM_GTC Clause 04, Point no (xiii), m, (i)</b>	Self-certified copies of documents.
4.	<b>Startup Certificate if bidder claim as a startup</b>	Self-certified copies of documents.
5.	List of other Govt. Departments, Public Sector units and Central Autonomous Bodies for which the bidder is having the similar type of contracts and a valid certificate regarding the satisfactory performance of the contract	As per enclosed FORM VI
6.	The bidder should not have incurred loss (profit after tax should be positive) in more than two years during last three financial years ending 31st March 2023	enclose self-attested copy of profit & loss and balance sheet duly audited and certified by the Chartered Accountant
7.	The bidder should not be an employee of any of the IITs, Central or State Government, Autonomous Body, R&D Labs, IISERs, CFTIs (Centrally Funded Technical Institutes) or PSUs	Declaration to this effect is to be submitted
8.	The bidder should not have a record of poor performance such as abandoning work, not properly completing the contract, or financial failures/ weaknesses, unsatisfactory performance etc.	Declaration to this effect is to be submitted
9.	The bidder should have a minimum Claim Settlement Ratio (as per IRDAI) of 90% during the last -2 years as on 31.03.2023 and 31.03.2024.	(Undertaking on the company's financial letter head)

**प्रपत्र - 1 / FORM - I****बोलीदाता सूचना प्रपत्र****Bidder Information Form***(To be submitted on Service Provider/ Company Letterhead)*

1.	Name of the Organization	
2.	Registration Number	
3.	Details of infrastructure persons employed and number of offices/branches available (attach separate sheet).	
4.	Registered Address with Pin code	
5.	Name of Director/ Partner(s)	
6.	Year of Establishment	
7.	Legal Status of the Organization (tick on appropriate option)	1. Limited Company 2. Undertaking 3. Joint Venture 4. Partnership 5. Others (In case of others, please specify)
8.	Category of the Organization	1. Micro Unit as per MSME 2. Small Unit as per MSME 3. Medium Unit as per MSME 4. Ancillary Unit 5. SSI 6. Others (In case of others, please specify)
9.	Contact Name, Email Id & Mobile No.	
10.	Bank Details	Name of Beneficiary : A/c. No. CC/CD/SB/OD: Name of Bank : IFSC NO. (Bank) : Branch Address and Branch Code:
11.	PAN No. of the Organization (copy should be enclosed)	
12.	GST No. of the Organization (copy should be enclosed)	
13.	EPF Registration No. of the Organization (copy should be enclosed), if applicable.	
14.	ESI Registration No. of the Organization (copy should be enclosed), if applicable.	
15.	Professional Tax Registration No. of the Organization (copy should be enclosed)	
16.	LWF Registration No. of the Organization (copy should be enclosed), if applicable.	
17.	Labour Registration No. of the Organization as per CL&RA Act 1970 (registration copy should be enclosed)	

Date:

Authorized Signatory

Place:

Name:  
Designation:  
Contact No.:

Company Seal

प्रपत्र - 2 / FORM - 2

निविदा शर्तों की स्वीकृति हेतु

ACCEPTANCE CERTIFICATE

(To be submitted on Service Provider/ Company Letterhead)

Date: DD/MM/YYYY

To,  
The Registrar  
Indian Institute of Technology Indore

Sub: Acceptance of Terms & Conditions of Tender.

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: \_\_\_\_\_given in the above-mentioned website(s).
2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like sections, annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein and I have no objection for any of the content of the bid document. The rates quoted by me/us are valid and binding on me/us for acceptance till the validity of bid.
3. I / We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) / corrigendum(s) in its totality / entirety.
4. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
5. I / We do hereby declare that we have quoted our firm rates inclusive of taxes if not mentioned extra.
6. I/We agree that in case if we fail to supply of services within the stipulated time, then institute has full power to compound the liquidity damages or forfeit the Bid Security/Security Deposit or any necessary action as deemed fit can be taken by the IIT Indore.
7. The services shall be of the best quality and of the kind as per the requirement of the institution. The decision of the IIT Indore, India (herein after called the said officer) as regard to the quality and kind of services shall be final and binding on me. Should the said officer deem it necessary to change any services on being found of inferior quality, it shall be replaced by me/us free of cost in time to prevent inconvenience.
8. I/We declare that no legal/financial irregularities are pending against the proprietor/partner of the bidding firm or manufacturer.
9. I/We undertake that the quoted rates are not higher than that approved in any other Govt. institutions in India for the same items during the current Financial Year.
10. I/we do hereby confirm that the prices/rates quoted are fixed and are at par with the prices quoted by me/us to any other Govt. of State/Central//Institute/Department/PSUs.

11. I/We do hereby confirm that I/we aware about the provisions of "Make in India"/startup initiatives and directives regarding Price Preference Policy to Make in India Registered Bidders and I/We undertake for following the same as per directions of IIT Indore in respect of this E-Bid Enquiry.
12. I/we undertake, If as a result of post payment audit any over payment is deducted in respect of any work done by our Agency or alleged to have been done by our Agency under this bid, it shall be recovered by the IIT Indore from our Agency.
13. I/we undertake, If any under payment is discovered, the amount shall be duly paid to your Agency by the IIT Indore.
14. I/we undertake that we shall be liable to provide all the relevant records copies during the concurrency period of Contract or otherwise even after the Contract is over, whenever required by IIT Indore.
15. **Grace Period: There shall be a grace period of 30 days from the due date of the premium.**

---

**Yours faithfully**

(Signature of the Bidder)

Printed Name:

Designation:

Company Seal:

Date:

**प्रपत्र - 3 / Form - 3**

**स्वच्छ छवि/कोई कानूनी कार्रवाई नहीं होने के संबंध में घोषणा पत्र**  
**DECLARATION REGARDING CLEAN TRACK/NO LEGAL ACTION**

(To be submitted on Firm/Company Letterhead)

To,  
The Registrar  
Indian Institute of Technology Indore

Date:

**Sub: NIT No.** \_\_\_\_\_ ”

Dear Sir,

I/we carefully gone through the Terms & Conditions contained in the above-referred NIT. I/we hereby declare that my company / firm is not currently debarred / blacklisted/convicted by any Government / Semi-Government Organizations / Institutions in India or abroad. I/we further certify that I'm a competent officer in my company /firm to make this declaration.

**Or**

I/we declare the following:-

No.	Country in which the company is debarred / blacklisted / case is pending	Blacklisted / debarred by Government / Semi Government Organizations / Institutions	Reason	Since when and for how long

In case the above information is found false I/we are fully aware that the tender/contract shall be liable to be rejected/cancelled by the IIT Indore and EMD / SD shall be forfeited.

In addition to the above, IIT Indore will not be responsible to pay the bills for any completed / partially completed work.

\_\_\_\_\_  
**Yours faithfully**

(Signature of the Tenderer)

Printed Name:

Designation:

Company Seal:

Date:

(NOTE: In case the company/firm was blacklisted previously, please provide the details regarding the period for which the company/firm was blacklisted and the reason/s for the same)



प्रपत्र - 4 / FORM - 4

वार्षिक कारोबार की घोषणा और इनकम टैक्स रिटर्न

DECLARATION OF ANNUAL TURNOVER, PROFIT & LOSS AND

INCOME TAX RETURN

(To be submitted on Firm/Company Letterhead)

To,  
The Registrar  
Indian Institute of Technology Indore

Date :

**Sub: NIT No.** \_\_\_\_\_ ”  
Dear Sir,

I/we hereby declare that the details of our firm's Annual Turnover and Profit & Loss are as follows duly certified by my/our Chartered Accountant:

Financial Year	Turnover	Profit & loss	Remarks
2020-2021			
2021-2022			
2022-2023			

And,

2) I/we hereby declare that our firm had filed Income Tax Returns for last 3 years i.e. FY 2020-21 to FY 2022-23. Supported by copy of ITR of three years.

\_\_\_\_\_  
**Yours faithfully**

(Signature of the Tenderer)

Printed Name:

Designation:

Company Seal:

Business Address :

Date:

**CERTIFIED**

(Name of the Chartered Accountant/Firm)

**Seal**

**Date:**

Attach a separate neatly typed sheet on the letter head of Registered Chartered Accountant OR enclose copies of audited Balance Sheet and Profit & Loss Statement for the previous 3 financial year as specified in bid document and further details, if required, may be asked after opening of technical bids. There is no need to upload an entire voluminous balance sheet.

प्रपत्र - 5 / FORM - V

**पिछले और वर्तमान अनुभव का विवरण**  
**DETAILS OF PREVIOUS & CURRENT EXPERIENCE**  
(To be submitted on Service Provider/ Company Letterhead)

To,  
DD/MM/YYYY  
The Registrar  
Indian IIT Indore of Technology Indore  
Khandwa Road, Simrol  
Madhya Pradesh - 453552

Date:

Sub: NIT No. \_\_\_\_\_”

Dear Sir,

Details of previous and current experiences with the clients are furnished below:

Name of the Client and full address	Order No. and Date	Description of the services offered	Telephone and Email id of the client	Tenure of contract	Value of contract

Date:

Authorized Signatory

Place:

Name:

Designation:

Contact No.:

Company Seal

**प्रपत्र - 6 / FORM - VI**  
**सहमति - पत्र / Letter of Consent**

Date:

To  
The Registrar  
Indian Institute of Technology Indore  
Tender Ref. No.  
Name of Work: 'Insurance Coverage of Institute Fixed Assets of IIT Indore'

Dear Sir,

I/We understand the nature and quantum of work to be carried out. I/We have read various condition to the tender including general conditions and hereby agree to abide by the said terms and conditions. I/We also agree to keep this tender open for acceptance for a period of 180 days from the date fixed for opening the bid.

In case the tender is withdrawn within the validity period or the contract if awarded, I/We understand that our bid security declaration will be forfeited, and I/We understand that I/We will be barred for future tendering.

The rate quoted by us is firm and I/We will execute the work as per the rates quoted in the attached schedule and hereby bind myself/ourselves to carry out the work during the entire contract period as per the letter of acceptance and terms of the tender/contract. I/We also hereby agree to abide by the rules and regulations of the IIT Indore, general conditions of the contract amended from time to time and to carry out the work according to the conditions laid down by the IIT Indore.

Acceptance of this tender/contract shall constitute a binding contract between us subject to modifications, as may be mutually agreed between us and indicated in the letter of acceptance of my/our offer for this work.

Signatures of Tenderer(s) with stamp, address

**Note:** *The formats have been made available in the word format in the document title 'Annexures'. The format may also be downloaded; no change should be made by the tenderers except filling up details. In case any change is made in the contents of the formats, except filling -up details, it shall be treated as unauthorized and such tender will stand automatically disqualified.*

प्रपत्र - 7 / FORM - VII

उपक्रम का प्रपत्र / FORM OF UNDERTAKING

We hereby declare that the advertisement inviting applications for Insurance Coverage of Institute Fixed Assets of IIT Indore has been published on GeM dated \_\_\_\_\_ exclusively and wide publicity has been given.

We will be liable to appropriate action as per the contract in case of any shortcomings omission and commission.

SIGNATURE OF THE BIDDER

DATE:

ADDRESS WITH SEAL OF THE AGENCY /FIRM

**प्रपत्र - 8 / FORM - VIII**  
**बोली-पूर्व प्रश्न प्रपत्र/प्रारूप**  
**PRE-BID QUERY FORM**

Sl. No	Reference of the Clause No. of the Tender Document	Query/Clarification/Deviati on sought	Clarification/Response from IIT INDORE
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

**प्रपत्र - 9 / FORM - IX**

**सरकारी / अर्ध-सरकारी / स्वायत्त संगठन में प्रदान की गई  
सेवाओं के लिए प्रदर्शन रिपोर्ट**

**Performance Report for Services provided in  
Government/ Semi-Government/ Autonomous Organizations**

(To be issued by the organization where facility is being provided)

1. Name of the Owner:
2. Name of the Company/Firm & Location:
3. Name of organization where Manpower services are provided:
4. Name and contact No. of the person in the Organization for verification:
5. Date of award of contract:
6. Date of expiry of license/completion of contract:
7. Value of work in Contract:
8. Performance Report: Please tick/circle the correct option.

(a)	Quality of service	Excellent/Very Good/Good/Fair/Poor
(b)	Resourcefulness	Excellent/Very Good/Good/Fair/Poor
(c)	Behaviour and Attitude	Excellent/Very Good/Good/Fair/Poor
(d)	Redressal of complaints and Promptness	Excellent/Very Good/Good/Fair/Poor

Signature of Auth Representative  
Name:  
Designation:  
Business Add:  
Office Seal

(Signature of the Tenderer)

Name:  
Designation:  
Company Seal:  
Business Address:  
Date:

प्रपत्र - 10 / FORM - X

परफॉर्मेंस सिक्योरिटी प्रारूप

PERFORMANCE SECURITY FORMAT

To,

.....  
**WHEREAS** ..... (name and address of the supplier) (hereinafter called "the supplier") has undertaken, in pursuance of contract no. .... dated .....to supply (description of goods and services) (herein after called "the contract").

**AND WHEREAS** it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

**AND WHEREAS** we have agreed to give the supplier such a bank guarantee:

**NOW THEREFORE** we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of ..... (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We further undertake to pay the Purchaser any money so demanded notwithstanding any dispute or disputes raised by the supplier(s)/vendor(s) in any suit or proceeding pending before any court or Tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the supplier(s)/vendor(s) shall have no claim against us for making such payment.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the ..... day of ....., 20.....

(Signature of the authorized officer of the Bank)

Name and designation of the officer  
Seal, name & address of the Bank and address of the Branch  
Phone No., Fax No. & e-mail id.

प्रपत्र - 11 / FORM - XI

**गैर-प्रकटीकरण समझौता (एनडीए)/तृतीय पक्ष गैर-प्रकटीकरण समझौता**  
**Non-Disclosure Agreement (NDA)/ Third Party Non-Disclosure Agreement**  
(To be submitted on Service Provider/ Company Letterhead)

I, \_\_\_\_\_, on behalf of the \_\_\_\_\_ (Name of Company), acknowledge that the information received or generated, directly or indirectly, while working with IIT Indore on contract is confidential and that the nature of the business of the IIT Indore is such that the following conditions are reasonable, and therefore:

I warrant and agree as follows:

I, or any other personnel employed or engaged by our company, agree not to disclose, directly or indirectly, any information related to the IIT Indore. Without restricting the generality of the foregoing, it is agreed that we will not disclose such information consisting of but not necessarily limited to:

- Technical information: Methods, drawings, processes, formulae, compositions, systems, techniques, inventions, computer programs/data/configuration and research projects.
- Business information: Customer lists, project schedules, pricing data, estimates, financial or marketing data.

On conclusion of contract, I, or any other personnel employed or engaged by our company shall return all documents and property of IIT Indore to IIT Indore, including but not necessarily limited to: drawings, blueprints, reports, manuals, computer programs/data/configuration, and all other materials and all copies thereof relating in any way to IIT Indore's business, or in any way obtained by me during the course of contract. I further agree that I, or any others employed or engaged by our company shall not retain copies, notes, or abstracts of the foregoing.

This obligation of confidence shall continue after the conclusion of the contract also.

I acknowledge that the aforesaid restrictions are necessary and fundamental to the business of the IIT Indore and are reasonable given the nature of the business carried on by the IIT Indore. I agree that this agreement shall be governed by and construed in accordance with the laws of the country.

I enter into this agreement totally voluntarily, with full knowledge of its meaning, and without duress.

Dated at \_\_\_\_\_, this \_\_\_\_ day of, 20\_\_\_\_.

Date:

Authorized Signatory

Place:

Name:

Designation:

Contact No.:

Company Seal



**प्रपत्र -12 / FORM-XII****Format for Price Breakup/Financial Document****for****Insurance Coverage of Institute Fixed Assets of IIT Indore****Name of the Bidder/ Bidding Firm / Company:** \_\_\_\_\_

Sr. No.	Item Description	Basic Rate of Premium	GST	Total Premium
		<b>A</b>	<b>B</b>	<b>C = A+B</b>
1.	Insurance Coverage of Institute Fixed Assets (Project Account) ₹ 46,92,49,646/-			
2.	Insurance Coverage of Institute Fixed Assets (Main/Institute Account) ₹ 2,67,65,60,370/-			
3.	Insurance Coverage of Institute Fixed Assets (HEFA Account) ₹ 5,66,74,769/-			
	<b>Total Premium in INR for one year including GST and applicable taxes =</b>			

**Note:**

- All Terms & Conditions will be as per NIT Document uploaded on GeM.
- Format for Price Breakup (FORM-XII) must be uploaded at the time of Price bid submission.
- Agency will be required to quote total price in INR as above in GeM bid and upload the price breakup in the above format in the price breakup field.
- Separate policy letter to be issued for the above Sr. No. 1, 2 & 3. Also, for Sr. no. 3 the policy holder name would be HEFA.
- Ranking will be done on the basis of total financial quote of the technically qualified agencies. Technically qualified agency, quoting minimum total premium will be awarded the contract.

(Signature of the Tenderer)

Company Seal

Date: